

## **PERSONAL ACCIDENT BENEFITS CLAIM FORM**

Please note that we have to ensure that our claim form covers all types of claims. If you do not consider a question to be relevant to your circumstances please enter N/A next to the question

It is important that you make sure you carefully read the declaration at the end of the claim form and ensure that it is signed before returning the form to us, as failure to sign will result in your claim form being returned to you.

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### **CLAIMANT DETAILS**

Policy Number \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Date of Birth \_\_\_\_\_ Telephone number \_\_\_\_\_

Email address \_\_\_\_\_

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### **EMPLOYMENT DETAILS**

What is your occupation? \_\_\_\_\_

Are you: employed or self-employed? (Delete as appropriate)

Please provide a brief description of your duties \_\_\_\_\_

\_\_\_\_\_

If applicable, please provide the name and address of your employer \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Telephone Number \_\_\_\_\_

In order that your claim can be processed you will need to submit the following with your claim:-

- If employed – Wage slips for the 12 months preceding the date of the incident
- If self-employed – your last two Inland Revenue tax assessment forms or copies of your last two audited accounts.

**PLEASE NOTE FAILURE TO SUPPLY THE ABOVE WILL DELAY YOUR CLAIM**

### **CLAIM DETAILS**

#### **Accident**

Name of Sport being practised at the time of the accident \_\_\_\_\_

Date of Sports Accident \_\_\_\_\_ Time of accident \_\_\_\_\_

Where did the Sports Accident occur? \_\_\_\_\_

\_\_\_\_\_

How did the Sports accident occur? \_\_\_\_\_

\_\_\_\_\_

What injuries did you sustain? \_\_\_\_\_

\_\_\_\_\_

Did anyone witness the accident? YES /NO (delete as appropriate)

If yes please provide the full name(s) & contact details \_\_\_\_\_

\_\_\_\_\_

Do you have any other insurance that may cover this claim? YES/ NO (delete as appropriate)

If YES please provide:

Name of Insurance Company \_\_\_\_\_

Address of Company \_\_\_\_\_

\_\_\_\_\_

Policy Number: \_\_\_\_\_

### **PAYMENT DETAILS**

**Should a payment become due under the insurance policy, our preferred method of settlement is by BACS transfer and if this is convenient to you please complete the following:**

Account name:

Account number:

Bank name:

Sort Code:

### **Alternatively:**

Please advise to whom any settlement cheque due should be made payable \_\_\_\_\_

**DOCTOR'S REPORT**

**The claimant must at his or her own expense have the following certificate completed by their usual GP and whom has full access to your complete medical history.**

Full Name of Patient \_\_\_\_\_

Patient's Date of Birth \_\_\_\_\_

Are you the patient's usual practitioner? YES/NO How long have you acted in this capacity? \_\_\_\_\_ Years

If 'No' please give the name & address of usual doctor \_\_\_\_\_

Please give full details of the injury sustained? \_\_\_\_\_

Please provide the final diagnosis \_\_\_\_\_

When did the patient first receive medical attention for this injury? \_\_\_\_\_

Has the patient ever suffered with this or any similar condition prior to this? YES/ NO

If 'Yes' please advise details and dates of all previous treatments \_\_\_\_\_

Has the patient been included on a waiting list for in-patient treatment for this condition? YES/ NO

If 'Yes' please advise the date they were put on the list \_\_\_\_\_

If the patient was admitted to hospital as a result of this injury/illness please provide:

Date & time of admission \_\_\_\_\_ Date & time of discharge \_\_\_\_\_

Is the patient suffering from any other ongoing complaint that might hinder recovery? YES/ NO

If 'Yes' please give details \_\_\_\_\_

Please give the dates the patient has been:

Totally disabled from their usual business or occupation from \_\_\_\_\_ to \_\_\_\_\_

Partially disabled from their usual business or occupation from \_\_\_\_\_ to \_\_\_\_\_

If disability is ongoing please provide an indication as to when you feel that the patient may be able to return to work \_\_\_\_\_

If there is any additional information that you feel is relevant, please provide \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DECLARATION**

I have examined the patient and/or their medical records. I confirm that to the best of my knowledge the information given above is correct and that no details relevant to the case have been omitted.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Qualification(s) \_\_\_\_\_

Date \_\_\_\_\_

Practice validation Stamp: (Please include address & telephone number if not on stamp)

**Thank you for your time and assistance in this matter.**

### ACCESS TO MEDICAL REPORTS 1988

This is a summary of your principal rights under the Act, which is concerned with reports provided for employment or insurance purposes by a medical practitioner who is, or has been, responsible for your care.

**Option A.** You may withhold your consent for the report from a medical practitioner.

**Option B.** You may consent to the application but indicate your wish to see the report before it is supplied. (You must make the necessary arrangements with the medical practitioner to see the report. It will not be sent to you automatically).

The medical practitioner will be informed that you wish to have access to the report and will allow 21 days for you to see and approve it before it is supplied to the applicant. If the medical practitioner has not heard from you in writing within 21 days of the application for the report being made, he/she will assume that you do not wish to see the report and that your consent to its being supplied.

When you see the report, if there is anything in it which you consider incorrect or misleading, you can request (but this request must be in writing) that the medical practitioner amend the report, but he/she is not obliged to do so. If the medical practitioner refuses to amend it, you may:

- i) withdraw consent for the report to be issued
- ii) ask the medical practitioner to attach to the report a statement setting out your own views.
- iii) agree to the report being unchanged.

**NOTE: The medical practitioner is not obliged to show you any parts of the report which he/she believes might cause serious harm to your physical or mental health or that of others, or which would reveal information about a third party or the identity of a third party who has supplied the practitioner with the information about your health, unless the third party also consents. In those circumstances the medical practitioner will inform you and your access to the report will be appropriately limited.**

**Option C.** You may consent to the application for the report, but indicate that you do not wish to see the report before it is supplied. Should you change your mind after the application is made, and notify the medical practitioner in writing, he/she should be allowed 21 days to elapse after such notification so that you may arrange to have access to the report (if the report has not already been supplied before you change your mind).

**Option D.** Whether or not you do decide to seek access to the report before it is supplied, you have the right to seek access to it from the medical practitioner at any time up to six months after it was supplied.

**Please note that where a copy of the medical report is supplied to you, the practitioner may charge a reasonable fee to cover the cost of supplying it.**

**MEDICAL CONSENT FORM**

Full name of Insured Person \_\_\_\_\_

Date of Birth \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_  
Postcode \_\_\_\_\_

General Practitioner \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Postcode \_\_\_\_\_

Specialist \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Postcode \_\_\_\_\_

I hereby authorise the provision of any information, including full health records, reports or notes concerning my health being supplied in confidence to Canopus Underwriting Ltd and third parties acting on their behalf to include Roger Rich & Company or their nominated deputy.

I consent to the above medical information and reports being:

- Used for the purposes of: claims handling; insurance administration; statistical analysis and fraud & crime prevention.
- Disclosed to: associated companies of MSIUL; third parties instructed by MSIUL for the purposes of claims handling; other parties to whom disclosure is necessary for the purposes of my claim or any reinsurance claim such as the insured, the insured's broker, MSIUL's co-insurers, MSUIL's reinsurer(s) and reinsurance broker; and regulatory bodies in connection with compliance with any regulatory rules or codes; and
- Transferred to any country, including those outside the European Economic Area, for any of these purposes.

I understand my rights under the Access to Medical Reports Act 1988 and have read the summary of my principal rights under this Act (please see page 5).

Delete where inapplicable

**I DO NOT** wish to have access to the medical report or notes before they are supplied.

**I DO** wish to have access to the medical report or notes before they are supplied and understand that I have 21 days in which to make the necessary arrangements with my medical practitioner, who is entitled to charge a fee for this service.

**A copy of this consent shall be valid as the original**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (Block Capitals) \_\_\_\_\_

**Data Protection**

Please note that your personal information may be used for the purposes of insurance administration and claims handling by us, Canopus Underwriting Ltd, its associated companies, its co-insurers, the insured and its broker and other third parties advising us or otherwise relevant to the handling of your claim. Your personal information may be used by Canopus Underwriting Ltd and its reinsurer(s) and reinsurance broker(s) for any reinsurance claim made by them, for renewal purposes and for their management reporting and for internal and external audit.

It may also be used for statistical purposes, for fraud and crime prevention and may be disclosed to Lloyd's or regulatory bodies in connection with compliance with any regulatory rules or codes.

Your personal information may be transferred to any country, including those outside the European Economic Area, for any of these purposes.

**DECLARATION**

I understand that making a fraudulent claim or knowingly exaggerated claim or providing untrue information is a criminal offence likely to lead to prosecution. I confirm that the information given on this form is, to the best of my knowledge and belief, true in every respect.

Insured person's signature \_\_\_\_\_ Date \_\_\_\_\_

Name (block capitals) \_\_\_\_\_

**GUIDANCE NOTES**

Please note that if you are unable to supply any of the evidence we request, you should include a separate covering note explaining this. This will enable us to deal with your claim promptly.

Thank you for completing this form.

Your claim form and supporting documents can be scanned and returned to us by email to [claims@rogerrich.co.uk](mailto:claims@rogerrich.co.uk) or by post to the following address:

Roger Rich & Co  
2a Marston House  
Cromwell Park  
Chipping Norton  
Oxfordshire  
OX7 5SR

Should you require any assistance in the completion of this form or any query regarding your claim please do not hesitate to contact us by telephone on 01608 641351.