

Checklist

Please tick to indicate that you have provided us with the following:

1. A fully completed Claim Form (including section 7)
2. Bank Details Form
3. All invoices relating to the treatment received
4. Proof of Payment
5. If applicable, the letter of referral and/or Medical Report

Please note, if any of the above are either incomplete or missing, your claim will not be processed and the incomplete or missing information will be requested.

Important Notes

To help us provide you with a fast and efficient service, we kindly ask you to note the following:

- A **fully completed form** will speed up the assessment and payment of your claim. Any claim form which has not been fully and properly completed cannot be processed and will be returned for completion.
- Please complete **sections 1 - 5** of this document and ask your treating doctor/dentist to complete **sections 6 - 7**. Please note, any fee charged for completing these sections is your responsibility.
- A **separate claim form** is required for every patient and each medical condition.
- For continuation Claims - A new claim form signed and stamped by your treating physician is required each new policy year. We require an update on your health annually with confirmation of the status of the condition and any treatment required.
- Please complete this form in BLOCK CAPITALS, and remember that you **must** submit your claim form together with all supporting invoices and documents **within 3 months of the treatment date otherwise it will not be considered for settlement**.
- Pre authorisation is required for all claims relating to in-patient/day-patient treatment and medical evacuation/repatriation benefits. Please call +44 (0) 3300 581 668 for approval.

IF YOU GO AHEAD WITHOUT OUR APPROVAL A CO-INSURANCE OF 25% OF THE ELIGIBLE COSTS INCURRED WILL APPLY TO YOUR CLAIM.

- Please complete and submit a Bank Details Form with your first claim so that we can make payment to your nominated bank account.
- If you have a query relating to a claim, you can e-mail us at mpclaims@morgan-price.com or telephone +44 (0) 3300 581 668

By post



Post the original documents to:
Morgan Price Claims, 2 Penfold Drive,
Gateway 11, Wymondham,
Norfolk, NR18 0WZ, United Kingdom.

We recommend that you keep copies of all documents that you send to us should you require them at a later date.



By email

If you choose to submit your claim by e-mail to, then please ensure that all documents are clearly scanned. Don't forget to scan both sides of a document if appropriate.

You must retain the original documents as we reserve the right to request these to process your claim.

E-mail: mpclaims@morgan-price.com

1 Claim details

Is this a new claim? Yes No

Is this a continuation of a previous claim with Morgan Price?
If yes, please provide a claim number if you have one Claim No. _____

Is this a claim for which you have obtained pre-authorisation? Yes No Pre-authorisation No. _____

2 Policyholders details

Name of Company Scheme _____

Policy number _____

Title _____ Forename(s) _____ Surname _____

Correspondence address _____ Post/Zip code _____

Phone _____ Mob _____ Fax _____ Email _____

3 Patient details

Title _____ Forename(s) _____ Surname _____

Date of birth _____

Is this claim related to an accident? Yes No

Is a claim to be made against a third party? Yes No

If yes, please give details: _____

Are the expenses recoverable either in whole or in part from any other source or insurance policy? Yes No

If yes, please give details: _____

4 Claim information

a. Please state the nature of the illness/symptoms: _____

b. When did the symptoms first occur?: _____

c. Have you ever received treatment (including over the counter medication) for this condition or any related condition before this episode?

Yes No If yes, please provide details below: _____

4 Claim information — continued

d. Please list below the invoices you are submitting for reimbursement (Please note, if any of the invoices you submit are unclear, these will be sent back to you):

Date of treatment	Expenses for which reimbursement is required	State the currency and amount paid	To whom should we make settlement*	Currency of accounts

* Please ensure that a Bank Details Form has been provided to us.

5 Patient signature and release

I certify that to the best of my knowledge, this claim form does not contain any false, misleading or incomplete information. I understand that in the event that this claim is found to be fraudulent in whole or in part, the policy will be invalidated and I will be liable for prosecution. In respect of any medical claim, I hereby authorise my general practitioner, health professional or other relevant medical establishment to provide any health details or medical records that may be requested by Morgan Price International Healthcare Ltd, or their appointed representatives.

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

Patient signature _____ Date _____

6 Dental claims (to be completed by treating dentist)

Name of dentist _____ Qualifications/credentials _____

Dental clinic name _____ Phone _____ Email _____

Address _____

Post/Zip code _____ Country _____

Has the patient been attending regular routine check-ups? Yes No

Date that the patient visited you for treatment: _____

Reason for the visit: _____

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

Is the treatment for a new filling or a replacement filling? Yes No

6 Dental claims (to be completed by treating dentist) — continued

In your opinion, has the patient maintained good dental hygiene? Yes No
 If no, please provide details below:

Date of the patient's last check-up: _____

Reason for check-up: _____

Dentist signature _____ **Date** _____

This section must either be typed or completed in BLOCK CAPITALS.

7 Medical information (to be completed by treating physician)

Name of doctor/specialist _____ Qualifications/credentials _____

License Number _____ Governing Body _____

Hospital/clinic name _____ Phone _____ Email _____

Address _____

Post/Zip code _____ Country _____

Indicate type of treatment received Elective Emergency

ICD code: _____

Please provide full details of the medical condition requiring treatment and the treatment given.

Was this their first visit to you? If yes, were they referred to you? If yes, please provide details of the person referring them.

On what date did the patient first present these symptoms to you? _____

Prior to consulting you, when did the patient first notice signs or symptoms of this medical condition? _____

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

7 Medical information (to be completed by treating physician) — continued

For out-patient psychiatric treatment, please provide the following details:

Name of referring physician _____

Phone _____ Date of referral _____

Doctors signature _____ Date _____

Doctors/Dentist stamp

The confidentiality of patient and member information is of paramount concern to us. Morgan Price International Healthcare Ltd, their insurers and appointed representatives, and Arma Insurance Company Ltd, fully comply with the European Data Protection Legislation and International Medical Confidentiality Guidelines. You have a right to access the personal data that is held about you. You also have the right to request that we amend or delete any information which you believe is inaccurate or out of date.