



團體醫療保險 Group Medical Insurance - 門診醫療索賠申請書 Outpatient Benefit Claim Form

投保單位 Policyholder Name : _____ 保單號碼 Policyholder Number : _____

受保員工姓名 Name of Employee : _____ 所屬部門 Department : _____ 受保員工編號 Insured No. : _____

索償人姓名 (如不是受保員工) Name of Claimant (IF NOT EMPLOYE) : _____ 身份證號碼 HKID No. : _____ 與受保員工關係 Relationship : _____

個人醫療保險 (如適用) For Individual Policy (if applicable) 如索償人在中銀集團保險有限公司已購買個人醫療保險並需要在此個人單下作索償, 請提供保單編號或者在下方空格內畫上「✓」號。If the claimant has individual medical insurance policy with BOCGI and would like to make a claim under that policy as well, please provide the policy number or tick the box below.

口在我的中銀集團保險個人保單編號 _____ 下作出索償 File a claim under my BOCGI Individual Policy number
 敬請注意一般情況下有關索償會先在團體醫療保險下賠付(如擁有團體保單及適用者), 如賠償不足並符合條款規定的部份會應閣下的填報要求在個人單下再作賠付。如果閣下未能在此申請書內填寫個人單的編號, 將視為閣下只須在團體保單內賠付。Please note that generally your loss will be assessed under group policy first and the balance will be settled under your individual policy (if applicable) according to the policy terms and conditions. If you leave this session blank, this claim will only be proceeded under your group policy.

序號 No.	診治日期 Date of Consultation	收據金額 Amount Incurred	按索償類別 Nature of Reimbursement (必須加上“✓”註明 Please“✓” in the appropriate box) (按所屬保單處理 According benefit schedule as specify in the Policy)					中醫 跌打 針灸 Chinese Herbalist/ Bonesetter / Acupuncturist	其他 Other (請註明 Pls. specify)
			普通科 GP	物理治療 Physiotherapy	專科 Specialist	X光/化驗 X-ray/Laboratory			
1									
2									
3									
4									

注意: 所遞交之正本文件將會存留於本公司, 請自備副本參考。 Note: ORIGINAL DOCUMENTS submitted would be retained by our company. You are advised to keep a copy for reference.

授權

本人現授權任何西醫、醫院、診所、保險公司及其他人士, 均可向中銀集團保險有限公司提供本人或本人家屬之健康情況、傷病資料及病歷記錄, 作為審核有關醫療保險索賠之用。本授權書之影印本與正本有同等效力。

聲明

- 本人聲明上述所填報之資料均屬真實無訛, 本人清楚明白如上述資料有誤或不實, 可能導致本人或本人家屬的保險無效。
- 本人明白本人提供予中銀集團保險有限公司(“中銀集團保險”)的資料, 為中銀集團保險提供保險業務所需, 並可能使用於下列目的:
 - (i) 處理及審批本人的保險申請或本人將來提交的保險申請; (ii) 執行本人保單的行政工作及提供與本人保單相關的服務; (iii) 分析或調查、處理及支付本人保單有關的索償; (iv) 發出繳交保費通知及向本人收取保費及欠款; (v) 任何與保險有關的產品或服務的任何更改、變更、取消或續期; (vi) 就以上用途聯絡本人;
 - (vii) 中銀集團保險行任何代位權; (viii) 其它與上述用途有直接關係的附帶用途; 及 (ix) 遵循適用法律、條例及業內守則及指引。

中銀集團保險亦可因應上述用途將本人及/或受保人的個人資料轉移予下列各方:

(a) 就上述用途, 向中銀集團保險提供行政、通訊、電腦、付款、保安及其它服務的第三方代理、承包商及顧問 (包括: 醫療服務供應商、緊急救援服務供應商、電話促銷商、郵寄及印刷服務商、資訊科技服務供應商及數據處理服務商);

(b) 處理索賠個案的理賠師、理賠調查員及醫療顧問; (c) 追討欠款的收數公司或索償代理; (d) 保險資料服務公司及信貸資料服務公司; (e) 再保公司及再保經紀; (f) 本人的保險經紀 (若有); (g) 中銀集團保險的法律及專業業務顧問; (h) 中銀集團保險的關聯公司(以《公司條例》內的定義為準); (i) 現存或不時成立的任何保險公司協會或聯會或類同組織(“聯會”)及其會員, 以達到任何上述或有關目的, 或以使“聯會”執行其監管職能, 或其他基於保險業或任何“聯會”會員的利益而不時在合理要求下賦予“聯會”的職能;

(j) 透過“聯會”, 轉移予任何“聯會”的會員, 以達到任何上述或有關目的; (k) 任何有關的公司, 或任何其他從事與保險或再保險業務有關的公司, 或與保險業務有關的中介人或索償或調查或其他服務提供者, 以達到任何上述或有關目的; (l) 保險索償投訴局及同類的保險業機構; 及 (m) 法例要求或許可的政府機關。

本人在此授權中銀集團保險可向“聯會”從保險業內收集的資料中查閱及/或核對本人及/或受保人的任何資料。

此外, 經本人同意, 中銀集團保險可能會以其它方式使用及披露本人及/或受保人的個人資料。

本人有權查閱及要求更正由中銀集團保險持有有關本人及/或受保人的個人資料。如有需要, 可向中銀集團保險法律與合規部提出 (電話: 2867 0888, 傳真: 3906 9939)。

Authorization

I act on behalf of myself and my dependents hereby authorize any medical practitioner, hospital, clinic, insurance company to disclose to the Bank of China Group Insurance Co., Ltd. all information concerning the above disability and any prior medical history for the purpose of proceeding the medical claim. A photostat of this authorization shall be as valid as the original.

Declaration

- I hereby declare that the above statement and answers are true and correct. I understand that any misrepresentation of the above statement and answers will cause my/our claim invalid.
- I understand that the information provided by me to Bank of China Group Insurance Company Limited (“BOCG Insurance”) is collected to enable BOCG Insurance to carry on insurance business and may be used for the purpose of:
 - (i) processing and evaluating my insurance application and any future insurance application I may make; (ii) administering my insurance policy and providing services in relation to my insurance policy; (iii) analysis or investigating, processing and paying claims made under my insurance policy; (iv) invoicing and collecting premiums and outstanding amounts from me; (v) any alterations, variations, cancellations or renewal of any insurance related product or service; (vi) contacting me for any of the above purposes; (vii) exercising any right of subrogation by BOCG Insurance; (viii) other ancillary purposes which are directly related to the above purposes; and (ix) complying with applicable laws, regulations or any industry codes or guidelines.

BOCG Insurance may disclose my and/or the Insured Person(s)'s personal data for the above purposes to the following classes of transferees:

(a) third party agents, contractors and advisors who provide administrative, communications, computer, payment, security or other services which assist BOCG Insurance to carry out the above purposes (including medical service providers, emergency assistance service providers, telemarketers, mailing houses, IT service providers and data processors); (b) in the event of a claim, loss adjudicators, claims investigators and medical advisors; (c) in the event of default, debt collectors and recovery agents; (d) insurance reference bureaus or credit reference bureaus; (e) reinsurers and reinsurance brokers; (f) my insurance broker (if any); (g) BOCG Insurance's legal and professional advisors; (h) BOCG Insurance's related companies (as that term is defined in the Companies Ordinance); (i) any association, federation or similar organization of insurance companies (“Federation”) and its members that exists or is formed from time to time for any of the above or related purposes or to enable the Federation to carry out its regulatory functions or such other functions that may be assigned to the Federation from time to time and are reasonably required in the interest of the insurance industry or any member(s) of the Federation; (j) any member(s) of the “Federation” by the “Federation” for any of the above or related purposes; (k) any related company or any other company carrying on insurance or reinsurance related business or an intermediary or a claims or investigation or other service provider providing services relevant to insurance business for any of the above or related purposes; (l) the Insurance Claims Complaints Bureau and similar industry bodies; and (m) government agencies and authorities as required or permitted by law.

BOCG Insurance is hereby authorized to obtain access to and/or to verify any of my and/or the Insured Person(s)'s data with the information collected by the Federation from the insurance industry.

Moreover, BOCG Insurance may also use and disclose my and/or the Insured Person(s)'s personal data otherwise with my consent.

I have the right to obtain access to and to request correction of any personal information concerning myself and/or the Insured Person(s) held by BOCG Insurance. Requests for such access can be made to BOCG Insurance's Legal and Compliance Department (Tel: 2867 0888 / Fax: 3906 9939).

日期 Date _____ 索償人簽署 Signature of Claimant _____ 聯絡電話 Contact Number _____

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申請索償指示

- 申請索償時必須遞交正本收據, 註冊西醫轉介信(如適用)及連同有關資料呈交保險公司處理。索償申請必須在診症日後90天內呈交。
- 注意: 所遞交之正本文件將會存留於本公司, 請自備副本參考。如要求退回文件, 本公司只還遞交文件之核實正本。已全數賠償的個案, 所有文件將不獲退回。**
- 所有正本收據必須清楚列明以下資料, 並須醫生蓋章簽署:
 - 病人姓名
 - 診症日期
 - 各項收費明細
 - 診斷及治療/手術名稱
- 物理及脊醫治療之索償需提交註冊西醫有效轉介信, 轉介信有效期由簽發日起計有效一年(如適用), 每次索償均需提交推薦信副本; X光及化驗之轉介信則由簽發日起計有效90天。
- 有關索償中醫、針灸及跌打師需提交醫師姓名及登記註冊編號, 及中醫則需提交處方正本。

以下情況, 索償申請將不獲辦理:
 - 索償申請於診症/治療日90天後遞交。
 - 所需資料不足。

填妥之索賠申請書連同附帶文件請交回:
 中銀集團保險有限公司 - 健康保險部收
 香港德輔道中71號
 永安集團大廈九樓
 電話: 3187 5100
 傳真: 3906 9906
 網址: www.bocgroup.com/bocg-ins/

Claims Instructions

- Submit claim form with **original receipt(s)**, referral letter issued by registered Medical Practitioner (if applicable) and all supporting documents to the Insurance Company. Claims must be submitted to the Insurance Company within 90 days from incurred date / consultation.
 - Note: ORIGINAL DOCUMENTS submitted would be retained by our company. You are advised to keep a copy for reference. Only CERTIFIED TRUE COPY would be returned upon request. All Documents would not be returned for fully reimbursement case.**
 - All original receipts must indicate the following information and be signed / stamped by the attending doctor:
 - Patient's name
 - Consultation date
 - Breakdown of charges
 - Diagnosis and treatment/operation name
 - Referral letter written by a registered Medical Practitioner is required for Physiotherapy / Chiropractic Treatment (if applicable). Referral letter is valid for one year from date of issuance; copy of referral letter is required for each claim. For x-ray & laboratory, referral letter is valid for 90 days from date of issuance.
 - For Chinese herbalist, acupuncturist and bonesetter, please specify Chinese Medical Practitioner's name and registration number. For Chinese herbalist consultation, please attach original prescription sheet for reimbursement.
- No reimbursement of outpatient claims if:**
- Claim(s) submitted after 90 days from the date of consultation / visit
 - Insufficient of required information

Please send this completed claim form with attachment(s) to:
 Bank of China Group Insurance Co. Ltd. - Health Insurance Dept.
 9/F., Wing On House,
 71 Des Voeux Road Central, Hong Kong
 Tel : 3187 5100
 Fax : 3906 9906
 Website : www.bocgroup.com/bocg-ins