

APPENDIX - A

FORM OF APPLICATION FOR MEDICAL CLAIMS

Med. 97

Form of application for claiming refund of medical expenses incurred in connection with medical attendance and/or treatment of Central Government Servants and their families — Form of medical attendance/treatment taken both from an authorised Medical Attendant and a Hospital.

1. Name and designation of Government Servant :
(in block letters)
(i) whether married or unmarried :
(ii) if married the place where wife/husband is :
employed
2. Office in which employed :
3. Pay of the Government Servant as defined in the :
Fundamental Rules, and any other emoluments
which should be shown separately.
4. Place of duty :
5. Actual residential address :
6. Name of the patient and his/her relationship to the :
Government servant
N.B. In the case of children state age also.
7. Place at which the patient fell ill :
8. Details of the amount claimed :

I. Medical Attendance —

- (i) Fees for consultation indicating —
 - (a) the name and designation of the Medical Officer consulted and the hospital or dispensary to which attached. :
 - (b) the number and dates of consultation and the fees paid for each consultation. :
 - (c) the number and dates of injection and the fees paid for each injection. :
 - (d) whether consultations and/or injections were had at the hospital, at the consulting room of the medical officer or at the residence of the patient.
- (ii) Charges for pathological, bacteriological, radiological or other similar tests undertaken during diagnosis indicating —
 - (a) the name of the hospital or laboratory where undertaken; and :
 - (b) whether the tests were undertaken on the advice of the authorized medical attendant. If so, a certificate to that effect should be attached. :
- (iii) *Cost of Medicines purchased from the market. (Cash memos and the essentiality certificates should be attached)*

II. Hospital Treatment

- Name of the Hospital :
- Charges for hospital treatment, indicating separately the charges for —
- (i) Accommodation :
(State whether it was according to the status for pay of the Government Servant and in cases where the accommodation is higher than the status of the Government servant, a certificate should be attached to the effect that the accommodation to which he was entitled was not available)
 - (ii) Diet :
 - (iii) Surgical operation or medical treatment or :
confinement
 - (iv) Pathological, bacteriological, radiological or other similar tests, indicating —
 - (a) the name of the hospital or laboratory at which undertaken, and :
 - (b) whether undertaken on the advice of the medical officer-in-charge of the case at the hospital. If so, a certificate to that effect should be attached. :
 - (v) Medicines :

- (vi) Special medicines :
(Cash memos and the essentiality certificates should be attached)
- (vii) Ordinary nursing :
- (viii) Special nursing i.e. nurses, specially engaged for the patient. State whether they are employed on the advice of the Medical Officer-in-Charge of the case at the hospital or at the request of the Government servant or patient. In the former case a certificate from the Medical Officer-in-Charge of the case and countersigned by the Medical Superintendent of the hospital should be attached.
- (ix) Ambulance charges :
(State the journey —to and fro —undertaken)
- (x) Any other charges, e.g. charges for electric light, fan, heater, air-conditioning etc. state also whether the facilities normally provided to all patients and no choice was left to the patient.

Note 1 — If the treatment was received by the Government Servant at his residence under Rule 7 of the C.S. (M.A.) Rules, 1944, give particulars of such treatment and attach a certificate from the authorized Medical Attendant as required by these rules.

Note 2 — If the treatment was received at a hospital other than a Government Hospital, necessary details and the certificate of the authorized medical attendant that the requisite treatment was not available in any nearest Government hospital should be furnished.

**III. Consultation with Specialist—
Fees paid to a Specialist or a Medical Officer other than the authorized Medical Attendant indicating —**

- (a) the name and designation of the Specialist or Medical Officer consulted and the hospital to which attached.
- (b) number and dates of consultations and the fees charged for each consultation.
- (c) whether consultation was had at the hospital, at the consulting room of the Specialist or Medical Officer, or at the residence of the patient, and
- (d) whether the Specialist or Medical Officer was consulted on the advice of the authorized Medical Attendant and the prior approval of the Chief Administrative Medical Officer of the State was obtained. If so, a certificate to that effect should be attached.

- 9. Total amount Claimed Rs.
- 10. Less advance taken on Rs.
- 11. Net amount claimed Rs.
- 12. List of enclosures

DECLARATION TO BE SIGNED BY THE GOVERNMENT SERVANT

I hereby declare that the statements in the application are true to the best of my knowledge and belief and that the person for whom medical expenses were incurred is wholly dependent upon me.

Date:

Signature of the Government Servant
and Office to which attached