



Shri Vile Parle Kelavani Mandal

The Societies Registration Act, 1860 (No. 733 of 1934-35) and
The Bombay Public Trust Act, 1950 (No. F-30 (BOM) 1953)

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To, SVKM /NMIMS Employees

Sub. : Details / Procedure of existing Group Mediclaim Policy.

Respected Sir / Madam,

This is to inform you that all **SVKM / NMIMS Employees** are now covered under the Group Mediclaim Policy, through "**TATA AIG General Insurance Company Limited**". Similar to the earlier coverage the limit remains the same, i.e. - Rs 2 Lacs for the Family. **TATA AIG** is supported through a TPA (third Party Administration) **Paramount Health Services**. This policy covers the employee along with his/her spouse and first two children (below the age of 25 Years). In case of bachelor / spinster, the policy covers only the employee.

In case of hospitalization the below mentioned procedure is required to be followed by the employee and their family members.

- If any one of your family members whose names are enrolled under our **GROUP MEDICLAIM POLICY** is hospitalized, then you are required to inform SVKM Office immediately. During hospitalization, our Insurance Executive **Mr. Sachin Khot** will assist you in the best possible manner.
- In case of hospitalization, if you intend to avail a cashless facility then first check with the hospital in which you're admitted whether our TATA AIG General Insurance Company Limited & TPA Paramount Health Services Facility is available at their end or not. If our Cashless facility is available at the hospital, then please show them our Mediclaim Card and they will complete all your Mediclaim related processes.
- If the hospital is not on the panel of TATA AIG General Insurance Company Limited & TPA Paramount Health Services then the Cashless facility will not be helpful to you. In such a situation, you will pay all your hospitalization bills and get discharge from the Hospital. After discharge from the hospital, you will submit your reimbursement claim of hospitalization to **SVKM** for further processing. For this reimbursement process, you should submit all your original hospital bills, receipts, reports, discharge card and the attested photocopy of Indoor Case Papers to our **SVKM Insurance Executive, Mr Sachin Khot with in calendar 15 days from discharge**. After receiving your papers, **Mr. Khot** will scrutinize the papers and will then put your claim to the Insurance Company for reimbursement. The Insurance Company will check the admissibility of the claim as per the terms and conditions of the policy and only then they will settled the claim.

Our Management feels that every employee should inform their family members about our Mediclaim Policy. This is necessary; in case you are not in a position to inform **SVKM** about your or your dependents' hospitalization then your family members (who know about the importance of this policy) will approach SVKM. In case of hospitalization, you are required to inform our **Insurance Executive, Mr Sachin Khot Immediately without any delay. His contact no. is 9167026060.**

You are requested to acknowledge this letter or inform us that you have shared this information to your spouse and your family members who are covered under this scheme.

@hivastava

Mr Sudhir Shrivastava
Chief Executive Officer

Signature of your Spouse/Parents/other family Members with Name and relations: _____