Tele : 25683476 Mil: 36833

Central Organisation ECHS Adjutant General's Branch Integrated Headquarters Ministry of Defence (Army) ThimayyaMarg, Near Gopinath Circle, Delhi Cantt-110010

B/49769/AG/ECHS

HQ Eastern Comd (A/ECHS) HQ Northern Comd (A/ECHS) HQ Western Comd (A/ECHS) HQ Central Comd (A/ECHS) HQ Southern Comd (A/ECHS) HQ Southwestern Comd (A/ECHS) ALL Regional Centres 23 Aug 2021

REIMBURSEMENT MODULE SELF LOGIN AND UPLOAD OF INDIVIDUAL REIMBURSEMENT CLAIM

1. Online Bill Processing had been taken up as a pilot project in 2012.Consequently it was operationalised PAN India during 2015.With a Govt mandated Bill Processing Agency UTI-ITSL carrying out verification/scrutiny in the portal subsequent to uploading of bills by the HCOs or by respective parent Polyclinic.

2. With the gained experience of the online bill processing and with feedback received from environment, Central Org ECHS HQ has endeavoured to facilitate the beneficiaries to upload the claimdirectly in digital form being provided by the BPA.Individual Reimbursement Claim for OPD, IPD and pharmacy can be uploaded on the website: echsbpa.utiitsl.com . The provision of uploading the claims by the beneficiary is intended to ease the procedure by empowering the beneficiaries to upload their claims themselves. The option to submit the claim documents at parent polyclinics will continue to remain for those beneficiaries who are unable to use the facility.

3. Following instructions will be adhered to while submitting the claims :-

(a) Separate claim will be submitted for each beneficiary. Combining claims of two beneficiaries together is not permitted as each claim will be uniquely linked to the beneficiary card. For eg claim of ESM and spouse cannot be combined.

(b) Hard copies of the documents uploaded alongwith signed contingent bill will be submitted to parent Polyclinic within 15 Days of uploading of Claim Online.The format of the contingent bill can be downloaded and printed from the website or obtained from the polyclinic. Claim will be processed further only on receipt of Hard Copy in parent polyclinic.

4. Detailed guidelines for uploading of the individual reimbursement claims provided by BPA is attached as **Appx**.

5. All command HQ and Regional Centres are requested to disseminate and publicise the facility to the ECHS beneficiaries and their dependants for their benefit. This is expected to ease the procedure for submission of claims as also reduce the footfall at polyclinic.

6. This has the Approval of MD CO ECHS.

umpann

(Anupam N Adhaulia) Col Dir (Med) for MD ECHS

Copy to :-MoD (DoESW) CGDA UTI-ITSL (BPA) SDCPL

for info pl.

Internal

All Sec - for info S&A Sec - for uploading on website and issue necessary instr to UTI-ITSL(BPA).





INSTRUCTION FOR USERS FOR UPLOADING OF INDIVIDUAL REIMBURSEMENT CLAIM ON BPA PORTAL OF ECHS

1. Introduction

ECHS beneficiaries should be able to submit their reimbursement claims online through the Bill Processing Agency (**BPA**) Site (**www.echsbpa.uititsl.com**). Beneficiaries can submit reimbursement claims for IPD, OPD, and NA medicines on this URL.

This system will affect two groups of users. The first is the beneficiary of the system, while the second is the polyclinic user (OIC).

2. INSTRUCTIONS FOR THE BENEFICIARY USER

Beneficiaries can upload their reimbursement claims themselves and submit a hard copy of their claim documents to the Parent Polyclinic.

- (a) In Patient Bills (Where patient has undergone Admission in the Hospital for treatment)
- (b) OPD Bills (OPD Consultation)
- (c) NA Medicine / Pharmacy Bills
- 3. The beneficiary must upload the claim by themselves in accordance with the following requirements:
 - (a) All documents need to be scanned properly and are clearly readable with all available details on the documents.
 - (b) All documents have to be in the form of PDF format only.
 - (c) The size of a single file should not be more than 2 MB.

CIN: U65991MH1993GOI072051	CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-1:2011, ISO 9001:2015 Certified Company
पंजीकृत कार्यालयः प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614	Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614
दूरमाषः 022-67931010 •पैज्क्सः 022-67931099 •वेबसाइटः www.utiitsl.com	Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com
<mark>क्षेत्रीय कार्यालय</mark>	REGIONAL OFFICE
प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614	Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614
दूरभाषः 022-67931010 •पैक्सः 022-67931099	Tel: 022-67931010 • Fax: 022-67931099
ई-मेलः mumbai@utiitsl.com	Email: mumbal@utiltsl.com



4. Mandatory documents and other documents for various types of beneficiary claims are mentioned against each below as per ECHS claim procedure.

(a) IPD Reimbursement

- ECHS Card Copy
- Emergency certificate from Hospital
- EIR (Emergency Intimation Report)
- Discharge Summary
- Contingent Bill
- Final Bill with detailed break up
- Reports
- Copy of cancelledcheque. Required only first time the claim is uploaded
- Advance payment receipt for above one lakh claim amount
- Case Specific documents (if any)

(b) OPD Reimbursement

- ECHS Card Copy
- Prescription for investigation
- Sanction letter for Investigation
- Bill
- Reports
- Copy of cancelledcheque.Required only first time the claim is uploaded

(c) NA / Pharmacy Reimbursement

- ECHS Card Copy
- Prescription
- Bill
- Copy of cancelled cheque.Required only first time the claim is uploaded
- NA Certificate

CIN: U65991MH1993GOI072051 CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000-1:2011, ISO 9001:2015 Certified Company पंजीकृत कार्यालयः प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614 Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614 दूरभाषः 022-67931010 •पैन्क्सः 022-67931099 •वेबसाइटः wv • Fax: 022-67931099 w.utiitsl.com Tel: 022-67931010 · Website: www.utiitsl.com **REGIONAL OFFICE** क्षेत्रीय क ालय प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614 दूरभाष: 022-67931010 •पैन्क्स: 022-67931099 Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-67931010 .Fax: 022-67931099 ई-मेलः mumbai@utiitsl.com Email: mumbai@utiitsl.com



- 5. In order to upload the Claim in the system a scanned copy of all the documents in pdf format of file size less than 2 MB should be kept handy.
- 6. After having the scanned copy of all the documents following are the steps to upload the Claim in the system:
 - Visit the Website https://www.echsbpa.utiitsl.com
 - Click the link



After clicking the link following screen will come. Enter the Card No. and Mobile number registered with 64 KB Card to get OTP and login.

Ex - Servicemen Contributory Health Scheme							
	Beneficiary Login						
Card Number	Enter only 12 digit number						
Registered Mobile Number (Don't start with 0)							
	Get OTP Reset						
	one will be send on the registered moone humber						
Enter the OTP received on mobile	e number.						
Enter the OTP received on mobile CIN: U65991MH1993GO1072051	e number. CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001-2013, ISO/IEC 20000-1-2011, ISO 9001-2015 Certified Company						
Enter the OTP received on mobile CIN: U65991MH1993GOI072051 पंजीकृत कार्यालयः प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614 दूरमाघ: 022-67931010 -पैन्क्स: 022-67931099 -वेबसाइट: www.utiitsl.com	CMMI ML5 (High Maturity) Appraised and ISO/EC 270012013, ISO/EC 20000-12011, ISO 9001/2015 Certified Company Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com						
Enter the OTP received on mobile CIN: U65991MH1993GOI072051 पंजीकृत कार्यालय: प्लॉट नं 3, संकटर-11, सीबीडी बेलापुर, नवी मुंबई - 400614 दूरमाष: 022-67931010 - पैन्क्स: 022-67931099 - वेबसाइट: www.utilitsl.com क्षेत्रीय कार्यालय	CMMI ML5 (High Maturity) Appraised and BO/EC 27001:2013, BO/EC 20004:2011, ISO 9001:2015 Certified Company Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-6793101 • Fax: 022-6793109 • Website: www.utiitsl.com REGIONAL OFFICE						
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After login click the Member Claim> New Claim as shown in the Screen below. Select the type of Reimbursement and submit

Menu	Type of Reimbursement	
Nember Claims	Out-Patient Type Of Claim Pharmany	
New Claim	In-Patient	
Claims Pending for Submission NMI Claims	Submit	

Following screen appears with the Patient Details as pre-filled which cannot be modified. Click on the Tab OPD Details/IPD Details/Pharmacy Details as per the reimbursement type selected in the previous screen.

Nember Claims	Claim 1	ID /Patient Name	New Membe	r Claim	Claim Type Out-Patien	
New Claim	Patient Details	OPD Details	Bill Details	ESM Bank Details		
Claims Pending for Submission	Card Details					
NME Claims			Card I	D XXXXXXXXXXXXX	* Service No.	MINIMUX
			* Name Of ES	M XXXXXXXXXXXXXXX		
			" Servi	e Navy	* Rank	Hony Sub Lt (IN)
	* Card Type			e Pensioner	* Category	Semi-Private
	Personal Inform	mation				
		* Relation	with Card Hold	F Spouse	Gender	Female
			* Patient Nan	KAMALA VERMA	* Age	64
	* Address		35 NEW COLONY BARROD			
			+ ci	BEHROR	Pincode	301020
	* State			Rajasthan	Email	XXXXXXXXXXXXX MAIL.COM
		" Mobile (E)on't start with) XIXXXXXXXXX OR	Phone	

> Click the OPD Details Tab and fill details of Bill Details, and ESM Bank details.

Menu					Member Bill Submission	
Hember Claims	Claim I	D /Patient Name	New Membe	r Claim	Claim Type Out-	Patient
New Claim	Patient Details	OPD Details	Bill Details	ESM Bank Details		
Claims Pending for Submission						Helt
NMI Claims	-		Type Of Clai	m Out-Patient		
	•	Hospital/Diago	ostic Center Nan	ne		
			OPD Visit Da	te	Hours Hr V "Mins Mn V	
		R	ason Of OPD Vi	sit		
					1	<u>a</u>
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: U65991MH1993GOI07 ंकृत कार्यालयः प्लॉट नं 3, २ गापः 022-67931010 •फैक्स	2051 सेक्टर-11, सीबीड र: 022-6793109	ी बेलापुर, नव 9 •वेबसाइटः	ो मुंबई - 400 www.utiitsl.e	614 Regis com Tel: 0	LS (High Maturity) Appraised and ISO/IEC 27001 2013, ISO/IEC 20000 1201 stered Office: Plot No. 3, Sector-11, CBD Belapur 122-67931010 • Fax: 022-67931099 • We	r, Navi Mumbai - 400614 bsite: www.utiitsl.com
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UTI Infrastructure	यूटीआई इन्फ्रास्ट्रक्चर टेक्नोलॉजी एण्ड सर्विसेज लिमिटेड (भारत सरकार की एक कंपनी)
UTIITSL Services Limited	UTI Infrastructure Technology And Services Limited

Once all the details are filled user has to click the button "Save and Continue". This click will save the claim with Interim Claim ID.

Following screen will appear:

Carri ID Internet State (Interim) With Claim TD 160 XXXXX	* Service No. * Rank * Category Gender	Hony Sub Lt (IN) Semi-Private
Card ID Supported 15 Confirmation notice window Claim For Reimbursement Saved (Interim) With Claim ID 160 XXXXX	Service No. Rank Category Gender	Hony Sub Lt (IN) Semi-Private
S Card ID Interemotive 12 Confirmation notice window Claim For Reimbursement Saved (Interim) With Claim ID 160 XXXXX	* Service No. * Rank * Category Gender	Hony Sub LI (IN) Semi-Private
Confirmation notice window Claim For Reimbursement Saved (Interim) With Claim ID 160 XXXXX	* Rank * Category Gender	Hony Sub Lt (IN) Semi-Private
Claim For Reimbursement Saved (Interim) With Claim ID 160 XXXXX	* Rank * Category Gender	Hony Sub Lt (IN) Semi-Private
Claim For Reimbursement Saved (Interim) With Claim ID 160 XXXXX	* Category Gender	Semi-Private
ID ING AAAAA	Gender	Famala
	Gender	Frankler,
		A CHIMPE
	* Age	+
Close		
" City BEHROR	Pincode	301020
* State Rajasthan	Email	provide a second second second
art with 0)	Phone	
	* City BEHROR * State Rajasthan rt with 0)	* City BEHROR Pincode * State Rajasthan Email rt with 0) OR Phone

The claim is saved after the above process and claim submission can be resumed after login again as given above. And Click Pending Claims under Menu Member Claims. On clicking the Claim ID it will open the same page for uploading the pending claim.

Menu				Member Rein	bursement Pending	1				
Nember Claims	Current Page									
	Sr.	ID	Region	Hospital	Patient	Туре	Claim Amt	Mobile No.	Days	
New Claim	Re-imbur	sement								
Pending Claims	1	160 XXXXX	Jaipur	Echs Polyclinic - Behror	Kamala Verma	Emer.	0	XXXXXXXXXXX	0	
Claim Status	2	160 XXXXX	Jaipur	Echs Polyclinic - Behror	Kamala Verma	Emer.	0	XXXXXXXXXXX	0	
Member Profile	3	160 XXXXX	Jaipur	Echs Polyclinic - Behror	Kamala Verma	Emer.	0	XXXXXXXXXXX	0	
	4	160 XXXXX	Jaipur	Echs Polyclinic - Behror	Kamala Verma	Emer.	0	XXXXXXXXXXX	0	
Other	5	160 XXXXX	Jaipur	Echs Polyclinic - Behror	Kamala Verma	Emer.	0	XXXXXXXXXXXX	0	
	6	160 XXXXX	Jaipur	Echs Polyclinic - Behror	Kamala Verma	Emer.	0	XXXXXXXXXXX	0	
	7	160:XXXXX	Jaipur	Echs Polyclinic - Behror	Kamala Verma	Emer.	0	XXXXXXXXXXX	0	
	8	160 XXXXX	Jaipur	Echs Polyclinic - Behror	Kamala Verma	Emer.	100	XXXXXXXXXXX	0	
	9	16C XXXXXX	Jaipur	Echs Polyclinic - Behror	Kamala Verma	Emer.	0	XXXXXXXXXXX	0	

Go to Upload Document Tab and upload the required documents for the claim to be processed. All supporting documents need to be uploaded here without missing any document.

CIN: U65991MH1993GOI072051	CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001 2013, ISO/IEC 20000 4:2011, ISO 9001 2015 Certified Company				
पंजीकृत कार्यालयः प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614 दूरभाषः 022-67931010 •फैक्सः 022-67931099 •वेबसाइटः www.utiitsl.com	Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com				
क्षेत्रीय कार्यालय प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614	REGIONAL OFFICE Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614				
दूरभाषः 022-67931010 •पैत्रक्सः 022-67931099	Tel: 022-67931010 • Fax: 022-67931099				
ई-मेलः mumbai@utiitsl.com	Email: mumbai@utiitsl.com				

	UTI Inf Technolo Services	irastructure ogy And Limited	यूटीआई इन्फ्रास्ट्रक्ट ^{(भ} UTI Infrastructure (A G	प्रर टेक्नोलॉजी ए ।रत सरकार की एक कंप Technology Ar overnment of India Con	ण्ड सविंसे ^{सनी)} nd Servic ^{npany)}	ज लिमिटेड es Limited
tember Claims		Claim ID /Patient Name	XXXXXXXXXXXX	Clain	n Type Out-Patier	nt
rew Claim Claims Pending for Submission	Patient	Details OPD Details	Bill Details Upload Documents ESM Bank De	tails Final Submit		Help
MI Claims	() * E	CHS Card Copy 1	* Prescription Slip 1	Sanction/Wai	ver letter	O * Bill Details 1
	0**	Aedical Reports 1	O * Cancelled Cheque (Reimbursement) 1	🔿 Contingent Bi	U .	O Others 1
		Choo	se File No file chosen		Upload (File si	ze limit)
	Sr	Document Type	File Name	File	Size Date	
	1	ECHS Card Copy	16086674 S ECHS Card.pdf	43)	CB 20/0	8/2021 10:05:37
	2	Medical Reports	16086674 S. Medical Reports.pdf	43 1	CB 20/0	8/2021 10:05:44
3 6		Prescription Slip	16086674 S Prescription Slip.pdf	43 1	CB 20/0	8/2021 10:05:52
		Cancelled Cheque (Reimbursement)	16086674 S Cheque.odf	43 1	CB 20/0	8/2021 10:05:59
	5	Bill Details	16086674 S Bill.pdf	43 1	CB 20/0	8/2021 10:06:08
	5	Others	16086674 S FIR odf	471	0,00	9/2021 10:09:22

After this click the tab ESM Bank Details and enter the account details. The account details needs to be filled for the first time for a card holder. For next submission of the claim it will be pre-filled and if the user wants to modify it they can do by clicking the check box for changing the bank details.

Menu	Member Bill Submission									
Hember Claims	Claim I	D /Patient Name	XXXX	XXXXXXXX			Claim Type	Claim Type Out-Patient		
Num Chaine	Patient Details	OPD Details	Bill Details	Upload Documents	ESM Bank Details	Final Submit				
Claims Pending for Submission							0		Help	
UNI Claime							Tick	the box for changing th	e bank details	
				Bank Name		~				
				Branch	h Vashi					
				IFSC Code	UTIB0000072					
				MICR Code	400000722					
			lame As Appea	ring In Bank Account	XXXXXXXXXXXXXX	ĸ				
				Account Number	XXXXXX	XXXXXXX				
			Cont	firm Account Number	XXXXX	XXXXXXX				
			Com	Account Number		A.A.A.A.A.A.A				

After filling all the details go to the Final Submit tab. Download the contingent bill in the pre-filled format and take the print out of it to be submitted with Hard Copy of the original bill to the Polyclinic. Read the disclaimer and select the check box and Click Final Submit button to submit the claim fully and note the Claim ID for checking its status.

CIN: U65991MH1993GOI072051	CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001 2013, ISO/IEC 20000-1:2011, ISO 9001:2015 Certified Company
पंजीकृत कार्यालयः प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614	Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614
दुरमाषः 022-67931010 •पैन्क्सः 022-67931099 •वेबसाइटः www.utiitsl.com	Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com
क्षेत्रीय कार्यालय	REGIONAL OFFICE
प्लॉट नं 3, संकटर-11, सीबीडी बेलापुर, नवी मुंबई - 400614	Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614
दूरमाब: 022-67931010 - पैनक्स: 022-67931099	Tel: 022-67931010 • Fax: 022-67931099
ई-मेल: mumbai@utiitsl.com	Email: mumbai@utitsl.com

	UTI Infrastructure Technology And Services Limited	यूटीआई इन्फ्रास्ट्रक्चर टेक्नोलॉजी एण्ड सर्विसेज लिमिटेड (भारत सरकार की एक कंपनी) UTI Infrastructure Technology And Services Limited (A Government of India Company)					
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	 Download the contingent bill Fill up the relevant details Submit the hard copy of the continue of the continue of the context of the			For downloading the pre-filled Contingent Bill			
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> A final message will come on screen like this.

Confirmation notice window	0
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To check the status of the Claim:

Go to www.echsbpa.utiitsl.com/ECHS and click Beneficiary Claim Status

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CIN: U65991MH1993GOI072051 पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614 दूरमाच: 022-67931010 - पैन्क्स: 022-67931099 - वेबसाइट: www.utiitsl.com	CMMI ML5(High Maturity)Appraised and ISO/EC 270012013, ISO/EC 20000-12011, ISO 90012015 Certified Company Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com
CIN: U65991MH1993GOI072051 पंजीकृत कार्यालयः प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614 दूरमाथ: 022-67931010 -पैन्क्स: 022-67931099 -वेबसाइट: www.utiitsl.com क्षेत्रीय कार्यालय	CMMI ML5(High Maturity)Appraised and ISO/EC 270012013, ISO/EC 20000-12011, ISO 90012015 Certified Company Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com REGIONAL OFFICE
CIN: U65991MH1993GOI072051 पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614 दूरमाष: 022-67931010 -पैन्क्स: 022-67931099 -वेबसाइट: www.utiitsl.com क्षेत्रीय कार्यालय फ्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614	CMMI ML5(High Maturity)Appraised and ISO/IEC 270012013, ISO/IEC 20000-12011, ISO 90012015 Certified Company Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com REGIONAL OFFICE Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614
CIN: U65991MH1993GOI072051 पंजीकृत कार्यालय: प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614 दुरमाथ: 022-67931010 - पैन्क्स: 022-67931099 - वेबसाइट: www.utilitsl.com क्षेत्रीय कार्यालय प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614 दूरभाष: 022-67931010 - पैन्क्स: 022-67931099	CMMI ML5 (High Maturity) Appraised and ISO/EC 27001 2013, ISO/EC 20000-12011, ISO 9001 2015 Certified Company Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com REGIONAL OFFICE Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-67931010 • Fax: 022-67931099



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Enter the Service No. and Claim ID, CAPTCHA Text and Submit.

" Service Number			Enter just numeric part of the service number. For eg. if it is 'AB78698N' just enter 786
Criteria	🙆 Claim ID	🔿 Card ID	
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	212	Submit	

· Please note that search will be based on the service number and card number as entered by polyclinic at the time of submission of claim

 CIN: U65991MH1993GO1072051
 CMMI ML5(High Maturiky)Appraised

 पंजीवृत्त कार्यालयः प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614
 Registered Office: Plot

 दूरमाप: 022-67931010 - फैक्स: 022-67931099 - वेबसाइट: www.utiltsl.com
 Tel: 022-67931010

 क्षेत्रीय कार्यालय (1, 2009) - वेबसाइट: www.utiltsl.com
 Registered Office: Plot

प्रलॉट मं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614 दूरमाषः 022-67931010 •पैन्क्सः 022-67931099 ई-मेलः mumbai@utiitsl.com CMMI ML5 (high Maturity) Appraised and ISO/IEC 270012013, ISO/IEC 200001:2011, ISO 9001:2015 Certified Company Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com

Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-67931010 • Fax: 022-67931099 Email: mumbai@utiitsl.com



यूटीआई इन्फ्रास्ट्रक्चर टेक्नोलॉजी एण्ड सर्विसेज लिमिटेड (भारत सरकार की एक कंपनी) UTI Infrastructure Technology And Services Limited (A Government of India Company)

INSTRUCTION FOR POLYCLINIC USER (OIC POLYCLINIC)

The Polyclinic user (OIC Polyclinic)will receive the documents of the claims submitted online by the beneficiary for the reimbursement. After the receipt of the claim document the documents needs to be verified in the system against the hard copy submitted and soft copy uploaded in the system. The Contingent bill submitted in Hard Copy along with the Claim documents need to be scanned and digitally signed and uploaded in the claims documents during the verification and upload of the claim. On successful verification the claim will move to the Bill Processing Agency (UTIITSL)for the processing of the claim, if Need More information is required in the submitted document then user will select the status as "Need More Info" and enter the related remark and submits the claim and, rejected bills will stop there itself and beneficiary will be informed through SMS for the rejection of the Claim submitted.

User will go the link Member Claim> Receive Document. Enter the Claim ID and Member Card number (Only numeric part) and search or if Claim ID is not known click blank search (searching without entering anything). This will give the list of the Claim(s). User has to select the claim and submit for receiving the claim. User will go to the link Member Claim > Receipt of Claim and generate the receipt of the claim by entering the Claim ID. This receipt acknowledgement will be given to the beneficiary on receipt of the claim of the bills.

(a) Receiving of Documents

Click the link Member Claim> Receive Documents and enter the search button after entering the details or blank search. List of submitted beneficiary claims will be listed. Select the Check Box and enter the remark and status to receive the claim.

CIN: U65991MH1993GO1072051 पंजीकृत कार्यालयः प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614 दुरमाषः 022-67931010 - पैन्क्सः 022-67931099 - वेबसाइटः www.utiitsl.com <mark>क्षेत्रीय कार्यालय</mark> फ्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614 दुरमाषः 022-67931010 - पैन्क्सः 022-67931099 ई-मेलः mumbal@utiitsl.com
 CMMI ML5 (High Maturity) Appraised and ISO/EC 270012013, ISO/EC 200001:2011, ISO 9001:2015 Certified Company

 Registered Office:
 Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614

 Tel:
 022-67931010
 • Fax: 022-67931099
 • Website: www.utiitsl.com

 REGIONAL OFFICE
 Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614
 Tel: 022-67931010
 • Fax: 022-67931099

 Tel:
 022-67931010
 • Fax: 022-67931099
 Email: mumbal@utiltsl.com

	(A Government of India Company)	imited
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(b)Verification of Documents

This allows the user to open the documents by clicking on the File Name of the document, select verify, and select remarks for all documents.

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CIN: U65991MH1993G	01072051	CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001 2013, ISO/IEC 20000-1:2011, ISO 9001:2015 Certified Company
CIN: U65991MH1993G पंजीकत कार्यालयः प्लॉट :	01072051 1 3. सेक्टर-11. सीवीडी बेलापर, नवी मंबई - 400614	CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001/2013, ISO/IEC 20000-1:2011, ISO 9001/2015 Cettified Company Registered Office: Plot No. 3. Sector-11. CBD Belapur. Navi Mumbai - 400614
CIN: U65991MH1993G पंजीकृत कार्यालयः प्लॉट दुरमापः 022-67931010	01072051 i 3, सेक्टर-11, सीबीडी बेलापुर, नवी मूंबई - 400614 पैन्क्स: 022-67931099 -वेबसाइट: www.utiitsl.com	CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001:2013, ISO/IEC 20000:1:2011, ISO 9001:2015 Cettified Company Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com
CIN: U65991MH1993G पंजीकृत कार्यालयः प्लॉट - दूरमाषः 022-6793101	Di072051 i 3, सेक्टर-11, सीबीडी बेलापुर, नवी मूंबई - 400614 पैन्क्स: 022-67931099 •वेबसाइट: www.utiitsl.com	CMMI ML5 (High Maturity) Appraised and ISO/EC 27001 2013, ISO/EC 20000-1:2011, ISO 9001 2015 Certified Company Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com
CIN: U65991MH1993G पंजीकृत कार्यालय: प्लॉट दुरमाप: 022-67931010 क्षेत्रीय कार्यालय	Dl072051 i 3, सेक्टर-11, सीबीडी बेलापुर, नवी मूंबई - 400614 पैन्क्स: 022-67931099 -वेबसाइट: www.utiitsl.com	CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001 2013, ISO/IEC 20000 4:2011, ISO 9001:2015 Certified Company Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com REGIONAL OFFICE
CIN: U65991MH1993G पंजीकृत कार्यालयः प्लॉट - दूरमाषः 022-67931010 क्षेत्रीय कार्यालय प्लॉट नं 3, सेक्टर-11,	Ol072051 f 3, सेक्टर-11, सीबीडी बेलापुर, नवी मूंबई - 400614 पैन्क्सः 022-67931099 •वेवसाइटः www.utiitsl.com सीबीडी बेलापुर, नवी मुंबई - 400614	CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001/2013, ISO/IEC 20000-1:2011, ISO 9001/2015 Cettified Company Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com REGIONAL OFFICE Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614
CIN: U65991MH1993G पंजीकृत कार्यालयः प्लॉट दूरमापः 022-67931010 क्षेत्रीय कार्यालय प्लॉट नं 3, सेक्टर-11, दूरमापः 022-6793101	01072051 i 3, सेक्टर-11, सीबीडी बेलापुर, नवी मूंबई - 400614 पंत्र्क्सः 022-67931099 - वेबसाइट: www.utiitsl.com सीबीडी बेलापुर, नवी मुंबई - 400614 0 - र्पंत्र्क्स: 022-67931099	CMMI ML5 (High Maturity) Appraised and ISO/IEC 27001/2013, ISO/IEC 20000/1:2011, ISO 9001/2015 Cettified Company Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com REGIONAL OFFICE Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-67931010 • Fax: 022-67931099

	UTI Infrastructure Technology And Services Limited	यूटीआई इन्फ्रास्ट् UTI Infrastructu	यूटीआई इन्फ्रास्ट्रक्चर टेक्नोलॉजी एण्ड सर्विसेज लिमिटेड (भारत सरकार की एक कंपनी) UTI Infrastructure Technology And Services Limited (A Government of India Company)			
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Select the status (Approved, Need More Info or Rejected) and enter the remarks, then submit the claim verification.

If approved, it will go to the BPA (UTIITSL) for processing, for Need More info it will go to the beneficiary with the remarks, however, if rejected, it will stop here and an SMS will be sent to the beneficiary informing them about the rejection.

******** End*****

CIN: U65991MH1993GOI072051 पंजीकृत कार्यालयः प्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614 दूरभाषः 022-67931010 •फैक्सः 022-67931099 •वेबसाइटः www.utiitsl.com क्षेत्रीय कार्यालय फ्लॉट नं 3, सेक्टर-11, सीबीडी बेलापुर, नवी मुंबई - 400614 दूरभाषः 022-67931010 •फैक्सः 022-67931099

दूरमाष: 022-67931010 •फक्स: 022-6 ई-मेल: mumbai@utiitsl.com CMMI ML5 (High Maturity) Appraised and ISO/IEC 270012013, ISO/IEC 2000041:2011, ISO 9001:2015 Certified Company Registered Office: Plot No. 3, Sector-11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-67931010 • Fax: 022-67931099 • Website: www.utiitsl.com REGIONAL OFFICE

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