Allianz

# Claim Form

Please complete this form in BLOCK CAPITALS.
You can also use our MyHealth Digital Services to submit your claim online: **www.allianzcare.com/en/myhealth.html**
Don't forget: You must submit your claims within the claiming deadline set out in your Benefit Guide.

## 1. Patient's details

Policy Number

First name

Surname

Date of birth (DD/MM/YYYY) / /

Correspondence address

City/Town

Country

Phone number Country code Area code

Email address

Policyholder's name (if different from patient)

Do you have any national/public or state provided health insurance cover in your home country or country of residence e.g. National Health Insurance? Yes ☐ No ☐

If Yes, please name the cover provided. Please give your reference number/identifier with the state.

## 2. Claimant's details (if different from the patient in section 1)

First name

Surname

Date of birth (DD/MM/YYYY) / / Gender at birth: Male ☐ Female ☐

## 3. Payment details

Please tick one of the options below and complete details as needed.

**Option 1:** Payment to medical provider* (e.g. hospital, specialist) ☐ (The bank details requested below are not required for this option)
**Option 2:** Payment to member ☐
**Option 3:** Payment to Third Party ☐

Preferred payment method: Bank transfer** ☐
Cheque*** ☐

Please specify the currency you would like to be reimbursed in (and ensure that your bank account supports it)

Name of bank account holder as shown on your bank statement

Account number

IBAN (where required)****

Sort/branch code BIC/Swift code****

Name of bank

Bank's address

Bank's city/town

Bank's country

If you are aware of any additional information required in order to process international transactions within your country (e.g. agency code, tax ID), please list below:

Swift code of intermediary bank (where applicable)

* If you have not already paid the medical provider.
** For bank transfer, please provide bank details.
*** Cheques payable to the policyholder will be sent to the correspondence address provided in section 1.
**** If your bank is within the EU, or if your specific country requires an IBAN (e.g. Qatar, Saudi Arabia, Angola, Tunisia, Turkey), please supply both your IBAN and BIC/Swift code to facilitate the payment of your claim.

## 4. Claim details

Please complete all parts of the following table with the details of each invoice/receipt, making sure to include the amount charged. Please note that for costs incurred in China, you need to submit a Fa Piao invoice with all claims. If your invoice/receipt does not include the diagnosis/medical condition, you must give this information below. If there is insufficient space in the table below, please provide details on a separate page.

| Description of expense/ treatment | Diagnosis/ medical condition | Provider's name | Amount charged | Currency | Have you paid this bill? |
|---|---|---|---|---|---|
| | | | | | Yes ☐ No ☐ |
| | | | | | Yes ☐ No ☐ |
| | | | | | Yes ☐ No ☐ |
| Total Amount of Expenses<br>(Please note that the total displayed here is only accurate when all invoices are issued in the same currency. If you are claiming costs in different currencies, please ignore the total amount displayed) | | | | | |

In what country did the treatment take place?

### Claims related to an accident or injury

Is this claim related to an accident/injury? Yes ☐ No ☐

If Yes, please complete the following:

Date of accident/injury (DD/MM/YYYY) / /

Details of the accident/injury

Do you have any other insurance policy (e.g. Travel insurance)? Yes ☐ No ☐

If Yes, please complete the following:

Name of the insurer

Policy number

Was the accident/injury caused by a third party? Yes ☐ No ☐

If Yes, please complete the following:

Name of the third party

Name of third party insurer

Third party policy number

**Please send us a copy of the police report if available to: claims.recoveries@allianzworldwidecare.com**

**Sections 5 and 6 are to be completed by the treating doctor unless the information is detailed in the supporting documentation (e.g. receipts or invoices).**

## 5. Medical provider's details

Name of doctor/specialist

Qualifications/credentials

Name of hospital/clinic

Address

City/Town

Country

Phone number Country code Area code

Fax number Country code Area code

Email address

**Applicable to physiotherapy/psychotherapy claims only. Please provide full referral details:**

Name of referring doctor

Phone number Country code Area code

Date of referral (DD/MM/YYYY) / /

## 6. Medical details

Indicate type of condition: Acute ☐ Chronic ☐ Acute episode of chronic ☐

**Please provide full details of the symptoms or medical condition requiring treatment:**

ICD9/10 code/DSM-IV

Details of the symptoms or medical condition

On what date did the patient first present these symptoms to you? (DD/MM/YYYY) / /

On what date would the first onset of symptoms have been apparent to the patient? (DD/MM/YYYY) / /

Has the patient suffered from this condition previously? Yes ☐ No ☐

If Yes, when? (DD/MM/YYYY) / /

Are you aware of any treatment given for this or any related illness in the past? Yes ☐ No ☐

If Yes, please provide details

Is it likely to re-occur? Yes ☐ No ☐

Does it need rehabilitation? Yes ☐ No ☐

Is it permanent? Yes ☐ No ☐

Does it need long-term monitoring, consultations, check-ups, examinations or tests? Yes ☐ No ☐

**Applicable to cases of pregnancy only:**

Estimated date of delivery (DD/MM/YYYY) / /

Is birth of a single baby expected? Yes ☐ No ☐

If twins/multiple babies are expected, is the pregnancy a result of medically assisted reproduction? Yes ☐ No ☐

If yes, please provide further details

**Applicable to dental treatment claims only:**

Was the patient suffering from dental pain at the time he/she visited you for treatment? Yes ☐ No ☐

**Please sign and authenticate with an official stamp**

Official stamp of medical provider

Doctor's signature

Date (DD/MM/YYYY) / /

## 7. Your personal data

Allianz's Data Protection Notice explains how we protect your privacy and process your personal data. You must read it before sending us any personal data. To read our Data Protection Notice, visit: **www.allianz.sg/Privacy-Policy.html**.

If you have any queries about how we use your personal data, please email us at: **dpo@allianz.sg**.

Withdrawal of consent: you have the right to withdraw consent to the collection, use or disclosure of your personal data in accordance with the Personal Data Protection Act 2012.

☐ Please tick to confirm I agree to the above data protection terms and conditions

## 8. Declaration

I certify that to the best of my knowledge, this Claim Form does not contain any false, misleading or incomplete information. I understand that if this claim is found to be fraudulent, in whole or in part, the contract will be cancelled from the date the fraud is discovered and I may be liable to prosecution.

I agree to waive any rights that I may have to medical secrecy/confidentiality in respect of my medical information and I authorise my medical practitioner, health professional or other relevant medical establishment to provide relevant medical information about me, if requested by Allianz Insurance Singapore Pte. Ltd., to its medical advisers or its appointed representatives, or to any third party expert(s) in case of disputes, subject to any legal restrictions which may apply.

**If a minor was treated, a parent or guardian should sign and date this section.**

Patient's signature

Date (DD/MM/YYYY) / /

## 9. We need your consent

In line with the Personal Data Protection Act 2012 and applicable data protection regulations, we need your consent to process your medical information and pay your medical expenses. If you have not yet provided us with your consent, please access **my.allianzcare.com/myhealth/login**, login to MyHealth Digital Services and tick the required fields. Alternatively, you can download the Consent Form from **www.allianzcare.com/en/consent-form**. A paper copy is available on request. Please note that every member on the policy over 18 must provide their own consent. Alternatively, you can download the Consent Form from **www.allianzcare.com/en/consent-form**. A paper copy is available on request. Please note that every member on the policy over 18 must provide their own consent.

## 10. Third-party authorisation

As the claimant I hereby authorise (insert name of third party)

to act on my behalf in relation to the administration of this claim. This may include the disclosure of sensitive medical information.

Claimant's signature

Claimant's printed name

Date (DD/MM/YYYY) / /

## Please send your fully completed Claim Form(s) with any supporting invoices/receipts (card slips cannot be accepted) by:

@ Email: claims@allianzworldwidecare.com

It is your responsibility to retain any original supporting documents (e.g. medical receipts) when you send us copies, as we reserve the right to request original supporting documents up to 12 months after each claim has been settled, for auditing purposes.
We also reserve the right to request a proof of your payment (e.g. bank or card statement) in respect of your medical receipts.
We advise you to keep copies of all correspondence with us as we cannot be held responsible for correspondence that does not reach us for any reason that is outside of our reasonable control.

If you have any queries, please contact our Helpline from inside Singapore: **1800 670 9766** or outside Singapore: **+60 (0)3 92127818**. You can also send an email to: **asia.helpline@e.allianz.com**

For our latest list of toll-free numbers, please visit: **www.allianzcare.com/toll-free-numbers**

**Did you know...**
...that most of our members find that their queries are handled quicker when they call us?

**Important – please check the following:**

All receipts, invoices and prescriptions are included. ☐

The Claim Form is completed in full. ☐

The declarations are signed and dated. ☐

The diagnosis has been confirmed and is stated either on the Claim Form or on the invoices. ☐

Your contact details are still correct (if they have changed, please let us know on the Claim Form). ☐



This insurance policy is underwritten by Allianz Insurance Singapore Pte. Ltd., address 79 Robinson Road #09-01 Singapore 068897. Company Registration No. 201903913C. This policy is supported by AWP Health & Life SA, a limited company governed by the French Insurance Code acting through its Irish Branch. Part of the Allianz Group, AWP Health & Life SA is registered in France: No. 401 154 679 RCS Bobigny. Irish Branch is registered in the Irish Companies Registration Office, registered No.: 907619, address: 15 Joyce Way, Park West Business Campus, Nangor Road, Dublin 12, Ireland. AWP Health & Life SA – Irish Branch provides administration services for the policy.