

## Guidelines to avail Medical Credit Card :-

### For Employees of TSTRANSCO:-

- Employee has to carry Employee ID Card to the Hospital to avail cashless medical facility in any of the TSTRANSCO recognized hospitals (list of hospitals is available in TSTRANSCO Website, i.e, at home → Quick menu → Medical Information)
- Employee who avails this facility has to give a request letter (format available in TSTRANSCO Website, i.e, at home → Quick menu → Medical Information)
- Hospital authorities will download the “Medical Credit Card form” from TSTRANSCO Website (available at Others tab → downloads → Medical Credit Card form) and the same filled in form should be emailed to Chief General Manager (HRD)/VS also to the mail ids which are mentioned at the bottom of the Medical Credit Card form for processing of Medical Credit Card.
- Hospital authorities should enclose the following documents to the email:
  - 1) Filled in Medical Credit Card form
  - 2) Scanned copy of Employee ID Card (pdf format)
  - 3) Request letter signed by the Employee / Care taker (pdf format)
  - 4) Hospital Estimation (pdf format)

### For Pensioners / Family Pensioners of TSTRANSCO:-

- Pensioners / Family Pensioners has to carry their PPO Copy (Pension Payment Order) to the Hospital to avail cashless medical facility in any of the TSTRANSCO recognized hospitals (list of hospitals is available in TSTRANSCO Website, i.e, at home → Quick menu → Medical Information)
- Pensioners / Family Pensioners who avails this facility has to give a request letter (format available in TSTRANSCO Website, i.e, at home → Quick menu → Medical Information)
- Hospital authorities will download the “Medical Credit Card form” from TSTRANSCO Website (available at Others tab → downloads → Medical Credit Card form) and the same filled in form should be emailed to Chief General Manager (HRD)/VS also to the mail ids which are mentioned in the Medical Credit Card form for processing of Medical Credit Card.
- Hospital authorities should enclose the following documents to the email:
  - 1) Filled in Medical Credit Card form
  - 2) Scanned copy of Employee ID Card (pdf format)
  - 3) Request letter signed by the Employee / Care taker (pdf format)
  - 4) Hospital Estimation (pdf format)