

KEPHIS INTERNAL INSURANCE CLAIMS PROCEDURE

[1] Incident Occurs



[2] Employee Reports Incident

- Incident Reported to Immediate Supervisor and Human Capital



[3] INTERNAL CLAIM DOCUMENTATION

- Human Capital compiles all the required documentation as policy



[4] Document Submission to Service Provider

- Human Capital submits required documentation /Claims in the prescribed format and requests acknowledgment of the same from the service provider



[5] Receive Feedback from the service provider and provide additional information /data (if required)



[6] Compensation

- Human Capital Reviews the compensation awarded and signs off on the payment Voucher and submits the same to the service provider for Settlement.



[7] Claim Settlement and closure

- Compensation received by KEPHIS is processed and paid to the claimant.
- Documentation Filing and case closure



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Date: 1/09/2024