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THE RAND MUTUAL ASSURANCE COMPANY LIMITED

Reg. No. 1899/000876/06

BDO Building, 1st Floor
22 Wellington Road
Parktown 2193
Tel. (010) 214 3000
Contact Centre: 0860 222 132
Fax. 0860 222 203

PO Box 61413, Marshalltown, 2107
website.: www.randmutual.co.za

Procedure to submit IOD and OD claims to RMA

Please be informed that in terms of the Compensation for Occupational Injuries and Diseases Act (COIDA), invoices must be submitted to RMA for valid claims in respect of Injury on Duty (IOD) and Occupational Diseases (OD).

Minimum requirements which constitute a valid invoice

Please ensure that all invoices submitted contain the following information:

- RMA claim number
- Full first names and surname
- Correct identity number
- Company/ industry/ employee number (where applicable)
- Name of employer
- Date of accident
- Provider practice and VAT registration number (compulsory)
- Provider account reference number
- Actual service date/s
- Service/tariff codes (COIDA, NHRPL or NAPPI)
- Amount claimed per line item
- Relevant ICD-10 codes
- RMA pre-authorisation number (PAC number) (where applicable)
- Proof (documentation) relating to charges e.g. suppliers invoice, quotations, proof of packaging of prosthesis / instrumentation used (only hospital accounts) a copy of the hand-written prescription (only pharmacy prescriptions)
- **Comprehensive clinical reports must be supplied to substantiate the treatment rendered on the invoice (for both acute and chronic/subsequent care cases).**

The treatment rendered must correlate with the nature of the reported injury on the patient's claim.

Directors: Prof TV Maphai (Chairman), AJ Van Vuuren (Deputy Chairman), JPL Bezuidenhout, JS Gardner, A Letshele, EH Lufhungu, Dr M Mentz, R Naidoo, M Pillay, H Masondo, DR Motsepe, DB O'Brien, HJ Schalekamp, Dr JP Steele, Dr J Andrews, MP Lynam, B Singh (Chief Executive Officer)
Alternate Directors: PJW Buys, S Motloung, HM Perry
Company Secretary: K Linström

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