



कर्मचारी राज्य बीमा निगम  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
EMPLOYEES' STATE INSURANCE CORPORATION  
(Ministry of Labour & Employment, Govt. of India)



निदेशालय (चिकित्सा) नोएडा / Directorate (Medical) Noida  
क.स.बी.नि. आदर्श अस्पताल, से-24, नोएडा -201301  
ESIC Model Hospital, Sector-24, Noida-201301  
Phone-0120-2970320 Email: ms-noida@esic.nic.in

E-Office No: 623548

Dated: 17.05.2024

## Medical Reimbursement Cell

### ORDER

It has been observed by the Competent Authority that the Medical Reimbursement Claims of IPs/ Staffs/Pensioners are not being forwarded by the concerned ESIC dispensaries with proper checked documents which is resulting in unnecessary delay in processing of these bills.

Considering the issue, the undersigned is hereby directed to convey the following in order to adopt the same with immediate effect at appropriate ends:

1. That the reimbursement claims should move in a single file system with all claim papers clearly scanned and attached, and are to be forwarded in e-office itself from the parent dispensary to ESIC Hospital Sec-24.
2. That No bills will be received in hard copy w.e.f. 01/06/2024.
3. That several discrepancies are found in submitted MRC Claims viz. on e-pehchan card, Aadhar Card, bill summary, date of birth, dates of admissions etc resulting in delay. All In-charges will countercheck the above details and forward the e file with due certification. Also, the
4. That all the Dispy Incharges are hereby informed a detailed procedure/guidelines to be adopted in MRC cases and mandatory requirements of the same will be issued shortly through a Circular.

Approval of the Competent Authority exists in E-Office of even no. at Note #No. 18/N.

  
Dy. Medical Superintendent  
ESICMH Noida

To,

1. PS to D(M)N
2. Dy.MS, ESICH Noida
3. All the IMO I/Cs of Dispensaries under ESICH Noida
4. IT Cell, ESICH Noida for upload in website

