



**MEDICAL CLAIM FORM 醫療賠償申請書**

Policy Number 保單號碼

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<p><b>PART II TO BE COMPLETED BY THE ATTENDING PHYSICIAN / SURGEON AT THE CLAIMANT'S OWN EXPENSES</b> 第二部份申請人自費由主診醫生 / 手術醫生填寫</p>	
<p>1. (a) Name of patient 病人姓名</p> <p>(b) ID Card / Passport Number 身份證 / 護照號碼</p> <p>(c) Age 年齡 (d) Sex 性別</p>	<p>9. (a) Were the treatment(s), the medical test(s) and the length of stay in hospital (if any) directly related to the current diagnosis, and were medically necessary and recommended by you? 是次檢查、治療及住院日數(如有)是否和上述診斷有直接關係而且是醫療所需及由醫生建議? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 不是 If No, please give details. 若不是, 請詳述之。</p>
<p>2. Hospitalization 住院 Name of hospital 醫院名稱:</p> <p>Date of Admission 入院日期 Date of Discharge 出院日期 MM月 / DD日 / YYYY年 MM月 / DD日 / YYYY年</p> <p>Period in Intensive Care Unit 入住深切治療部日期 From 由 To 至 MM月 / DD日 / YYYY年 MM月 / DD日 / YYYY年</p>	<p>Please answer the following questions if the insured requires hospitalization: 若受保人需要住院, 請回答以下問題:</p> <p>(b) Were the medical test(s) and equipment for the procedure available only in hospital? 該檢查及手術所需的設備是否僅在醫院可有? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否</p> <p>(c) Can the medical test(s) and the procedure be done on an outpatient basis / at day surgery centre? 該檢查及手術可否在門診 / 日間手術中心進行? <input type="checkbox"/> Can 可以 <input type="checkbox"/> Cannot 不可以</p> <p>(d) The surgery could only be performed under general anaesthesia? 手術是否必須在全身麻醉下進行? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 For surgery under Monitored Anaesthesia Care, please specify the reason for hospital stay. 如手術在監察麻醉下進行, 請註明住院原因。</p>
<p>3. Chief complaints of the patient relating to this hospitalization / surgery 此次住院 / 手術的主要原因</p>	<p>(e) Please indicate the clinical risk(s) and medical reason(s) for hospitalization: 請註明臨床風險及須留院的醫療原因: <input type="checkbox"/> Current Health Status (Co-morbidity) 現時健康狀況(合併症): Please specify 請明確說明: _____ <input type="checkbox"/> Expected higher risk at operation 預期較高手術風險: Please specify 請明確說明: _____ <input type="checkbox"/> Expected higher post-operative risk 預期較高手術後風險: Please specify 請明確說明: _____ <input type="checkbox"/> Others, please specify the reason for admission and hospitalization: 其他, 請註明必須入院及留院的原因: _____</p>
<p>4. Date of the accident occurred or symptoms first appeared 首次出現病徵日期或意外發生日期 MM月 / DD日 / YYYY年</p>	<p>(f) Is it a case of emergency? 這是否緊急個案? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 If Yes, please specify. 如是, 請明確說明。 _____</p>
<p>5. Date of first consultation for this condition or related illness 病人首次求診日期 MM月 / DD日 / YYYY年</p>	
<p>6. Final diagnosis / Pathological diagnosis 最終診斷 / 病理診斷 ICD-10 code 國際疾病分類代碼(ICD-10)</p>	
<p>7. Medical / Surgical Procedure 醫療 / 手術程序 Date of Operation 手術日期 MM月 / DD日 / YYYY年 Nature of Procedure 手術名稱 CPT code 目前使用醫療服務術語代碼</p>	
<p>8. Present Prognosis 現時進展</p>	

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<p>10. Brief discharge summary (including treatments, investigation procedures, results and / or any complications and follow up plan) 出院撮要：(治療及以後治療計劃，包括診查辦法、結果，併發症及跟進計劃)</p>	<p>12. Had the patient taken any home leave during the hospital confinement? 病人有沒有於住院期間請假外出？</p> <p><input type="checkbox"/> No 沒有                      <input type="checkbox"/> Yes 有</p> <p>If Yes, please state date, time and reason of the patient's home leave. 如有，請列明外出之日期、時間及原因。</p>
<p>11. To the best of your knowledge, has the patient ever had the same or similar conditions or symptoms relating thereto? 據閣下所知，病人以前有沒有患有同類病況？</p> <p><input type="checkbox"/> No 沒有                      <input type="checkbox"/> Yes 有</p> <p>If Yes, please state dates and details. 如有，請說明何時及當時情況。</p> <p><u>Treatment Dates</u> 診治日期                      <u>Details</u> 詳情 (MM月 / DD日 / YYYY年)</p>	<p>13. Was the patient referred by another doctor? 病人是不是經其他醫生轉介？</p> <p><input type="checkbox"/> No 不是                      <input type="checkbox"/> Yes 是</p> <p>Name and address of the referral doctor 轉介醫生的姓名和地址</p>

PLEASE COMPLETE IF HOSPITALIZATION WAS DUE TO ACCIDENT  
因意外受傷入院請填寫此欄

14. (a) Present Condition of Injury  
現時受傷情況

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(b) Patient's occupation and exact nature of occupational duties.  
病人之職業及職責

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(c) Bearing in mind the patient's occupation, in what way do you feel the injuries would / would not totally prevent the patient from working?  
以病人之職業而論，閣下認為此傷勢會不會令病人完全不能工作？請列明原因。

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I / We hereby declare that the information given on this form is true to the best of my / our knowledge and belief.  
本人 / 我們現聲明此申請書上所填資料皆為本人 / 我們所知及所信之事實。

\_\_\_\_\_  
Name of Attending Physician /  
Specialist (with qualifications)  
主診 / 專科醫生的姓名 (資歷)

\_\_\_\_\_  
Signature (with chop)  
簽名 (蓋印)

\_\_\_\_\_  
Address and Telephone No.  
地址及電話

\_\_\_\_\_  
Date 日期

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**Other Information 其他資料**

**Important Note 注意事項**

- a. In order to speed up your claim application, please attach the required claims documents together with this application form. You may check the required documents as stated in this application form Part III "Claims Document Checklist".  
為使能儘速辦理您的索償申請，請將此表格連同有關索償文件一併遞交。有關申請索償所需遞交之文件，請參閱此表格第三部份之 "索償文件參考表"。
- b. In case you want to claim for other benefits such as critical illness, disability benefits, etc., you have to complete an appropriate claim form of that respective claim type and file it in together with the necessary supporting evidence.  
如您還需申請其他賠償類別，如：危疾、傷殘等，您須另行填寫及遞交相關的索償申請表格和所需證明。
- c. Please acknowledge AIA in written if you request to have your claim be processed by "Express Claims Services" which provides speedy medical claim payment which requires investigation. For details of the Terms and Conditions of "Express Claims Services", please visit AIA Customer Corner [www.aia.com.hk](http://www.aia.com.hk).  
如欲就此索償申請「友邦特快理賠處理」服務，請以書面通知友邦。此服務專為需進行調查的醫療申請先作出賠償安排。有關條款及條件之詳情，請登入[www.aia.com.hk](http://www.aia.com.hk)之友邦客戶專頁參閱。

**CLAIMS DOCUMENT CHECKLIST 索償文件參考表**

Please tick against the Required Documents submitted with this application form. If you want to get back the Original Medical Receipt(s) / Sick Leave Certificate(s) submitted, please also complete the "Request for Return of Original Document(s)" Form. We will notify you or our AIA financial planner / your broker / IFA if we need to obtain extra information from you or from outside parties to assess your claim. As the time required for obtaining the information is variable, the processing time of your claim will likely be longer.

請於連同此表格提交的基本文件欄內劃上"X"號。如欲退回任何呈交之正本醫療收據 / 病假證明書，請一併遞交『退回正本文件』申請表格。若我們有需要就審核閣下之賠償申請向您或其他人士索取額外資料，我們會通知閣下或友邦財務策劃顧問 / 您的保險顧問 / 投資顧問。因索取有關資料需時，賠償申請的審核時間會較長。

Document Type 文件類別	Hospital & Surgical Benefit 住院及手術賠償	Hospitalization Benefit / Hospital Indemnity / Hospital Income Benefit 住院惠益 / 住院償金
<input type="checkbox"/> Owner's ID Copy 保單持有人的身份證副本	✓	✓
<input type="checkbox"/> Medical Claim Form - Part 2 (OPCLMF03) 醫療賠償申請書 - 第二部份 (OPCLMF03)	✓	✓
<input type="checkbox"/> Laboratory / X-Ray / CT Scan / MRI / Pathological Report(s) 化驗 / X-光 / 電腦掃描 / 磁力共振 / 病理檢驗報告	✓	✓
<input type="checkbox"/> Original Medical / Hospital Receipts and Statement of Charges (Claimed Amount: _____) 醫院，醫療收據 / 收費單正本 (索償金額: _____)	✓	*
<input type="checkbox"/> Hospital Discharge Summary / Sick Leave Cert with clear Diagnosis (Period: From _____ To _____) 出院總結 / 列有診斷證明之病假證明書 (時段: 由 _____ 至 _____)	*	✓
<input type="checkbox"/> Photocopy of Hospital Receipt and Statement of Charges 醫院，醫療收據 / 收費單副本	*	✓
<input type="checkbox"/> Compensation Breakdown from other Insurer / Party 其他保險公司或機構之賠償細算表	✓	*
<input type="checkbox"/> Request for Return of Original Document(s) (OPUAIF28) 退回正本文件申請表格 (OPUAIF28)	*	*
<input type="checkbox"/> Individual Life & Group Claims Arrangement Form (OPCLMF61) 壽險及團體賠償安排表格 (OPCLMF61)	*	*
<input type="checkbox"/> Photocopy of New Born Baby's Birth Certificate / Other Supporting Documents (Only applicable for Maternity Benefit Claim) 初生嬰兒出世紙 / 其他出生證明文件副本 (只適用於分娩惠益索償)	*	*

✓ Required Documents 基本文件                      \* Optional Documents 附加文件

**AIA e-Advice 「友邦電子通知書」**

(Please mark a "X" in the box to apply for this service. 閣下如欲申請此服務請於空格內劃上"X"號。)

Apply for Internet Service "AIA e-Advice" to suppress physical copies of the selected correspondences and view / download the softcopies via AIA Customer Corner for the above policy and any other policy numbers if specified as below, subject to the #Terms and Conditions of "AIA e-Advice". 申請「友邦電子通知書」網上服務，提交以上保單及其他下列保單號碼(如有)之停止收取個別通知書並透過友邦客戶專頁閱覽或下載個別通知書，並根據「友邦電子通知書」的#條款及條件使用。

\*Email address 電郵地址: \_\_\_\_\_ Signature Of Owner 持有人簽署: \_\_\_\_\_

Other policy number(s) 其他保單號碼: \_\_\_\_\_

(Not applicable to Personal & Accident policies started with policy prefix A / E / P and Personal Lines policies with policy prefix C. 不適用於保單號碼字首為 A / E / P 之人身意外保險保單及保單號碼字首為C之個人財物保險保單。)

# For details of the Terms and Conditions of the "AIA e-Advice", please visit AIA Customer Corner [www.aia.com.hk](http://www.aia.com.hk). 有關條款及條件之詳情，請登入[www.aia.com.hk](http://www.aia.com.hk)之友邦客戶專頁參閱。

\* Email notification for this claim will only be sent to the email address provided in this form. 是次賠償之個別通知書只會電郵至此表格內所列之電郵地址。

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**Claims Payment Option 支付賠償方法:**

For e-BankIn customers, the Claims payment will be transferred to the designated bank account.

已成功登記使用「電子入賬服務」之客戶，本公司會將賠償款項轉入至指定之銀行戶口。

Claims payment proceeds payable under the below stated policy(ies) be deposited (in the same Policy Currency) in the ancillary Future Premium Deposit Account(s) ("FPDA"). Terms of Use of the FPDA shall govern and apply. (Not applicable to policy start with policy prefix A / B / C / E / M / P and death claims) 將以下保單所得的賠償利益以相應的保單貨幣存入該保單附屬的「現金儲備金戶口」。「現金儲備金戶口」的使用受其使用條款規範。(不適用於保單號碼字首為 A / B / C / E / M / P 之保單及死亡賠償)

**Policy Number 保單號碼:** \_\_\_\_\_

If e-BankIn or claim payment be deposited in the ancillary Future Premium Deposit Account(s) has not been registered, Claims benefit will be paid by Cheque in: 如未有登記使用「電子入賬服務」或申請將賠償利益存入至該保單附屬的「現金儲備金戶口」，賠償金額將會以支票支付，貨幣選擇為:

Hong Kong Dollar 港元  Policy Currency 保單貨幣

- a. I / We understand that any benefits payable under the Policy will be paid in the latest policy currency as shown on the Policy Information Page of the Policy or, if applicable, the appropriate subsequent endorsement. Accordingly, the provision of the option to receive any such benefits in a currency other than the latest policy currency (the "Opted Currency") is solely a service offered by AIA at its discretion. 本人 / 我們明白所有保單利益之款項將根據保單資料頁或隨後所發出之批註(如適用)所載之最近期保單貨幣為準。因此，提供選擇以最近期的保單貨幣以外的貨幣("選擇貨幣")作為收取任何此等利益的貨幣只屬友邦保險酌情所提供之服務。
- b. I / We understand and agree that should I / we opt for payment of any benefits payable under the Policy in the Opted Currency, I / we will bear the necessary exchange difference, such difference being determined by AIA on the basis of AIA's internal exchange rates as at the time of the relevant currency conversion. 本人 / 我們明白及同意如本人 / 我們選擇任何保單下所作出的利益款項以"選擇貨幣"支付，本人 / 我們同意承擔所需的兌換差額，而該差額是有關貨幣兌換時依據友邦保險內部貨幣兌換率而釐定。

**DECLARATION AND AUTHORIZATION 聲明及授權**

I / We DECLARE that the answers given above are true and complete and I / we have already paid in full to the attending physicians for the medical expenses specified on the receipts which I / We am / are now submitting to AIA International Limited (hereinafter called "Company"). 本人 / 我們現聲明以上每一項答案為完全和真確及確認是次向友邦保險(國際)有限公司(以下簡稱"公司")遞交之單據乃由本人 / 我們之醫生發出，單據所載之醫療費用經已全數繳付。

I / We hereby irrevocably authorize: 本人 / 我們茲授權:

- a. any organization, institution, or individual that has any record or knowledge of my / our / the Insured's employment, sick leave records, accident or loss details (of any sorts), health, medical history or any treatment or advice, that when requested by an authorized representative of the Company may disclose any such information. This authorization shall bind my / our / the Insured's successors and assigns and remain valid notwithstanding my / our / the Insured's death or incapacity in so far as legally possible. A photocopy of this authorization shall be as valid as the original. 任何知悉或擁有本人 / 我們 / 被保人之工作、病假記錄、意外或損失(任何類別)之詳情、健康狀況、病歷或任何治療或諮詢記錄及曾為或將為本人 / 我們 / 被保人診治之機構、組織或人士、向貴公司透露有關資料，不得撤回，即使本人 / 我們 / 被保人死亡或喪失能力，此授權書仍然存有法律效力，而本人 / 我們 / 被保人之繼承人及轉讓人亦會受此授權書約束。此授權書之正本與副本同屬有效。
- b. The company or any of its approved medical examiners or laboratories to perform the necessary medical assessment and tests to underwrite and evaluate my / our / the Insured's health status in relation to this application and any claim arising therefrom. These tests may include, but are not limited to, tests for cholesterol and related blood lipids, diabetes, liver or kidney disorders, acquired immunodeficiency syndrome (AIDS), infection by any human immunodeficiency virus (HIV), immune disorder or the presence of medications, drugs, nicotine or their metabolites. 貴公司或任何其認可之驗身醫生或化驗所，替本人 / 我們 / 被保人進行所需之醫療評估及測試，並對本人 / 我們 / 被保人之健康狀況進行審核及評估，作為處理本申請及其後與之有關的賠償事宜，不得撤回。此等化驗會包括，但並不限於，膽固醇及有關之血脂脂肪、糖尿病、腎或肝功能失常、愛滋病或感染人體免疫力缺乏病毒、免疫系統失常或體內藥物、毒品、尼古丁及其代產品之含量等化驗。
- c. All personal information obtained herein is collected for the purpose of, (i) assessing, processing, evaluating and determining your requests of application for medical claims or services referral and (ii) analysing, investigating, approving and / or determining your claims submitted and will be transferred to AIA's authorized medical panels or its relevant associates / nominees / subsidiaries ("third party administrators"). You authorize us to transfer your personal information to the third party administrators and further give your consent to all third party administrators who / which are in receipt of your personal information that they may process your personal information and transfer all your processed personal information to us for the administration of your insurance policy and provide insurance services to you. Without your voluntary consent, personal information collected will not be transferred to the third party administrators. You can choose not to provide the personal information required, but that will result in not qualifying for receiving any of the services above. 所收集的個人資料會被用作(i)評估、處理、審核及釐定您的索償申請或服務轉介及(ii)分析、調查、批核及 / 或釐定您的索償申請之用及轉移至友邦保險授權之醫療網絡或其相關之附屬成員 / 代名人 / 附屬公司 ("第三方管理人")。您授權我們轉移您的個人資料給予第三方管理人，並進一步授權所有第三方管理人在收到您的個人資料後，他們可以處理您的個人資料並將您的個人資料轉移至友邦保險作處理保單行政事宜，並為您提供保險服務。然而所收集的個人資料未經您授權將不會轉移至該第三方管理人。您可選擇不向我們提供所需的個人資料，惟這樣可能導致未能獲得任何上述的服務。

**PERSONAL DATA COLLECTION AND USE**

I / We confirm that I / we have read and understood the AIA Personal Information Collection Statement ("AIA PIC").

I / We declare and agree that any personal data and other information relating to me / us or my / our policy(ies) or investments contained in this application or collected obtained, compiled or held by the Company by any means from time to time may be collected and utilized in accordance with the AIA PIC. I / We acknowledge and consent to the transfer of my / our personal data outside of Hong Kong (for policies issued in Hong Kong) or Macau (for policies issued in Macau), as the case may be, for the purposes and to the types of transferee as set out in the AIA PIC. The updated version of AIA PIC is available for download from its website: [www.aia.com.hk](http://www.aia.com.hk), and is made available upon request.

**個人資料收集及使用**

本人 / 我們確認本人 / 我們已閱讀及明白AIA個人資料收集聲明(「AIA個人資料收集聲明」)。本人 / 我們聲明及同意在本申請所載或貴公司不時以任何方法收集所得、編製或持有的任何個人資料及關於本人 / 我們或本人 / 我們的保單或投資的其他資料，可根據AIA個人資料收集聲明收集及使用。本人 / 我們知悉及同意就AIA個人資料收集聲明所述目的視乎情況轉讓本人 / 我們的個人資料至香港(如保單在香港繕發)或澳門(如保單在澳門繕發)境外予AIA個人資料收集聲明所載的資料承讓入。AIA個人資料收集聲明的最新版本可於以下網址下載：[www.aia.com.hk](http://www.aia.com.hk)，及可向貴公司索取。

Signature of Owner / Trustee

持有人 / 信託人簽署

(Please do not sign on blank form and use the signature on our file.

請勿在空白表格上簽署，並確保簽名與保單申請書一致)

Name

姓名 \_\_\_\_\_

ID Card / Passport Number

身份證 / 護照號碼 \_\_\_\_\_

Date

日期 \_\_\_\_\_

Relationship with the Insured

與受保人關係 \_\_\_\_\_

Signature of insured, if other than Owner / Trustee

受保人簽署, 倘非持有人 / 信託人

(Please do not sign on blank form and use the signature on our file.

請勿在空白表格上簽署，並確保簽名與保單申請書一致)

(Whose age is 18 or above 年齡十八歲或以上必須簽署)

Name

姓名 \_\_\_\_\_

ID Card / Passport Number

身份證 / 護照號碼 \_\_\_\_\_

Date

日期 \_\_\_\_\_

Signature of Witness

見證人簽署 \_\_\_\_\_

Name

姓名 \_\_\_\_\_

Date

日期 \_\_\_\_\_