NOTICE

To all Permanent Academic, Administrative and Non-Academic Staff,

The Medical Welfare Scheme for the Staff of the University of Colombo – 2016

The conditions to be fulfilled to obtain benefits

1. It is compulsory to state the following fact in the medical prescriptions / Diagnosis card issued by the Medical Practitioners / hospital in applying for benefits under the Medical Welfare Scheme.

    i. Name of the patient, Date
    ii. Certified copy of the Diagnosis card by the Head of the Department in case of inward Patient
    iii. If the prescriptions do not carry the letter head of the medical practitioner/medical dispensary, the prescription should contain the official stamp of the medical practitioner (the frank should carry the name and the registration number of the doctor).

2. Please note that the Surgical Claims can be considered only for the treatments taken from the Hospitals in the attached list of registered hospitals in the Private Health Services Regulatory Council (PHSRC) under the Ministry of Health.

3. Receipts / Bills should be certified by the Pharmacist with the official stamp.

4. Prescriptions issued by hospitals also must carry the name of the patient, the diagnosis and the name of the doctor or the official frank of him/her along with the date.

5. Any medical bill which is not recommended by the Medical Officer of the University of Colombo / Head of the Department to be reimbursed will not be considered for payment.

6. The payments will be done only for the medicines prescribed by the doctor out of the medicines appearing in the bill.

7. Cash receipts issued by the private hospital should be stamped with the paid seal.

8. Benefits cannot be obtained for vaccinations.

9. The name of the test should be stated in bills paid for medical tests.

10. The bills where information is changed or disfigured should be signed by the same medical practitioner by placing his/her official stamp.

11. The signature of the relevant applicant should be certified by a witness in reimbursing expenses met for surgeries and hospital charges.

12. To include the name of a new born baby into the membership register, the member must submit a request along with a copy of the birth certificate of the new-born baby.

13. In order to include the name of the spouse in to the membership register, the member must submit a request with a copy of the marriage certificate.

14. The member must get his/her claim registered, according to the type of benefit at the Student and Staff Welfare Branch on submission of their claims, and as far as claims sent via post are concerned, the Student and Staff Welfare Branch will not bear any responsibility for loss of claims and bills relevant to such claims whilst in post.

15. In claiming payments which was secured over the Internet (e-channelling), the bill must be submitted along with the official stamp of the medical practitioner / hospital. No booking charges will be reimbursed.

16. If the OPD bill is equal or more than Rs.1, 000/-, details of medicines prescribed are needed.

17. Reimbursement of bills for treatment of Cosmetic Surgery will not be considered.

18. OPD and Investigation Claims can be applied **Maximum of 3 times per year**.

This will help us to speed up your payments.

Registrar
University of Colombo