PROCEEDINGS OF THE SECRETARY:: A.P.R.E.I.SOCIETY (R):: HYDERABAD.
Present:- Sri.G.Gopal Reddy, M.A., M.Ed.,

Rc.No.7705/A3-2/2011 **Dt.25-01-2012**

Sub:- Estt., APREI Society (Regd), Hyderabad – Certain instructions on forwarding the Medical claims of staff for Reimbursement – Issued – Reg.
Ref:- 1) G.O.Ms.No.74 HM & FW dept., 15.3.2005
2) G.O.Ms.105 M.H. & FW dept., dt.9.4.2007

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The attention of the Principals/Spl.Officers of all A.P.R. Institutions in the State is invited to the reference. They are hereby directed to follow the following instructions scrupulously while forwarding the Medical claims for Dental check up and Master health check up and follow up treatment of the staff.

1. In respect of **life long follow up treatment** to certain diseases, for every follow up treatment for post operative cases, who requires life long treatments, the concerned patient has to **get revalidation of prescription once in six months from the specialist Govt. Doctor** and reimbursement be allowed on submission of scrutiny report of the Director of Medical Education other scrutinizing authorities concerned.
2. **Master Health checkup** can be utilized who crossed the age of 40 years and before retirement from service. Master Health check up shall be allowed only **three times** with an interval of one year between each checkup in the entire service. The Principal should see that the incumbent has to avail this facility for three times and certify that the incumbent has availed the Master Check up for these 3 times ($1^{st}/2^{nd}/3^{rd}$) duly recording in the Service Register of the incumbent while forwarding the Medical claim for reimbursement to this office.
3. Further, the Principal should certify that the incumbent who availed Master Check up facility , crossed the age of 40 years or not.
4. In respect of **Dental treatment** cases, the employee should approach the Govt. Hospital i.e. Teaching Hospital or Dist. Headquarters Hospital or APVVP Area Hospital for Dental treatment or where facilities are not available and get **permission letter** from them before taking treatment from recognized private hospital.
5. Reimbursement for dental diseases to each of the employee or their dependents separately in the entire service shall be limited to **three times** and the ceiling limit is **Rs.10,000/-** for each time. Therefore, the Principal should see that the incumbents should not availed this facility more than three times in his service and certify that the incumbent has availed dental treatment for three times ($1^{st}/2^{nd}/3^{rd}$) duly recording in the Service Register of the incumbent.
6. While forwarding the Medical claim of the staff for reimbursement, the Principals should see that the following certificates are to be enclosed along with the bills , to avoid returning the bills.
    1. Essentiality certificate
    2. Emergency certificate
    3. Discharge summary report (if it is in-patient treatment)
    4. Out patient card (if it is out patient treatment)
    5. Non-drawal certificate
    6. Dependent certificate attested by the Gazetted Officer

7. Medical bills
8. Investigation reports
9. Labelled Pre and Post treatment Radiographs (for Dental treatment)
10. Appendix-II
11. Statement of total Medical expenditure
12. Xerox copies of all the enclosers.

Any deviation in following the above instructions, the Principals/ Spl.Officers will be held responsible.

Receipt of the proceedings should be acknowledged.

This has got the approval of the Secretary.

Sd/- B.Hanumantharao
for SECRETARY

To

All the Principals/Spl.Officers of APRE Institutions in the State.

//t.c.f.b.o.//

M_Varalaxmi
SUPERINTENDENT.