

ONLY FOR OFFICE USE

HID Updation :-	<input type="checkbox"/> Required? <input type="checkbox"/> Completed?	Dummy Claim :-	<input type="checkbox"/> Action Required? <input type="checkbox"/> Completed?
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Document Checklist(Mandatory) To be filled by Help Desk / Front Desk

<input type="checkbox"/> Claim Form	<input type="checkbox"/> Cheque	<input type="checkbox"/> Verified with CF and Name
<input type="checkbox"/> Bills No of Pages []	<input type="checkbox"/> Main Bill / Breakup available?	Total No of Docs <input type="text"/>
<input type="checkbox"/> Dis. Summary No of Pages	<input type="checkbox"/> Reports	

Remarks :-

Non Scannable Documents (To be filled by Inward / Receiving personnel)

		Nos	Description
CT / MRI Scan	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
X-Ray	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
CD	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Lens / Implant Sticker	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Test Strips	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Other	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

- HELP DESK / CRM	- RECEIVER / INWARD	- SCANNING SEAL
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