

Personal accident claim form

INSTRUCTIONS:

1. Fully complete Sections 1 - 5 of the claim form including either the illness or injury statement. We cannot proceed with the claim without this information
2. Ensure you sign the privacy declaration (Section 7)
3. If you were working at the time of the accident and are unable to work as a result of the accident, please have **YOUR EMPLOYER** fully complete Section 8 of the claim form to claim weekly benefits and attach a copy of your most recent payslip to your claim submission.
4. **YOUR DOCTOR** fully completes the two page "Medical Practitioners Statement"
5. Email your claim form your School/Unit Administration for review.
6. The School/Unit Administration will attach a copy of the UQ Incident Report generated by the OH&S Online reporting system along with your UQ approval to undertake the activity to your claim and email the documentation to insuranceclaims@uq.edu.au

IMPORTANT: PLEASE READ BEFORE YOU COMPLETE THIS FORM

1. This form consists of several sections. Please provide answers to all of the information required in order to avoid delays with your claim.
2. **Note:** This form can be completed electronically. If completing this form by hand, please print.
3. The issue of this form is not an admission of liability.

FAQ's:

How long will it take to complete my section of the form?

This should only take about 10 - 15 mins. We want to settle your claim for you as quickly as we can. If insufficient information is provided or if corrections are required this will likely lead to unwanted delays

How can I check the progress of my claim?

Please contact Insurance Services at insuranceclaims@uq.edu.au and advise that your query relates to a Personal Accident claim. Please provide the claim number you received from the acknowledgment notification.

SECTION 1: POLICY AND PERSONAL INFORMATION - ALL QUESTIONS REQUIRE COMPLETION

Employer name Policy Number

Title Given Name(s) Gender M F

Family Name Date of Birth

Residential Address Suburb State Postcode

Do you consent to us communicating with you by email? Y N Email Address (important)

Daytime Contact Number Alternative Number

Occupation, Trade or Profession Work Site / Location

For what are you claiming? Non-Medicare Medical Expenses Weekly Benefit Capital Benefit Death

SECTION 2: EFT AUTHORISATION

Please tick preferred method of Payment for refund.

I hereby authorise and request that Fullerton Health Corporate Services credit my bank account as indicated below:

Direct/EFT Payment

Account Holders Name

BSB Number (6-Digits) Account Number Bank

Cheque

Payee

Please outline all treatment received to date in the management of your condition. Please include any relevant medical documents, reports or investigative scans.

Was hospital treatment required? Yes No

If Yes, please complete the following regarding your Hospital Stay (please attach separate sheet if insufficient space)

From	To	Hospital Name	Hospital Address

Give details of all attending physicians (please attach separate sheet if insufficient space)

Doctors Name	Address	Telephone Number

When did you stop work? Time AM / PM

When did you first obtain treatment from doctor? Time AM / PM

Name of Doctor Address

Is this doctor still treating you for the injury / illness? Yes No

Is this doctor your regular doctor? (If No, please give details) Yes No

Name of Regular Doctor Address

Is there any condition (past or present) affecting your current disability? Yes No

If Yes, please give details

Are you now:

Recovered	<input type="checkbox"/> Yes <input type="checkbox"/> No	When did you return to work?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Partially Disabled	<input type="checkbox"/> Yes <input type="checkbox"/> No	When did you return to work undertaking part of?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Totally Disabled	<input type="checkbox"/> Yes <input type="checkbox"/> No	When do you expect to return to work?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Have you made, or will you make, a claim for benefits under any Workers' Compensation Act or Transportation Act because of this injury?

Yes No

If Yes, please give details

	Claim Number (if known)	Name	Address
Employer			
Workers Comp / Transport Insurer			

Are you entitled to claim benefits for this Injury / Illness from other Insurers, Persons, Company, Health Fund, Friendly Society or Government?

Yes No

If Yes, please give details

Name	Address

SECTION 6: TO COMPLETED BY PERSON MAKING A CLAIM FOR DEATH BENEFIT

Name of Person Completing the Form:

Telephone Number:

Email address:

Company Name (If applicable) and Address:

Relationship with deceased – tick box below:

Employer Next of kin Executor Family Doctor Lawyer Other

If next of kin, state relationship:

THE FOLLOWING DOCUMENTS MUST BE INCLUDED WITH THIS CLAIM:

- Certified copy Death Certificate.
- Certified copy of Original Birth Certificate
- Copy of the Coroner's Depositions & Findings (if applicable).

Was a coronial inquest held or is one being held ?

Yes

No

If so give details below:

Fullerton Health Corporate Services (FHCS)

FHCS is committed to complying with the Privacy Amendment (Enhancing Privacy Protection) Act 2012 which amends the Privacy Act 1988 and has resulted in the introduction of the 13 Australian Privacy Principles (APPs). FHCS will ensure that all personal information held is treated in accordance with the Act and the APPs.

All personal information collected is used only for the assessment of a claim or the provision of an insurance related service. In order to affect this, your personal information may be disclosed to or requested from third parties such as an insurer, broker, medical practitioner, Medicare or other parties as required by law.

Consequently, given the placement of this insurance it may be necessary to disclose your personal information to a third party in the UK. If so, we will take reasonable steps to ensure that the overseas recipient of your information will not breach the APPs.

FHCS will take all reasonable steps to ensure that personal information held by FHCS is secure from any misuse, interference, loss, unauthorised access, modification or disclosure.

FHCS has a privacy enquiries and complaints handling procedure to deal with any enquiry or complaint you may have about how we have collected, used or managed your personal information. If you would like to make an enquiry or complaint, please complete the "Privacy Complaint or Query" form that is available on our website at www.fullertonhealth.com.au and send to privacy@fullertonhealthcs.com.au

Our complete Privacy Policy is located on the above website or can be obtained from us by contacting 612 8256 1770. Both the Privacy Policy and Statement were last updated on 12 March 2014.

Medical Authority and Declaration

I understand that by investigating my claim or by accepting proof of my claim, FHCS has made no acceptance of liability, nor waived any of its rights in defence of any claim arising under the policy.

I agree to FHCS using and disclosing my personal information pursuant to FHCS's Privacy Policy and this document. In the event of any conflict between the documents, this document will be determinative. This consent remains valid unless I alter or revoke it by giving written notice to FHCS's Privacy Officer.

I authorise any person or entity, including those referred to above, to provide to FHCS such personal information (including health information) as FHCS in its absolute discretion considers relevant for its assessment of my claim or my entitlement to benefits.

I will use my best endeavours and render all reasonable assistance and cooperation to FHCS in the assessment of my claim. I confirm that any information that I supply will be true and correct and that I will not withhold any information likely to affect the acceptance or handling of my claim.

I understand that if I do not consent to the terms of this authority or revoke my consent, FHCS may not be able to process or assess my claim.

I appoint FHCS to do everything necessary or expedient to give effect to the transactions contemplated by the consents and authorisations in this document and to execute, on my behalf, any documents or to do such acts required to give effect to this Privacy Consent and Medical Authority.

Signature of Claimant:

Date:

Name of Claimant:

Signature of Witness (any adult person):

Date:

Name of Witness:

WE ARE UNABLE TO PROCESS BENEFIT PAYMENTS WITHOUT CONFIRMATION OF INCOME

Employers Name:

This is to Certify that: has been unable to attend his/her occupation as a result of Injury or Sickness

From: Until:

His/Her average Gross Weekly Salary (as defined by the policy wording) averaged over the previous 12 months at the time of this accident/sickness was: AUD \$:

His / Her sick leave entitlement as at the date of injury or illness. Days:

He/She has been employed since: Date:

Has a claim for Worker's Compensation been lodged Yes No

In the case of a motor vehicle accident has a claim been lodged against the Traffic Accident Commission/CTP? Yes No

SIGNATURE OF SUPERVISOR or MANAGER:

NAME OF SUPERVISOR or MANAGER:
(PLEASE PRINT)

TELEPHONE NUMBER:

DATED:

If you were working at the time of the accident and are unable to work as a result of the accident, please have YOUR EMPLOYER fully complete this section of the claim form to claim weekly benefits.

The claimant is responsible for any fee for this statement. This form should be **FULLY** completed and returned promptly

Patients Name

DOB:

Height:

Weight:

Diagnosis (if fracture or dislocation, describe nature and location i.e. Simple, Compound)

Cause:

Is this condition

an injury an illness

Does the patient have any other injury or illness that is contributing to the condition?

Yes No

Provide Details

Is condition due to injury or sickness arising out of the patient's employment?

Yes No

Provide Details

Was the disability sports related?

Yes No

Provide Details

Date of onset/first symptoms?

When did the patient first consult you for this condition?

Has the patient ever had the same or similar condition?

Yes No

From when & diagnosis:

Name of patient's usual doctor/medical practice :

How long have you been the patient's usual doctor/medical practice?

If the patient been hospitalized please provide;

Admission Date

Discharge Date

Name of Hospital

WHAT TO DO WHEN FORM IS COMPLETE

- 1 Please complete all sections of this form (state N/A if not applicable). Ensure that the claimant, Employers and Medical Practitioner have signed this form.
- 2 Send this form to your School/Unit Administration for review.

DISPUTES

Fullerton Health Corporate Services has developed an internal procedure for dispute resolution so that if at any time our products or services have not met your expectations You or an Insured Person can contact Us.

Our Complaints and Disputes Resolution procedures will refer the complaint to senior management for review and a response within 10 working days.

If this does not resolve the issue or You or an Insured Person are not satisfied with the way a complaint has been dealt with, we will provide You with access to the applicable insurer's Internal Dispute Resolution Committee who can review Your complaint.

If You or an Insured Person are still dissatisfied, the complaint may be referred, at no cost to you, to the Financial Ombudsman Service operated by Financial Ombudsman Service Limited under the terms of the General Insurance Code of Practice.