



**MUMBAI PORT TRUST
MEDICAL DEPARTMENT**

RULES FOR REIMBURSEMENT OF MEDICAL EXPENSES

1) While intimating to the CMO /ACMOD by e-mail or Fax , the information must have following particulars

- (i) Patients MAR No.
- (ii) Patients Detailed address
- (iii) Patients Mobile Number / residential telephone number/office telephone number
The fax number -- CMO is 24145115
The e-mail id -- cmo@mbptmail.com

2) **For In –Service Employee** -Patient should apply for reimbursement of medical expenses within the period of six months from the date of discharge from hospital or completion of OPD treatment.

For Retired Employee -Patient should apply for reimbursement of medical expenses within the period of two months from the date of discharge from hospital and six months from completion of OPD treatment

3) The retired employee must get registered for MAR and PPO Card for availing the Post Retirement MbPT treatment. Those who have not registered their name for MAR/PPO card, will not be eligible for treatment(Indoor/OPD) and they will not be eligible for reimbursement of the expenses incurred for their treatment taken in Private Hospital. This procedure should be done within one month of retirement.

4) Only in emergency, patient can go to Private Hospital nearby their residence for the treatment and their emergency should be approved by CMO/Sr. Dy.CMO(previous ACMOD) . Eventhough, the patient stays beyond the jurisdiction of Municipal Corporation i.e. Dahisar/Mulund/Mankhurd, the patient should approach to MbPT Hospital for his/her OPD or Indoor treatment.

3. Patient getting Hemo- Dialysis treatment will get the reimbursement only for the consumables of the procedure.

Expenses incurred on Medicine, Suture Materials and investigation will not be reimburse by MbPT. The patient should take prescription from the Medical Officer, Port Trust Hospital and then apply for reimbursement. This criteria is applicable for **In –Service Employee** as well as **Retired Employee**.

4. In case of purchase of medicine from out of Port Trust Hospital , confirm on the prescription "OUT OF STOCK" stamp and "N.R."(for medicines which are not reimburse by Port Trust Hospital). N.R. should be marked by prescribing Medical Officer only and confirm it before leaving the OPD.

5. Appliances are prescribed only for **In –Service Employee and his family.**
In case of Retired Employee , he is eligible for appliance but his spouse is **not** eligible for the same.

6. Patients referred to Private Hospital with reference note, will undergo the procedure **advised by Port Trust, Medical Officer on reference note. Any additional procedure** which is not mentioned on reference note will not be considered for reimbursement.

7. Estimate of expenses quoted by Private Hospital, if goes beyond stated amount, the same must be intimated to Port Trust Hospital in advance .If **In service patient** goes with Credit Note and if they asked to get medicine separately out of credit note , they must intimate to PTH about the same.

8. **CISF** employees their family and retired CISF employees are eligible for reimbursement as per CGHS Rates. (CGHS- April-2014).

Note :

Documents required for reimbursement of expenses incurred in connection with material used in Haemo- dialysis .

1. Ref. note in duplicate / prescription. Patient note that reference note must be received after every six months.
2. Receipt.
3. PPO & MAR card – 2 copies each.
4. Family card – 2 copies (in case of in service employee).
5. Haemo-dialysis may be done at any centre convenient to patient.