



**Indian Institute of Technology Indore**  
**FAQs - Documents required for medical reimbursement.**

**Q. 1 Which documents are required for the reimbursement of OPD treatment?**

**Answer- a. For Consultation Charges–**

- I) Prescription with name, age, and gender of the patient.
- II) Date.
- III) Diagnosis and treatment advice.
- IV) Signature of consulting doctor with registration number (Mandatory).
- V) Receipt / Invoice for consultation charges.

**b. For Investigation –**

- I) Prescription with name, age, and gender of the patient.
- II) Date.
- III) Diagnosis, treatment, and investigation advice.
- IV) Signature of consulting doctor with registration number.
- V) Receipt / Invoice with name and charges for each investigation. Expenses for test packages will not be admissible unless all the tests and cost of each test are mentioned clearly.

**c. For Medicine –**

- I) Prescription with name, age, and gender of the patient.
- II) Date.
- III) Diagnosis and treatment advice – with duration of each medication.
- IV) Signature of consulting doctor with registration number.
- V) Invoice.

**Q. 2 Which documents are required for Dental treatment?**

**Answer- a. Consultation -**

- I) Prescription with name, age, and gender of the patient.
- II) Date.
- III) Diagnosis and treatment advice.
- IV) Signature of consulting doctor with registration number.
- V) Receipt / Invoice for consultation charges.

**b. Investigation –**

- I) Prescription with name, age, and gender of the patient.
- II) Date.
- III) Diagnosis and treatment and investigation advice.
- IV) Pre & Post procedure X-Ray copy for each procedure with patient name and date.
- V) Invoice with name and charges for each investigation. Expenses for test packages will not be admissible unless all the tests and cost of each test are mentioned clearly.

**c. Medicine –**

- I) Prescription with name, age, gender of the patient.
- II) Date.

- III) Diagnosis and treatment advice – with duration of each medication.
- IV) Signature of consulting doctor with registration number.
- V) Invoice.