

# United India Insurance Company Limited

HRM Department – Head Office

01<sup>st</sup> March 2018

HO:HRM:CIR:NO: 18

## Re: Group Mediclaim for Retired / Deceased Employees.

Currently the computation and collection of Group Mediclaim premium for retired/deceased employees have been performed manually at all offices across our company. Due to manual calculation and lack of software, the following problems have been identified.

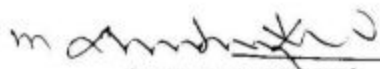
1. Unable to submit data to TPA from central location.
2. Unable to submit statistics to concerned stakeholders.
3. Error in Calculation of Premium.
4. Sending Renewal notice to such employees not happening in all offices, due to which employees are unable to remit their premium at right time.

In order to overcome the above issues, it has been decided as follows:

1. Only Head office will send details of employees and their family members to all TPAs with regard to Staff mediclaim. All Offices including LCB/RO/DO/BO/MO are hereby directed to stop sending such details to TPA.
2. A Software has been provided in My Page Login of all Regional Accountants to capture the following details:
  - a. Retired / Deceased / Retired & Deceased Employee details including Sum Insured.
  - b. Family Member Details
  - c. Receipt details of premium collection (collected using GC-Core).
3. By using this software the following benefits can be achieved:
  - i. Accuracy in premium Calculation.
  - ii. Uniform approach to serve the retired employees.
  - iii. Issue of premium certificate for income tax purpose.
  - iv. Submission of data to TPA, Insurer and other stakeholders (by Head Office only).

Any clarifications/queries regarding this software may be sent to Mr.M.Munikrishnan, AM ([mmunikrishnan@uiic.co.in](mailto:mmunikrishnan@uiic.co.in)) and Mr.N.Vaiguntam, AM ([nvaiguntam@uiic.co.in](mailto:nvaiguntam@uiic.co.in)).

Regional Accountants/Office-in-Charges can nominate users to do this process in all offices under their control. All offices are hereby directed to use this facility without fail.



(M. SHAHUL HAMEED)  
DEPUTY GENERAL MANAGER

c.c. HO Establishment