

Date: \_\_\_\_\_

**Health Insurance Division  
Alfalah Insurance Company  
Head Office Lahore.**

Dear Sir/Madam,

**Follow-up Treatment**

I am submitting following documents in original for reimbursement of Rs. \_\_\_\_\_ being follow-up treatment for the month of \_\_\_\_\_. The patient name is Mr./Mrs./Miss \_\_\_\_\_ having relation with me

Myself  Mother  Father  Spouse  Son  Daughter & who is suffering from

<input type="checkbox"/> Cardiovascular Disorders	<input type="checkbox"/> Strokes	<input type="checkbox"/> Cancer	<input type="checkbox"/> Aids	<input type="checkbox"/> Organs Transplants
<input type="checkbox"/> Multiple Scleroses	<input type="checkbox"/> Hepatitis B&C	<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Any Other Ailment Approved by Management	

**Breakup of Follow-up treatment charges is as under:**

Sr	Particulars	Date of Invoice	Invoice No.	Claim Amount
1	<input type="checkbox"/> Bill for medicines			Rs.
2	<input type="checkbox"/> Lab Test/X-Rays etc.			Rs.
3	<input type="checkbox"/> Consultancy Charges			Rs.
<b>Grand Total</b>				<b>Rs.</b>

**In Case of Parents' claim only:**

I confirm that my parents have no sources of income, are dependent on me and I am responsible for their day to day expenses.

Employee #: \_\_\_\_\_

Location/ Posting: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Email ID: \_\_\_\_\_

Contact / Mobile #: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

**Mandatory Documents to be submitted by all staff, to claim Follow-up: (As per policy)**

1. Photocopy of Consultant's letter, clearly stating about the ailment and its treatment in detail.
2. Doctor prescriptions for taking the medicines due to particular ailment. **(Not older than three months)**
3. Photocopies of lab reports.
4. Original payment receipts.
5. Any other related document

**Please note:**

1. Employees are required to send their Follow up bills on monthly basis, on the prescribed format.
2. Doctor's prescription older than 3 months will not be accepted.
3. Only computerized pharmacy bills will be accepted for re-imburement for the bills being claimed from all major cities of Pakistan including Karachi, Lahore, Rawalpindi, Islamabad, Multan, Faisalabad, Peshawar and Quetta.
4. Cumulative bills will not be entertained. Please attach one month's medical bills against one follow up form.

**To be filled in by Alfalah Insurance & Bank Alfalah HR**

We hereby authorize to finance division of **Alfalah Insurance Company** Head Office Lahore to reimburse Rs. \_\_\_\_\_ to Mr. /Ms. \_\_\_\_\_ being follow-up treatment for the month of \_\_\_\_\_ 2017 under the terms & plan of health insurance policy for the employees of Bank Alfalah Limited.

\_\_\_\_\_  
BAL – In-house Consultant/Dr

\_\_\_\_\_  
HR Officer – BAL

\_\_\_\_\_  
AGM HR – BAL

\_\_\_\_\_  
AIC Approval