

Andhra Bank
(A Govt. of India Undertaking)
Head Office
HYDERABAD – 5000 004



Circular No. 179

Ref. No. 3/36

Dept : Human Resources

Date. 03.08.2016

**Sub: Implementation of Medical Insurance Scheme for employees –
Administration and Utilisation of Corporate Buffer.**

As per the provisions of the Joint Note dated 25.05.2015 a Medical Insurance Scheme has been introduced for the employees of the Bank, w.e.f. 01.10.2015. United India Insurance Company Ltd., is the lead insurer for the scheme and M/s. Paramount Health Services Pvt. Ltd is the Third Party Administrator (TPA) appointed by the UIICo.

The Scheme covers Employee + Spouse and dependents as defined in the joint note, for reimbursement of hospitalization and domiciliary treatment up to a maximum of Rs. 4.00 lac and Rs. 3.00 lac per annum for officers and award staff respectively. Change in sum insured shall be applicable in case of promotion of the employee or vice versa.

Out of the premium paid by the member banks, a Corporate Buffer has been created by UIICo., which is to be utilized for providing assistance to the serving employees of the bank whose eligible claims exceed the sum insured. Utilization of corporate buffer shall be on year to year basis in accordance with the period of the policy.

Based on the advisory received from IBA and UIICo, the competent authority has approved the conditions for utilization of the corporate buffer by the employees, which have been detailed in the **Annexure**. The procedure for claiming corporate buffer also has been mentioned in the Annexure.

All the staff members are advised to go through the provisions of the Medical Insurance Scheme under the joint note dated 25.05.2015 and the conditions for the utilization of the corporate buffer before submission of claims.

The contents of this circular may be brought to the notice of all the employees


[V.B.Bhagavathi]
General Manager-HR



ANNEXURE

GUIDELINES REGARDING ADMINISTRATION OF CORPORATE BUFFER FOR THE MEDICAL INSURANCE SCHEME

The administration of the corporate buffer will be by a committee constituted specifically for this purpose called "Corporate Buffer Approval Committee" (CBAC).

Eligibility for Corporate Buffer:

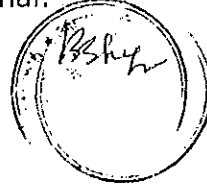
1. Corporate Buffer is payable only when a claim otherwise falls within the scope of Medical Insurance Policy.
2. Maximum of only one Sum Insured will be given as corporate buffer, to one employee i.e. Rs. 4.00 lac for officer and Rs. 3.00 lac for award employee. In exceptional cases the sanction may exceed the limit subject to the decision of the CBAC.
3. In case of cashless mode buffer will be paid to the Hospital and in other cases it will be paid to the employee directly to his / her account.
4. Normal maternity cases shall not be considered for Corporate Buffer. However in exceptional cases where serious complications arise out of maternity involving surgery shall be considered.
5. Utilisation of Corporate Buffer will be based on first come first serve. Once funds are exhausted in Corporate Buffer no applications/proposals will be considered / extended under the scheme for the respective year.
6. Corporate buffer will not be considered when the claim amount exceeds the Sum Insured by a small amount or for excess amounts over the prescribed room rents and stipulated tariffs.
7. While apportioning Corporate Buffer preference will be given for the claims relating to critical illness such as Cancer including Leukaemia, Stroke, Paralysis, Bypass surgery, Major Organ Transplant, End stage Liver disease, Heart Attack, Kidney failure, Heart Valve Replacement Surgery and any other critical illness/ailments which are life threatening
8. The Buffer will also be utilized for settlement of hospital bills of employees who expire while undergoing treatment in a hospital. The amount will also be given to spouse or in the absence of spouse to a dependent child or parent to be decided on a case to case basis.

Claim & Settlement

9. (a) The concerned employee who has incurred medical expenditure either for himself or his dependants beyond the ceilings prescribed in the IBA Insurance Policy has to submit an application in the format annexed to this circular for claiming eligible expenses to the Branch Manager/ Head of the department who in turn will forward the same to Head Office.



(b). Bank shall call for relevant medical records of respective employee from the TPA and put up to the Corporate Buffer Approval Committee (CBAC) for necessary approval and further advise UIICo & TPA about the amount to be released to the employee. The decision of the CBAC is final.



ANDHRA BANK
HUMAN RESOURCES DEPARTMENT
CORPORATE BUFFER CLAIM FORMAT

To

The General Manager –HR
Medical Section
Head Office
Hyderabad

Date:

| | | |
|----|---|--|
| 1 | Name of the branch/ Zonal office /Circle Office | |
| 2 | Name of the Employee | |
| 3 | Employee Code No. | |
| 4 | Office of the Employee | |
| 5 | Name of the Patient /Relationship | |
| 6 | TPA ID Card Number | |
| 7 | Name & Address of the Hospital | |
| 8 | Date Of Admission | |
| 9 | Nature of Illness | |
| 10 | Total amount of hospital bill | |
| 11 | Amount settled by Insurance company | |
| 12 | | |

Signature of the Employee/Claimant

Signature of the Branch Manager/in charge

Recommendation of the Zonal office /Circle office

We hereby recommend to release from the Corporate Buffer under the above policy with regard to the hospitalisation claim as stated above.

Signature:

Name & Designation of Authorised Bank Official:

(Seal of the Bank)

