



FINANCE-XIII
MEDICAL SECTION,
ROOM NO.304, NEW ADMINISTRATIVE BLOCK,
UNIVERSITY OF DELHI, DELHI-110007.

REF. NO. FIN. XIII/DU/2021

DATED 01.04.2021

The Medical Superintendent,

Subject:- Request for attachment of valid Identity card with authentication of patient's details for IPD facility in various medical bills submitted by various hospital under Direct reimbursement payment facility.

Dear Sir/Madam,

It has been noticed by this office that some Hospitals under direct payment facility have submitted their medical bills without any authentication/signature of patient/patient's attendant, which caused a lot of inconvenience in processing the bills.

In view of the speedy and smooth processing of medical bills following formalities needs to be followed:-

1. Clear photocopy of valid medical card and Identity Card duly signed and dated by the patient/patient's attendant should be attached alongwith the final bill.
2. Full signature alongwith mobile number of the patient/patient's attendant on final bill and discharged summary will be required.
3. An undertaking by the patient at the time of discharge as *"I have admitted from _____ to _____ in this Hospital under direct payment facility and Hospital make a final bill of Rs. _____/- for my treatment of _____."*

These are mandatory requirements which should be strictly followed.

In the absence of above said information no bill will be accepted from the Hospital for payment.

Yours sincerely

A.R. (Finance)