

**DOCUMENTS CHECK LIST FOR MEDICAL REIMBURSEMENT THROUGH
EMPLOYEE HEALTH SCHEME CARD**

S.No	PARTICULAR	YES	NO	NA	P. Number
1	Covering letter Form EHS Employee				
2	Original Bills Attested both by EHS beneficiary & consultant				
3	Utilization Certificate				
4	Undertaking as per approved format				
5	Discharge Summary Signed copy by consultant				
6	Copy of prescription mentioned on EHS booklet instead of OPD slip				
7	ID Card				
8	CGHS Rate List				
9	Emergency Certificate duly signed				
10	Medical Reimbursement Form				
11	Self -Explanatory letter form beneficiary Explaining emergency circumstances.				
12	NA Form Pharmacist/surgical store / laboratory/HOD for respective procedure (If Applicable)				
13	Permission copy of MS/ Director AIIMS Rishikesh (if applicable)/ Intimation copy to EHS during emergency for approval of treatment outside AIIMS Rishikesh				
14	List of all medicines, Laboratory tests investigations.				
15	Photocopies of claim papers and an affidavit on stamp paper in case original papers have been lost.				
16	Front page of EHS Book				
17	Bank Details (Salary Account Details)				