

SCRUTINY OF MEDICAL BILLS – DOCUMENTS REQUIRED

For scrutinizing of medical bills at Directorate of Medical Education, Government of Andhra Pradesh, the following original documents/ certificates/letters should be submitted along with the claims.

Xerox copies will not be accepted

Government Employees/ Pensioners – Please show your Employee / Pensioners ID card at the hospital at the time of admission

DOCUMENTS/LETTERS

1. Forwarding Letter
2. Application Requisition of individual with date
3. Check list duly attested by the Forwarding Officer
4. Appendix-II duly signed by the Employee/Pensioner and attested by the Forwarding Officer
5. Non-Drawal Certificate in Prescribed proforma
6. Dependent Certificate as required in prescribed proforma with Forwarding Officer signature
7. P.P.O.(Pension Payment Order) copy in case of pensioner/family pensioner attested by the Forwarding Authority
8. In case of accident cases and treatment taken in un-recognized hospitals under emergency, FIR should be submitted
9. For every follow up treatment for post operative cases and who requires lifelong treatments, revalidation of prescription once in six month from special government doctor attested by Forwarding Officer
10. Legal Heir Certificate should be submitted in case of death of the Teachers/Pensioners/Dependents duly attested by the Forwarding Authority
11. A copy of proceedings Issued by the Director of Medical Education for recognition of the hospital
12. Emergency Certificate/O.P in original duly signed and stamped by the treating doctor attested by Forwarding Officer
13. Essentiality Certificate in original duly signed and stamped by the treating doctor attested by Forwarding Officer
14. Discharge Summary/Discharge Memo.(OP card in respect of OP treatment) in original duly signed and stamped by the treating Doctor attested by Forwarding Officer
15. Abstract of Bills (All original Medical Bills should be signed with stamp by the treating Doctor) attested by Forwarding Officer.
16. Details proposal along with justification/need in case of claims where relaxation of rules in involved

The concerned Forwarding Authorities/ Drawing and Disbursement Officers are personally held responsible for fake and fabricated bills and misappropriation of public funds.