



General Guidelines / Instructions for submission of Medical Bills

1. All Medical Claim bills must be submitted within a maximum period of six months from the date of the bill.
2. In case the doctor's prescription does not specify the tenure of the intake of medicines, a maximum of 15 days will be allowed from the prescription date.
3. If medicines are to be continued till the next visit or further, please enclose the current/updated prescription otherwise a period of 15 days will be considered as mentioned in sl no 2.
4. All the beneficiaries are requested to submit the bills/cash memos after consumption of the medicines. If bills submitted prior to that, the bills of the said medicines will be paid upto the date of submission of bills.
5. For pathological/radiological tests, a period of 7 days will be considered between the bill date and the prescription date, unless specified in the prescription.
6. In case, the enlisted physicians refer the cases to the other specialist doctors, the referral advice will be valid for one year.
7. Cash memo/money receipts should be submitted in original. Photocopies of prescriptions, pathological /radiological test reports should be submitted along with the bill.
8. Before submission of the medical expenses claim form kindly check the patient's name, doctors' name, date, signature, seal etc in the supporting documents like Prescription/cash memo etc.
9. For changes in the names of enlisted physicians, an application should be sent to the Registrar prior to starting treatment.
10. The Pensioners/Family Pensioners who have opted their CMS contribution on yearly basis have to deposit the contribution in the month of December in a year (on on pro-rata basis if superannuating in the middle of the year and not paying lifetime contributions); otherwise membership will be discontinued; which can be considered for renewal on case-to-case basis at the discretion of the competent authority on adjudicating the reasons for discontinuation being provided. Contribution for 10 uninterrupted full years after superannuation will make a beneficiary a life member of the CMS.
11. The Scholars and RAs whose CMS contributions are not deducted from their fellowships have to deposit the amount on yearly basis in the month of December in a year (on pro-rata basis if joining or leaving in the middle of the year); otherwise membership will be discontinued; which can be considered for renewal on case-to-case basis at the discretion of the competent authority on adjudicating the reasons for discontinuation being provided.
12. In case of treatment of acute or chronic diseases outside Kolkata or for specialized treatments, prior permission of the competent Authority is required for any kind of reimbursement.
13. For emergency indoor treatments at a nursing home/polyclinic/hospital a written intimation should be sent to the Registrar within 72 hours of admission/treatment which will be placed for approval.

14. Before submission of the medical claim form kindly re-check the details with the attached prescription.
15. Please do not use black pen in the claim form.
16. Use only one form for each patient.
17. All the money receipts/cash memos must be signed with seal of the medicine store.
19. Please obtain break up of investigation charges from the hospital/diagnostic centre, (details and rates of individual tests and the exact number of tests, X-ray films etc.) as the reimbursable amount is calculated as per approved rates per test.
20. In case of implants, Invoice No. along with sticker with serial number of the implant has to be attached with the claim form.
21. In case of Coronary Stents, outer pouch of stents has to be enclosed with the medical claim form.
22. In case of replacement of pacemaker/ICD etc., copy of the warranty certificate of earlier pacemaker/ICD has to be enclosed.
23. In case of death of card holder, dependent members should immediately intimate IACS regarding on the following instances:
 - (i) when dependent son who start earning or attains 25 years of age whichever is earlier
 - (ii) dependent daughter starts earning gets married whichever is earlierThe Medical Card will be reissued in such cases with the necessary updations.
24. During submission of bills please arrange the bills in chronological order along with relevant prescriptions.
25. It is mandatory to have medical card. In case medical card is not issued by the medical Cell within one month of submission of the filled-in form, the matter must be brought to the notice of the registrar immediately.
26. Beneficiaries must not sign or write the cashmemos and invoices themselves.
27. Institute will have the right to reject any bill that is found to contain any doubt or discrepancy.
28. It will be the responsibility of the claimant to submit their claims following the above guidelines in order to get reimbursement as per CMS rules.

For any more information please contact the Medical Cell.

NOTE: Misuse of CMS facilities is a criminal offence and will be subject to Penal action including cancellation of Medical card in case of willful suppression of facts or submission of false claims/statements.



(SARBANI SAHA)
REGISTRAR