

## REIMBURSEMENT FILE

### Mandatory documents

### The document is valid when:

#### Reimbursement form

- It is sent correctly and completely filled, in digital format

#### Medical documents



- Identification data
- All medical information (reason for visit, objective medical exam, diagnosis, medical recommendation, lab and investigation results, hospital discharge note containing the dates for admission and discharge)
- The date of the medical service or of the medical document
- The doctor's stamp and signature and/or the stamp of the clinic

#### Financial documents



- Identification data
- The detailed cost of each paid medical service. If there are no details present for a cost/medical service then further documentation will be requested.
- The invoice, if given by the clinic
- The date of the proof of payment

#### ID document\*



- Copy of the ID document or of the birth certificate in the case of minors

#### Bank document\*



- Proof of banking account into which the payment is requested to be made

\*Is sent only once for the first reimbursement file or if the data has changed