Kotak Health Care
Claim Form - Part B

TO BE FILLED BY THE HOSPITAL

The issue of this Form is not to be taken as an admission of liability

Please include the original preauthorization request form in lieu of PART A

(To be filled in block letters)

DETAILS OF HOSPITAL

a) Name of the Hospital

b) Hospital ID c) Type of Hospital Network ☐ Network ☐ Non Network (If non network fill section E)

d) Name of the Treating Doctor SURNAME FIRSTNAME MIDDLENAME

e) Qualification f) Registration No. with State Code

g) Phone Number

DETAILS OF THE PATIENT ADMITTED

a) Name of the Patient SURNAME FIRSTNAME MIDDLENAME

b) IP Registration Number c) Gender Male ☐ Female ☐ d) Age Years Months MM

e) Date of birth DDMMYYYY f) Date of Admission DDMMYYYY g) Time HH:MM

h) Date of Discharge DDMMYYYY i) Time HH:MM

j) Type of Admission ☐ Emergency ☐ Planned ☐ Day Care ☐ Maternity ☐ ICU

k) If Maternity i. Date of Delivery DDMMYYYY ii. Gravida Status: l) Status at time of discharge ☐ Discharge to home

☐ Discharge to another hospital ☐ Deceased m) Total claimed amount

DETAILS OF AILMENT DIAGNOSED (PRIMARY)

a) ICD 10 Codes Description

i . Primary Diagnosis

ii. Additional Diagnosis

iii. Co-morbidities

iv. Co-morbidities

b) ICD 10 PCS Description

i . Procedure 1

ii. Procedure 2

iii. Procedure 3

iv. Details of Procedure

d) Pre-Authorization Obtained ☐ Yes ☐ No e) Pre-Authorization Number

f) if Authorization by Network Hospital not obtained, give reason

g) Hospitalisation due to Injury ☐ Yes ☐ No

i . If Yes, give cause ☐ Self-inflicted ☐ Road Traffic Accident ☐ Substance abuse/alcohol consumption

ii. If Injury due to Substance abuse / alcohol consumption, Test Conducted to establish this ☐ Yes ☐ No (If Yes, attach reports)

iii. If Medico legal ☐ Yes ☐ No iv. Reported to Police ☐ Yes ☐ No

v) FIR No vi) If not reported to police give reason

CLAIM DOCUMENTS SUBMITTED - CHECK LIST (Only fill in case of non-network hospital)

- ☐ Claim Form duly signed
- ☐ Original Pre-authorization request
- ☐ Copy of the Pre-authorization approval letter
- ☐ Copy of photo ID card of patient verified by hospital
- ☐ Hospital Discharge summary
- ☐ Operation Theatre notes
- ☐ Hospital main bill
- ☐ Hospital break-up bill
- ☐ Investigation reports
- ☐ CT/MR/USG/HPE investigation reports
- ☐ Doctor's reference slip for investigation
- ☐ ECG
- ☐ Pharmacy bills
- ☐ MLC report & Police FIR
- ☐ Original death summary from hospital where applicable
- ☐ Any other, please specify

ADDITIONAL DETAILS IN CASE OF NON NETWORK HOSPITAL (Only fill in case of non-network hospital)

a) Address of the Hospital

City State Pin Code

Phone No c) Registration No. with State Code

d) Hospital PAN e) Number of Inpatient beds f) Facilities available in the hospital i . OT ☐ Yes ☐ No

ii. ICU ☐ Yes ☐ No

iii. Others

DECLARATION BY THE HOSPITAL (Please read very carefully)

We hereby declare that the information furnished in this Claim Form is true & correct to the best of our knowledge and belief. If we have made any false or untrue statement, suppression or concealment of any material fact, our right to claim under this claim shall be forfeited

Date D D M M Y Y Y Y

Place

Signature and Seal of the Hospital Authority

GUIDANCE FOR FILLING CLAIM FORM – PART B (To be filled in by the hospital)		
DATA ELEMENT	**DESCRIPTION**	**FORMAT**
	SECTION A - DETAILS OF HOSPITAL	
a) Name of Hospital	Enter the name of hospital	Name of hospital in full
b) Hospital ID	Enter ID number of hospital	As allocated by theTPA
c) Type of Hospital	Indicate whether In network or non network hospital	Tick the right option
d) Name of treating doctor	Enter the name of the treating doctor	Name of doctor in full
e) Qualification	Enter the qualifications of the treating doctor	Abbreviations of educational qualifications
f) Registration No. with State Code	Enter the registration number of the doctor along with the state code	As allocated by the Medical Council of India
g) Phone No.	Enter the phone number of doctor	Include STD code with telephone number
	SECTION B– DETAILS OF THE PATIENT ADMITTED	
a) Name of Patient	Enter the name of hospital	Name of hospital in full
b) IP Registration Number	Enter insurance provider registration number	As allotted by the insurance provider
c) Gender	Indicate Gender of the patient	Tick Male or Female
d) Age	Enter age of the patient	Number of years and months
e) Date of Birth	Enter date of admission	Use dd-mm-yy format
f) Date of Admission	Enter date of admission	Use dd-mm-yy format
g) Time	Enter time of admission	Use hh:mm format
h) Date of Discharge	Enter date of discharge	Use dd-mm-yy format
I) Time	Enter time of discharge	Use hh:mm format
j) Type of Admission	Indicate type of admission of patient	Tick the right option
k) If Maternity		
Date of Delivery	Enter Date of Delivery if maternity	Use dd-mm-yy format
Gravida Status	Enter Gravida status if maternity	Use standard format
l) Status at time of discharge	Indicate status of patient at time of discharge	Tick the right option
m) Total claimed amount	Indicate the total claimed amount	In rupees (Do not enter paise values)

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SECTION C– DETAILS OF AILMENT DIAGNOSED (PRIMARY)		
a) ICD 10 Code		
Primary Diagnosis	Enter the ICD 10 Code and description of the primary diagnosis	Standard Format and Open text
Additional Diagnosis	Enter the ICD 10 Code and description of the additional diagnosis	Standard Format and Open text
Co-morbidities	Enter the ICD 10 Code and description of the co-morbidities	Standard Format and Open text
b) ICD 10 PCS		
Procedure1	Enter the ICD 10 PCS and description of the first procedure	Standard Format and Open text
Procedure2	Enter the ICD 10 PCS and description of the second	Standard Format and Open text
Procedure3	Enter the ICD 10 PS and description of the third	Standard Format and Open text
Details of Procedure	Enter the details of the procedure	Open text
c) Pre-authorization obtained	Indicate whether pre-authorization obtained	Tick Yes or No
d) Pre-authorization Number	Enter pre-authorization number	As allotted by TPA
e) If authorization by network hospital not obtained, give reason	Enter reason for not obtain in pre-authorization number	Open text
f) Hospitalisation due to injury	Indicate if Hospitalisation is due to injury	Tick Yes or No
Cause	Indicate cause of injury	Tick the right option
If injury due to substance abuse/alcohol consumption, test conducted to establish this	Indicate whether test conducted	Tick Yes or No
Medico Legal	Indicate whether injury is medico legal	Tick Yes or No
Reported To Police	Indicate whether police report was filed	Tick Yes or No
FIR No.	Enter first information report number	As issued by police authorities
If not reported to police, give reason	Enter reason for not reporting to police	Open Text
SECTION D - CLAIM DOCUMENTS SUBMITTED - CHECK LIST		
Indicate which supporting documents are submitted		
SECTION E - ADDITIONAL DETAILS IN CASE OF NON NETWORK HOSPITAL		
a) Address	Enter the full postal address	Include Street, City and Pin Code
b) Phone No.	Enter the phone number of hospital	Include STD code with Telephone Number
c) Registration No. with State Code	Enter the registration number of the doctor along with the state code	As allocated by the Medical Council of India
d) Hospital PAN	Enter the permanent account number	As allotted by the Income Tax department
e) Number of Inpatient beds	Enter the number of inpatient beds	Digits
f) Facilities available in the hospital	Indicate facilities available in the hospital	Tick the right option. If others, please specify
SECTION F - DECLARATION BY THE HOSPITAL		
Read declaration carefully and mention date (in dd:mm:yy format), place (open text) and sign and stamp		

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