



**CLAIM FORM FOR HEALTH INSURANCE POLICIES  
OTHER THAN TRAVEL AND PERSONAL ACCIDENT**

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

(Guidance for filling claim form - Part A is available on our website: www.royalsundaram.in)

**PART A**

**DETAILS OF PRIMARY INSURED (PROPOSER)**

(TO BE FILLED IN BY THE INSURED)

<b>MOST IMPORTANT</b>	a) Policy No.		b) Sl. No./ Certificate No.		
	c) Membership No./ TPA ID No.				
	d) Name				
	e) Address				
	City		State		
	Pin Code		Land Line (with STD Code)		
	Mobile No.		Email ID		
	Alternate Email ID				
	PLEASE PROVIDE ACTIVE EMAIL ID ONLY AS CLAIMS CORRESPONDENCE WILL BE DONE TO THIS EMAIL ID.				

SECTION A

**DETAILS OF INSURANCE HISTORY (MANDATORY)**

a) Currently covered by any other Medclaim/Health Insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) If yes, Company Name	
Policy No.	
c) Date of commencement of first Insurance without break	D D M M Y Y Y Y
d) Sum Insured (Rs.)	
e) Have you been hospitalized in the last four years since inception of the contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f) Date	D D M M Y Y Y Y
g) Diagnosis	

SECTION B

**DETAILS OF INSURED PERSON HOSPITALIZED**

a) Name			
b) Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	c) Age	Y Y Years M M Months
d) Date of Birth	D D M M Y Y Y Y		
e) Relationship to Primary insured	<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other (Please Specify) _____		
f) Communication Address			
City		State	
Pin Code		Land Line (with STD Code)	
g) Occupation	<input type="checkbox"/> Doctor <input type="checkbox"/> Service <input type="checkbox"/> Self Employed <input type="checkbox"/> Homemaker <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Other (Please Specify) _____		
h) Name of the Employer			
i) Address of the Employer			

SECTION C

**DETAILS OF HOSPITALIZATION**

a) Name & Address of Hospital where Admitted			
City		State	
Pin Code		Land Mark	
b) Room Category occupied	<input type="checkbox"/> Day care <input type="checkbox"/> Single occupancy <input type="checkbox"/> 3 or more beds per room <input type="checkbox"/> Any other category, Pls specify _____		
c) Hospitalization due to	<input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Maternity		
d) Date of Injury/Date Disease first detected	D D M M Y Y Y Y		
e) Date of Admission	D D M M Y Y Y Y	Time	H H : M M
f) Date of Discharge	D D M M Y Y Y Y	Time	H H : M M
g) In case of maternity, 1 Date of Delivery	D D M M Y Y Y Y	2 Gravida Status	_____
h) If Injury, give cause	<input type="checkbox"/> Self inflicted <input type="checkbox"/> Road Traffic Accident <input type="checkbox"/> Substance Abuse/Alcohol Consumption		
1. If Medico legal	<input type="checkbox"/> Yes <input type="checkbox"/> No	2. Reported to police	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. MLC Report & Police FIR attached	<input type="checkbox"/> Yes <input type="checkbox"/> No		
i) System of Medicine	_____		

SECTION D

**DETAILS OF CLAIM**

**a) Details of the treatment expenses claimed**

1. Pre-hospitalization Expenses	Rs.	<input type="text"/>	2. Hospitalization Expenses	Rs.	<input type="text"/>
3. Post-hospitalization Expenses	Rs.	<input type="text"/>	4. Health-Check up Cost	Rs.	<input type="text"/>
5. Ambulance Charges	Rs.	<input type="text"/>	6. Others	Rs.	<input type="text"/>
			<b>Total amount claimed</b>	Rs.	<input type="text"/>

**b) Claim for Domiciliary Hospitalization**  Yes  No (If yes, please provide summary of bills in separate sheet)

**c) Details of Lump sum / cash benefit claimed:**

1. Hospital Daily Cash	Rs.	<input type="text"/>	2. Surgical Cash	Rs.	<input type="text"/>
3. Critical Illness Benefit	Rs.	<input type="text"/>	4. Convalescence	Rs.	<input type="text"/>
5. Pre/Post hospitalization Lump sum benefit:	Rs.	<input type="text"/>	6. Others	Rs.	<input type="text"/>
No of days (Pre Hospitalisation)	<input type="text"/>		<b>Total amount claimed</b>	Rs.	<input type="text"/>
No of days (Post Hospitalisation)	<input type="text"/>				

**Check List of Claim Documents to be submitted (In original)\* - Please tick relevant box (For Hospital Cash benefit, photocopies of claim documents are acceptable)**

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Claim Form Duly signed   | <input type="checkbox"/> Copy of the claim intimation, if any  | <input type="checkbox"/> Hospital Main Bill  | <input type="checkbox"/> Hospital Break-up Bill |
| <input type="checkbox"/> Advance and final bill payment receipt (Mandatory)   |  | <input type="checkbox"/> Hospital Discharge Summary  |   |
| <input type="checkbox"/> Pharmacy Bill  | <input type="checkbox"/> Doctor's request for investigation  | <input type="checkbox"/> Investigation Reports (Including CT/MRI/USG/HPE/ECG)                        |   |
| <input type="checkbox"/> Doctor's prescription for medicines purchased outside the hospital and investigation done outside hospital |  | <input type="checkbox"/> Test report and prescription relating to first consultation for the illness |   |
| <input type="checkbox"/> KYC document (Address proof, ID proof only for claims exceeding Rs. 1 Lakh)                                | <input type="checkbox"/> FIR/MLC in case of accident injury and English translation of the same if it is in any other language | <input type="checkbox"/> Operation Theatre Notes   |   |
| <input type="checkbox"/> Cancelled Cheque leaf of the bank account held in the name of the primary insured (Mandatory)              |  |  |   |
| <input type="checkbox"/> Original Death Summary (Wherever applicable)   |  |  |   |

**\*Please retain copy of complete set of claim documents for your records**

**DETAILS OF BILLS ENCLOSED**

Sl. No	Bill No	Date	Issued by	Towards	Amount (Rs)
1		D D M M Y Y Y Y		Hospital Main Bill	
2		D D M M Y Y Y Y		Pre-hospitalization Bills: (Nos____)	
3		D D M M Y Y Y Y		Post-hospitalization Bills: (Nos____)	
4		D D M M Y Y Y Y		Pharmacy Bills: (Nos____)	
5		D D M M Y Y Y Y			

**Hospital Main Bill Payment Receipts only**

Receipt No	Date	Amount	Please Tick Relevant Box
	D D M M Y Y Y Y		<input type="checkbox"/> Advance Receipt <input type="checkbox"/> Final Receipt
	D D M M Y Y Y Y		<input type="checkbox"/> Advance Receipt <input type="checkbox"/> Final Receipt
	D D M M Y Y Y Y		<input type="checkbox"/> Advance Receipt <input type="checkbox"/> Final Receipt
	D D M M Y Y Y Y		<input type="checkbox"/> Advance Receipt <input type="checkbox"/> Final Receipt

Note : Please attach separate sheet if necessary

**PLEASE PROVIDE YOUR BANK DETAILS: (PLEASE ATTACH CANCELLED CHEQUE LEAF OF BANK ACCOUNT IN THE NAME OF PRIMARY INSURED WITHOUT FAIL)**

a) PAN  b) Account Number

c) Bank Name and Branch

d) IFSC Code

**DECLARATION BY THE INSURED**

I hereby declare that the information furnished in this claim form is true & correct to the best of my knowledge and belief. If I have made any false or untrue statement, suppression or concealment of any material fact with respect to questions asked in relation to this claim, my right to claim reimbursement shall be forfeited. I also consent & authorize TPA / insurance company, to seek necessary medical information/documents from any hospital/Medical Practitioner who has attended on the person against whom this claim is made. I hereby declare that I have included all the bills/receipts for the purpose of this claim & that I will not be making any supplementary claim except the pre/post-hospitalization claim, if any.

Date  Place  Signature of the Primary Insured

**Royal Sundaram General Insurance Co. Limited**

(Formerly known as Royal Sundaram Alliance Insurance Company Limited)

Corporate Office: Vishranthi Melaram Towers, No. 2 / 319, Rajiv Gandhi Salai (OMR), Karapakkam, Chennai - 600097.  
IRDAI Registration No.102 | CIN: U67200TN2000PLC045611

1860 425 0000 | customer.services@roysundaram.in | www.roysundaram.in

SECTION E

SECTION F

SECTION G

SECTION H

# CLAIM FORM – PART B

## TO BE FILLED IN BY THE HOSPITAL

The issue of this Form is not to be taken as an admission of liability  
(Guidance for filling claim form- Part B is available on our website: www.royalsundaram.in)



**Royal Sundaram**  
General Insurance

### DETAILS OF HOSPITAL

a) Name of the hospital	
b) Hospital ID	
(For Office use only)	
c) Type of Hospital	<input type="checkbox"/> Network <input type="checkbox"/> Non Network (If non network fill section D)
d) Name of the treating Doctor	
e) Qualification	
f) Registration No. with State Code	
g) Phone	

SECTION A

### DETAILS OF THE PATIENT ADMITTED

a) Name of the Patient:	
b) IP Registration Number	
c) Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
d) Age	<input type="text"/> Years <input type="text"/> Months
e) Date of Birth	<input type="text"/>
f) Type of Admission	<input type="checkbox"/> Emergency <input type="checkbox"/> Planned <input type="checkbox"/> Day Care <input type="checkbox"/> Maternity
g) Date of Admission	<input type="text"/> Time <input type="text"/>
h) Date of Discharge	<input type="text"/> Time <input type="text"/>
i) If Maternity	
1. Date of Delivery	<input type="text"/>
2. Gravida Status	
j) Status at time of discharge	<input type="checkbox"/> Discharge to home <input type="checkbox"/> Discharge to another hospital <input type="checkbox"/> Deceased

SECTION B

### DETAILS OF AILMENT DIAGNOSED

	ICD 10 Codes	Description	Duration
1. Primary Diagnosis	<input type="text"/>		<input type="text"/>
2. Additional Diagnosis	<input type="text"/>		<input type="text"/>
3. Co-morbidities	<input type="text"/>		<input type="text"/>
4. Co-morbidities	<input type="text"/>		<input type="text"/>
ICD 10 PCS Codes			
1. Procedure(1)	<input type="text"/>		
2. Procedure(2)	<input type="text"/>		
3. Procedure(3)	<input type="text"/>		
4. Details of any other Procedure	<input type="text"/>		

SECTION C

a) Whether preauthorisation obtained  Yes  No. If yes, Preauthorisation No. \_\_\_\_\_

b) If Authorisation by network hospital not obtained, please give reason \_\_\_\_\_

c) Hospitalization due to Injury  Yes  No If Yes, give cause \_\_\_\_\_

1.  Self-inflicted  Road Traffic Accident  Substance abuse/alcohol consumption

2. If Injury due to Substance abuse/alcohol consumption, Test Conducted to establish this:  Yes  No

If Yes, details of tests conducted \_\_\_\_\_

3. If Medico legal  Yes  No 4. Reported to Police  Yes  No 5. FIR No.

6. If not reported to police, give reason \_\_\_\_\_

d) When did the patient start suffering with the complaint? \_\_\_\_\_ Date of first consultation (prior to hospitalisation) 

D	D	M	M	Y	Y	Y	Y
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e) Please give previous medical history of the patient

f) Is the patient suffering from any of the following diseases. If "yes" Please mention the duration below.

	Say Yes/No	Duration in Year	Duration in Month
1. Bronchial Asthma			
2. Chronic Obstructive Pulmonary disease			
3. Hypertension			
4. Diabetes			
5. Heart ailment			
6. Arthritis of any kind			
7. Cerebro vascular attack			
8. Seizure disorder			
9. Renal/Kidney Disorder			
10. Congenital conditions			
11. Developmental anomalies			
12. Any other			

g) Is the ailment a complication / sequel of a pre-existing disease or condition? 



  
If Yes , please give details

h) History of alcoholism  Yes  No  
If yes : No of years \_\_\_\_\_  
Quantity consumed per day \_\_\_\_\_

i) History of Smoking/ Tobacco chewing  Yes  No  
If yes : No of years \_\_\_\_\_  
Units consumed per day \_\_\_\_\_

**ADDITIONAL DETAILS IN CASE OF NON-NETWORK HOSPITAL**

a) Address of the Hospital

b) Hospital Registration No

c) Hospital Registered with

City 



 State

d) Hospital PAN 



 e) Number of Inpatient beds

f) Facilities available in the hospital: 1. OT  Yes  No 2. ICU  Yes  No 3. Round the clock Doctor/Nurses  Yes  No  
4. Maintains daily record of patients  Yes  No

5. 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, insured's right to claim under this policy shall be forfeited.

Date 

D	D	M	M	Y	Y	Y	Y
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 Place

Signature and Seal of the Hospital Authority

**Royal Sundaram General Insurance Co. Limited**

(Formerly known as Royal Sundaram Alliance Insurance Company Limited)

Corporate Office: Vishranthi Melaram Towers, No. 2 / 319, Rajiv Gandhi Salai (OMR), Karapakkam, Chennai - 600097.

IRDAI Registration No.102 | CIN: U67200TN2000PLC045611

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**Authorization Letter (Mandatory)**

**Date:**

**From:**

**To:**

The Manager/ Medical Superintendent,  
Medical Records

Dear Sir

Reg : Authorization Letter.

Name of the Patient:\_\_\_\_\_

IP Number\_\_\_\_\_ (First admission) in \_\_\_\_\_Hospital

IP Number\_\_\_\_\_ (Second admission) in \_\_\_\_\_Hospital

IP Number\_\_\_\_\_ (Third admission) in \_\_\_\_\_Hospital

I consent and authorize M/s Royal Sundaram General Insurance Co. Limited and their Authorized Service Providers to seek medical information from your hospital and share copies of indoor case sheets and such other relevant medical records and/or meet/obtain statement from the Medical Practitioner who has at any time attended on the patient for the hospitalization dated ..... to .....

Thanking you,

Yours sincerely,

Signature of the Proposer

Signature of the Patient