

Claim form

Personal Accident for offsite activities

Please write in black ink and use block capital letters.
 All sections must be completed or marked 'not applicable'.
 Complete the checklist and ensure that you sign the declaration at the end of this form.

Name of group policyholder (Council)	Policy number
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Name of school

Main policyholder details

Title	First name	Last name
Email address	Date of birth (DD/MM/YY)	
Full address		
		Postcode
Contact no. (day)	Contact no. (eve)	

For security purposes please provide a password which will be required to access your claim information
 This is for additional security and you may be asked for it when calling Chubb.

Insured persons details

Full name	Date of birth (DD/MM/YY)	Relationship to main policy holder	I intend to claim on behalf of: (✓) where applicable
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employment details

What is your occupation? _____

Please describe your duties: _____

Name & Address of employer: _____

Email address of employer: _____

Accident details

Please give exact date and time when injured: **Date** _____ **Time** _____ am/pm

Please state fully

a) Where the accident occurred: _____

b) How the accident occurred: _____

c) The injuries sustained: _____

d) The details of any third party responsible for the accident: _____

e) The details of any witnesses: _____

Have you previously claimed under this or a similar policy? Yes/No

If Yes, please give details _____

Please give the name, address and policy number of any other insurance that **may** cover this injury _____

Hospital statement – only to be completed if claiming hospitalisation benefit

This section must be fully completed by hospital medical staff or records – any fee for completion of this section is the responsibility of the beneficiary of insurance

- a) Type of hospital/ward _____
- b) Name of Doctor or Consultant in charge _____
- c) The dates admitted and released **Admitted:** _____ **Released:** _____
- d) Was any period spent in Intensive Care Yes/No **From:** _____ **To:** _____
- e) Was the patient subsequently confined to their home on medical grounds? Yes/No
If **Yes**, please give dates **From:** _____ **To:** _____
Is there any additional information that you feel is relevant? _____

Signed _____ **Date** _____
Position held in Hospital: _____ Qualifications: _____

Please use validation stamp or complete in block capitals:

Hospital Name: _____
Address: _____
Telephone No: _____



Doctor's statement

This section must be fully completed by attending doctor – any fee for completion of this section is the responsibility of the beneficiary of insurance

Patient's Name: (Mr, Mrs, Miss, Ms) _____
Date of Birth: _____ Height: _____ Weight: _____
Please give full details of injury/illness: _____

Final diagnosis: _____

Has the patient ever suffered with this or any similar condition before the present episode? Yes/No
If **Yes**, please give details including dates treatment and consultation: _____

Are you the patient's usual Doctor: Yes/No
If **No** please give name and address of usual Doctor: _____

On what date did incapacity commence? _____
Is patient still incapacitated? Yes/No
If **YES** when will patient be able to return to work? _____
If **NO** when did incapacity cease? _____

Was the patient hospitalised as a result of this condition? Yes/No
Is there any additional information that you feel is relevant? _____

Signed _____ **Date** _____
Position held in Hospital: _____ Qualifications: _____

Please use validation stamp or complete in block capitals:-

Name: _____
Address: _____
Telephone No: _____



Access to medical reports act 1988

Before your attending doctor can give a medical report on this claim form which is a requirement of this claim, you must give your consent. Before giving your consent, you should be aware of your rights under the act which are summarised as follows:-

1. You may withhold your consent.
2. You may see the report before it is sent to us within 21 days from the date of this report.
3. You may ask to see the report for up to six months after the report is completed.
4. You may ask the Doctor to amend any part of the report which you consider to be incorrect or misleading. If the Doctor does not agree with your request you may attach your comments to the report.

NB: The Doctor may withhold all or part of the report from you if he considers that you may be physically or mentally harmed by it.

Patient Declaration

Having been made aware of my statutory rights under the Access to Medical Reports Act 1988 in connection with my claim

1. I hereby consent to Chubb seeking medical information from any Doctor who at any time has attended me concerning conditions which affect my physical or mental health.
2. I **do wish** to see the report before it is sent to Chubb
 I **do not** wish to see the report before it is sent to Chubb
3. I authorise such Doctor to disclose such information to Chubb.
4. I agree that a copy of this consent shall have the validity of the original.

Signed _____

Date _____

Payee's bank details

If we approve your claim, we can credit the money direct to your bank account. This method is quicker, safer and more reliable than payment by cheque. If you would like us to do this, please complete the following:-

Name of your Bank/Building Society: _____

Bank Sort Code

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Address: _____

Account Number _____

Name of Account Holder (s) _____

Postcode _____

Data protection

The information that you and your medical representative have provided in the claim form and Doctor's Statement is 'sensitive data' as defined by the Data Protection Act 1998. Sensitive data includes any information about your physical and mental health. We require your consent before we can process this or any other such sensitive data that you may have already provided us with or may do so in the future.

In order to administer your claim, this information will be used by Chubb European Group Limited and its group companies. It may be held on computer and or in manual files for administration, and risk assessment purposes. We may disclose your personal data and sensitive data to, and may request information from other insurance companies for underwriting, claims handling and fraud prevention purposes.

By returning this form, you consent to our processing your sensitive personal data for the above purposes. You also consent to our transferring your information to countries which do not provide the same level of data protection as the UK, if necessary for the above purposes. If we do make such a transfer we will, if appropriate put a contract in place to ensure your information is protected.

Where you have provided information about another person, you confirm that they have appointed you to act for them, to consent to the processing of their personal data, including sensitive data, to the transfer of their information abroad and to receive on their behalf any data protection notices.

Declaration

I declare that all the information given is to the best of my knowledge and belief, full true and correct.

Signed _____

Date _____

Checklist

Please return the completed claim form together with any enclosures to Chubb and please ensure:

- You fully complete every question before your doctor completes his statement
- You have enclosed all requested original documents (we recommend you retain copies) You have signed this claim form
- Your attending doctor fully completes the statement
- You fully complete every question before your doctor completes his statement

As failure to do so will result in delay in handling your claim.

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