



DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)

Govt. of NCT of Delhi
Shahbad Daulatpur, Bawana Road, Delhi 110 042



F.No. DTU/GA/130/19-20/1004/Vol-3/436

Dated: - 06.07.2023

SOP for Downloading E-card and Claiming Health Insurance

DTU has taken Group Mediclaim policy for its enrolled students from M/s Universal Sompo General Insurance through their intermediary M/s Anand Rathi Insurance Brokers Ltd. **Students may collect their physical insurance cards from their respective department's office.**

01. To download e-cards visit <https://mdindiaonline.com/E-Cardrequest.aspx> and follow the steps mentioned below:-

- Step 1 - Select IC Name > Universal Sompo General Insurance Co. Ltd.
- Step 2 - Select Type of Policy > Corporate
- Step 3 - Enter Policy Number (2839/70366805/00/000)
- Step 4 - Enter MDID
- Step 5 - Enter ID

(Students may find their MDID, ID, Reimbursement Claim Forms alongwith a list of Empanelled Hospitals on official website of Delhi Technological University i.e. dtu.ac.in)

02. To claim insurance follow the steps mentioned below: -

(Cashless)

- Insured to approach MDI Network (<https://mdindiaonline.com/ProviderList.aspx>) hospital with doctor prescription and MDID card.
- Hospital will send Pre-Authorization request letter to MDI for Cashless Authorization.
- Our respective Doctor assesses the pre-authorization request based on eligibility.
- Query if any, is sent to hospital. Insured is also informed on phone/SMS/Email.
- Authorization is given.
- Insured to pay for all non-Medical/Covered services like, registration fees, Attendant Charges, telephone bills etc.
- Take payment receipt of amount paid to hospital.
- Insured to verify and sign hospital bill and claim form and leave all original documents at hospital.
- Xerox of relevant documents can be taken by the patient.

(Reimbursement)

- IRDA Claim Form duly filled and Signed by the Insured/Student must be submitted to TPA within stipulated time.
- ECS/NEFT details of Proposer along with Cancelled Cheque / photocopy of Bank Pass Book with bank stamp along with IFSC Code Details in clear readable hard copy of Cancelled Cheque
- Valid Photo ID Proof of insured /patient.
- Valid and duly attested Hospital Registration Certificate photocopy. (For Non Network)
- KYC Details like Pan Card etc. to be submitted
- Indoor Case Papers Photocopies to be submitted.
- All Original bills, all Paid Receipts and discharge certificate / card from the Hospital.
- All documents pertaining to the Illness, starting from the date it was first detected, i.e. (doctor consultations reports / history in details with relevant dates.)
- MLC/FIR/Post Mortem Report, (if applicable)
- All documents must be self-attested or attested by insured

03. Contact persons: -

- | | | |
|-----------------------|---|---|
| 1. Ms. Urvashi | : | 9175455443 (delhicorp@mdindia.com) |
| 2. Mr. Devendra Singh | : | 9713660245 (devendrasingh1@rathi.com) |
| 3. Ms. Shaifali Goyal | : | 8800283339 (shaifaligoyal@rathi.com) |


Dr. Anil Kumar

Dy. Registrar (Gen. Admin.)

Copy to: -

- | | | |
|-------------------------|---|--|
| 1. PA to Registrar | : | for kind information of Registrar DTU, please. |
| 2. All Deans/HoDs | : | with a request to apprise all the students. |
| 3. Dean Student Welfare | : | for kind information. |
| 4. Chief Hostel Warden | : | with a request to apprise all the hostellers. |
| 5. All Notice Boards | : | |
| 6. All hostels | : | |
| 7. Guard file | : | |