

HOW TO MAKE A CLAIM

Complete Section A

Make sure you (the policyholder) fill in all of your details. If the claim is for your partner or dependent child covered by the policy, add their details in this section too.

If relevant, complete Section B

If the claim is for reimbursement of costs paid by you, complete this section and send us the original receipt(s) along with this form. Check your receipt(s) have all the relevant information:

Name of person receiving the treatment <input type="checkbox"/>	Description of treatment/service <input type="checkbox"/>
Address of person receiving treatment <input type="checkbox"/>	Amount paid <input type="checkbox"/>
Name, address & qualification of practitioner <input type="checkbox"/>	Date paid <input type="checkbox"/>
Date of treatment/service <input type="checkbox"/>	

If relevant, complete Section C

If the claim is for Hospital Benefit, ask your hospital to complete all of this section. Or, alternatively, you could send the original discharge note with this form, if all the information needed in this section is given.

If relevant, complete Section D

Congratulations! Complete all of this section, and send us the original full birth certificate or adoption papers. We'll send these back to you when we have processed the claim.

If relevant, complete Section E

Only fill in this section if you have changed your bank details or if this is your first claim to be paid directly into your bank account.

Complete Section F

Make sure you sign and date your form.

Send your claim form and evidence to us

Our address is at the bottom of this form.

Don't forget...

You have 13 weeks to submit your claim form from the date you paid for your treatment, or from the date you were admitted to hospital.

Warning!

If you attempt to make a fraudulent claim we will cancel your policy with immediate effect, and may take legal action.

For full terms and conditions please refer to your policy booklet or visit our website. If your policy includes Personal Accident cover and you need to claim, please contact us to obtain a special Claim Form. You must do this as soon as possible, but always within 30 days of the accident.

Paycare is a not for profit company limited by guarantee. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. Company Registration Number 820791.

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