



INDIVIDUAL HEALTH INSURANCE
個人醫療保障計劃
OUTPATIENT CLAIM FORM
門診賠償申請表

#Policy No. 保單號碼:	#Plan Name 計劃名稱:	#Policyholder's Name 保單持有人姓名: # Tel. No. /聯絡電話:
#Patient's Date of Birth (DD/MM/YYYY): #病者出生日期 (日/月/年):	#Patient's Name 病者姓名:	

Please provide the required information for member identification. Any incomplete information will delay the reimbursement process.
請提供所需會員資料以便核實會員身份。如因資料不足而無法確認會員，理賠程序可能因此延長。

Treatment Date ¹ (DD/MM/YYYY) 診治日期 (日/月/年)	Claim Type ² 申請賠償類別	Receipt Amount ³ 收據金額	NOTES
	<input type="checkbox"/> GP <input type="checkbox"/> SP* <input type="checkbox"/> X-ray/Lab* <input type="checkbox"/> Physio* <input type="checkbox"/> Others 其他: _____	\$	NOTES 1. Claim must be submitted and received by the Claims Department within 60 days of treatment. 2. Claim Type GP - Outpatient General Practitioner's Consultation SP* - Outpatient Specialist Consultation X-ray/Lab* - X-ray or Diagnostic Laboratory Tests Physio* - Physiotherapy *Doctor's Referral Letter is required 3. Original bills and receipts must be attached showing the date of treatment, patient's name, diagnosis and the Attending Physician's stamp and signature. 4. Chinese Herbalist claim must be supported with both the Original Herbalist Prescription and Official Receipt. 申請賠償須知 1. 賠償申請必須在診治日期後 60 日 內交回賠償部。 2. 賠償類別 GP - 普通科醫生 SP* - 專科醫生 Xray/Lab* - X 光/診斷化驗測試 Physio* - 物理治療 * 須附醫生轉介推薦書 3. 必須附上正本單據及收條, 單據及收條須包括診治日期、病者姓名、診斷、主診醫生蓋章及簽署。 4. 中草藥中醫之索償需附有中藥處方正本及正式收據。
	<input type="checkbox"/> GP <input type="checkbox"/> SP* <input type="checkbox"/> X-ray/Lab* <input type="checkbox"/> Physio* <input type="checkbox"/> Others 其他: _____	\$	
	<input type="checkbox"/> GP <input type="checkbox"/> SP* <input type="checkbox"/> X-ray/Lab* <input type="checkbox"/> Physio* <input type="checkbox"/> Others 其他: _____	\$	
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	<input type="checkbox"/> GP <input type="checkbox"/> SP* <input type="checkbox"/> X-ray/Lab* <input type="checkbox"/> Physio* <input type="checkbox"/> Others 其他: _____	\$	

Declaration & Authorization

I/We acknowledge that I/we have been provided with a copy of the Personal Information Collection Statement (the "Statement") issued by Assicurazioni Generali S.p.A., Hong Kong Branch ("Generali"). I/We confirm that I/we have read and understood the Statement. I/We agree that Generali may collect, use, store, disclose, transfer and otherwise process my/our personal data in accordance with the terms of the Statement. I/We further confirm that I/we have obtained the express consent of the Insured Person and any other relevant individuals (where applicable) for providing their personal data to Generali for the purposes stated in the Statement and for allowing Generali to collect, use, store, disclose, transfer and otherwise process such personal data in accordance with the terms of the Statement.

I/We hereby declare and agree that all statements and information provided herein together with any subsequent alternations or supplementary information are to the best of my / our knowledge and belief complete and true, and all such statement information shall form the basis and become a part of the policy, and understand that if any such statement or information is incomplete or untrue, the coverage provided under the policy may be void. I/we hereby declare that no information which may influence Generali's assessment and acceptance of this application has been withheld and understand that if I/we am/are uncertain as to whether or not a particular information is material, the information should be disclosed. If I/we fail to provide any information requested in this Form, it may result in Generali's inability to process this application.

I/We also hereby authorize any medical attendant, hospital, clinic, insurance company or other organization, institution, or individual that has any records or knowledge of my/the Insured Person's health and medical history of any treatment or advice and that has been or may hereafter be consulted to disclose to Generali such information. This authorization shall bind my/the Insured Person's successors and assigns and remain valid notwithstanding my/the Insured Person's death or incapacity in so far as legally possible.

A faxed or photographic copy of this authorization shall be as valid as the original.

聲明及授權書

本人/我們確認，本人/我們已獲提供一份由忠利保險有限公司香港分行(「忠利保險」)發出的收集個人資料聲明(「該聲明」)。本人/我們確認已經閱讀並且明白該聲明。本人/我們同意忠利保險可依照該聲明的條款收集、使用、儲存、披露、轉移及以其他方式處理本人/我們的個人資料。本人/我們進一步確認，本人/我們已獲得受保人和任何其他有關人士(如適用的話)的明示同意，可以按照該聲明所述的用途將他們的個人資料提供給忠利保險，並允許忠利保險可依照該聲明的條款收集、使用、儲存、披露、轉移及以其他方式處理該等個人資料。

本人/我們在此聲明及同意，此表格內所提供之一切陳述及資料及日後作出之任何修訂或補充資料，就本人/我們所知所信，均為事實之全部並確實無訛，及一切該等陳述及資料，將成為發出保單的根據，並作為保單一部分，並且明白若資料錯誤或不詳盡，可能導致保單之保障無效。本人/我們在此聲明，並無隱瞞任何足以影響忠利保險衡量應否接受此申請的事實(不論是否已包括在此表格的問題內)及假如未能確定某些資料是否重要，則應將有關事實予以披露。如本人/我們不能提供任何此申請所需的資料，忠利保險可能因此不能處理此申請。

本人/我們亦謹此授權任何知悉或擁有本人/受保人之健康狀況及病歷或任何治療或諮詢記錄及曾為或將本人/受保人診治之機構、組織或人士，向忠利保險透露有關資料，不得撤回。即使本人/受保人死亡或喪失能力，此授權書仍然存有法律效力，而本人/受保人之繼承人及轉讓入亦會受此授權書約束。

此授權文件之傳真或影印本皆與正本同樣有效。

Signature of Policyholder
保單持有人簽署

Signature of Patient (Age 18 or above)
病者(18歲或以上)簽署

Date signed 簽署日期

Please note that if the applied claim is approved, the claim payment will be reimbursed by autopay to the bank account specified by the Policyholder on the application form. 賠償申請一經核准，賠償金額將會以自動轉賬方式存入投保人在投保書上指定的銀行賬戶內。

Claims Department : 5/F, Generali Tower, 8 Queen's Road East, Hong Kong
賠償部 : 香港皇后大道東八號忠利集團大廈五樓
Gen-IPCF-2013/10

Tel : 3187 6831 Fax: 2387 6831
電話 : 3187 6831 傳真: 2387 6831

Privacy Policy Statement

Personal Information Collection Statement

- From time to time, it is necessary for you to supply Assicurazioni Generali S.p.A., Hong Kong Branch (the “**Company**”) with data about yourself(ves), policyholder(s), life insured(s), beneficiary(ies), claimant(s), and / or other relevant individuals (the “**Personal Data**”) in connection with the provision of insurance and / or related products and services to you, the processing of claims under insurance policies issued and / or arranged by the Company, and / or the processing of any or all other requests, enquiries and complaints from you.
- Provision of the Personal Data to the Company by you is voluntary. However, failure to supply the Personal Data may result in the Company being unable to provide insurance and / or related products and services to you, process claims under insurance policies issued and / or arranged by the Company, and / or process any or all other requests, enquiries, or complaints from you.
- The purposes for which the Personal Data may be used are as follows: (i) processing (including, without limitation, underwriting) and / or approving applications for insurance and / or related products and services, and any addition, alteration, variation, cancellation, renewal and / or reinstatement of such products and services; (ii) administering insurance policies issued and / or arranged by the Company; (iii) processing (including, but not limited to, investigating, analyzing, assessing and adjudicating) and / or settlement of claims under insurance policies issued and / or arranged by the Company; (iv) exercising rights of subrogation, if applicable; (v) collection of amounts outstanding (if any) from customers; (vi) arranging coinsurance and / or reinsurance in respect of the insurance policies issued and / or arranged by the Company; (vii) communicating with customers via telephone, mail, e-mail, facsimile and other communication means; (viii) customer services (including, but not limited to, processing enquiries and complaints), marketing (including, but not limited to, direct marketing), and other related activities; (ix) conducting data matching procedures; (x) designing insurance and / or related products and services for customers’ use; (xi) marketing insurance and / or other related products and services of the Company, its affiliated companies (which includes, but are not limited to, its group companies, parent company, trust companies of the Company’s parent company (hereinafter such affiliated companies are collectively referred to as the “**Affiliated Companies**”) and / or third parties selected by the Company; (xii) statistical or actuarial research of the Company, its Affiliated Companies, relevant insurance industry associations or federations, supervisory authority, government department and / or other competent authority; (xiii) complying with the requirements under any laws, rules, regulations, codes, guidelines, court orders, compliance policies and procedures, and any other relevant requirements which the Company and / or its Affiliated Companies are expected to comply with, including, without limitation, making disclosures of the relevant information; and (xiv) any purposes relating thereto.
- The Personal Data held by the Company shall be kept confidential, but the Company may provide the Personal Data to the following parties (whether within or outside the Hong Kong Special Administrative Region) for the purposes set out in paragraph (3) above, without prior notification to you and / or any other relevant individuals to whom the Personal Data is related: (i) agents, intermediaries, claims investigation companies, coinsurance companies, reinsurance companies, third party service providers, banks and credit-card companies, health and medical organizations, professional advisers, contractors, business partners, and / or any other relevant parties, as appropriate, who provide administrative, telecommunication, computer, payment, marketing, investigation, advisory and / or other services to the Company in connection with the operation of its business; (ii) relevant insurance industry associations or federations, and / or members of such industry associations or federations; (iii) overseas locations or branches, as appropriate, of the Company, its Affiliated Companies and / or third parties selected by the Company; (iv) persons to whom the Company and / or its Affiliated Companies are under an obligation to make disclosure under the requirements of any laws, rules, regulations, codes, guidelines, court orders, compliance policies and procedures, and any other relevant requirements which the Company and / or its Affiliated Companies are expected to comply with; (v) any court, supervisory authority, government department or other competent authority (including, without limitation, tax authority) under any laws binding on the Company and / or its Affiliated Companies; (vi) lawful successors or assigns of the Company; and (vii) persons who owe a duty of confidentiality to the Company and / or its Affiliated Companies.
- The Company may verify any or all of the Personal Data by using information collected and released or transferred by relevant insurance industry associations or federations, and / or members of such industry associations or federations.
- In accordance with the Personal Data (Privacy) Ordinance: (i) any individual has the right to: (A) check whether the Company holds data about him / her and, if so, obtain a copy of such data; (B) require the Company to correct any data relating to him / her that is inaccurate; and (C) ascertain the Company’s policies and practices in relation to data and to be informed of the kind of data held by the Company; and (ii) the Company has the right to charge a reasonable fee for the processing of any data access request.
- The person to whom requests for access to data and / or correction of data and / or for information regarding policies and practices and kinds of data held are to be addressed as follows: Personal Data Protection Officer, Assicurazioni Generali S.p.A., Hong Kong Branch, 5/F, Generali Tower, 8 Queen’s Road East, Hong Kong.

Note: In case of discrepancies between the English and Chinese versions of this Personal Information Collection Statement, the English version shall prevail.

私隱政策聲明

收集個人資料聲明

- 閣下須不時向忠利保險有限公司香港分行（「**本公司**」）提供關於閣下自己、保單持有人、受保人、受益人、索償人及 / 或其他有關人士的資料（「**個人資料**」），以讓本公司為閣下提供保險及 / 或相關產品與服務，處理經由本公司發出及 / 或安排的保單之下的索償事宜，及 / 或處理閣下提出的任何或所有其他要求、查詢和投訴。
- 閣下是自願向本公司提供個人資料的。然而，若閣下未能提供個人資料，可能導致本公司不能夠為閣下提供保險及 / 或相關產品與服務，處理經由本公司發出及 / 或安排的保單之下的索償事宜，及 / 或處理閣下提出的任何或所有其他要求、查詢和投訴。
- 個人資料可被用於以下用途：(i) 處理（包括但不限於承保）及 / 或審批保險及 / 或相關產品與服務的申請，以及該等產品與服務的任何附加、更改、變更、取消、續期及 / 或復效；(ii) 管理經由本公司發出及 / 或安排的保單；(iii) 處理（包括但不限於調查、分析、評估和裁定）及 / 或理賠經由本公司發出及 / 或安排的保單之下的索償事宜；(iv) 如適用的話，行使代理權；(v) 向客戶追收尚欠金額（如有）；(vi) 經由本公司發出及 / 或安排的保單之下籌劃共同保險及 / 或再保險；(vii) 透過電話、郵件、電郵、傳真及其他通訊方式與客戶通訊；(viii) 客戶服務（包括但不限於處理查詢和投訴）、推銷（包括但不限於直銷），以及其他相關活動；(ix) 進行資料核對程序；(x) 設計保險及 / 或相關產品與服務供客戶使用；(xi) 推銷本公司、本公司的關聯公司（包括但不限於本集團的公司、母公司、本母公司的信託公司（該等關聯公司在下文合稱為「**關聯公司**」））及 / 或本公司所選定的第三方的保險及 / 或其他相關產品與服務；(xii) 本公司、關聯公司、相關的保險業協會或聯會、監管當局、政府部門及 / 或其他法定監管機構的統計或精算研究；(xiii) 遵從任何法律、規則、規例、守則、指引、法院命令、合規政策和程序的規定，以及本公司及 / 或關聯公司應要遵守的任何其他有關規定，包括但不限於披露有關資料；及(xiv) 與之有關的任何用途。
- 由本公司持有的個人資料將受到保密，但本公司可依據以上(3)段所列的用途向以下各方（不論在香港特別行政區境內還是境外）提供個人資料，事前無須知會閣下及 / 或該等個人資料所涉及的任何其他有關人士：(i) 就本公司的業務營運向本公司提供行政、電訊、電腦、付款、推銷、調查、諮詢及 / 或其他服務的代理人、中介人、索償調查公司、共同保險公司、再保險公司、第三方服務提供商、銀行及信用卡公司、健康及醫療機構、專業顧問、承包商、業務夥伴及 / 或任何其他有關各方，以適用者為準；(ii) 相關的保險業協會或聯會，及 / 或該等協會或聯會的成員；(iii) 本公司、關聯公司及 / 或本公司所選定的第三方的海外辦事處或分行，以適用者為準；(iv) 根據任何法律、規則、規例、守則、指引、法院命令、合規政策和程序的規定，以及應要遵守的任何其他有關規定之下，本公司及 / 或關聯公司負有義務須向其作出披露的人士；(v) 根據對本公司及 / 或關聯公司有約束力的任何法律之下，本公司及 / 或關聯公司須向其提供資料的任何法院、監管當局、政府部門或其他法定監管機構（包括但不限於稅務局）；(vi) 本公司的合法繼承人或受讓人；及 (vii) 對本公司及 / 或關聯公司負有保密責任的人士。
- 本公司可使用由相關的保險業協會或聯會及 / 或該等協會或聯會的成員所收集及發放或轉移的資料，來核實任何或所有個人資料。
- 根據《個人資料（私隱）條例》：(i) 任何人士均有權：(A) 查詢本公司有沒有持有其資料，如有的話，可取得一份該等資料；(B) 要求本公司改正其任何不正確的個人資料；及 (C) 查明關於本公司的個人資料政策和處事常規，並可獲通知有關本公司所持個人資料的種類；及 (ii) 本公司有權就處理任何有關個人資料的要求之下收取合理的費用。
- 如欲查閱及 / 或改正個人資料及 / 或查詢關於本公司的政策和處事常規及所持個人資料的種類，請向以下人員提出要求：個人資料保護主任，忠利保險有限公司香港分行，香港皇后大道東八號忠利集團大廈五樓。

附註：本收集個人資料聲明的英文及中文版本之間如有任何歧義，概以英文版本為準。

Claims Department : 5/F, Generali Tower, 8 Queen’s Road East, Hong Kong
賠償部 : 香港皇后大道東八號忠利集團大廈五樓
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