Global Options

morganprice europe

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.eu or telephone +44 (0) 3300 581 668

By post

Post the original documents to:
Morgan Price (Europe) Claims, c/o 02 Agency Solutions, Nybrogade 18, .
1203 Copenhagen K.
Denmark

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.eu**

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 (Europe) ApS, 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 (Europe) ApS, their insurers and appointed representatives, 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.