

# PORTAPROTECTION - HOSPITALISATION & SURGICAL CLAIM FORM

## 滙安心 - 住院及手術索償表

AXA China Region Insurance Company  
Limited  
AXA General Insurance Hong Kong Limited  
Mail claim forms to  
Claims Department: P.O. Box. No. 90854,  
Tsim Sha Tsui Post Office,  
Kowloon, Hong Kong  
Policy No. starting with 1 & ZA/ZE - 電話 (852) 2523 3061  
Policy No. starting with 0/4 - 電話 (852) 2519 1166

Claim payment shall be made against the group medical policy of the insured person first (if any). Any unpaid portion of the eligible expense shall then be paid under the PortaProtection Policy (subject to the coverage under this policy).

索償付款首先將從受保人的團體醫療保險中支付 (如有), 餘下合資格開支將由「滙安心」支付 (受限於保單內容)。

### Part I - TO BE COMPLETED BY THE PATIENT 甲部 - 由病人填寫

#### 1. INSURED DETAILS 受保人資料

Mandatory 必須填寫			
Name of Employer/Policyholder* 僱主名稱 / 保單持有人*			
Name of Employee (For group member only) 僱員姓名* (只供團體會員適用)	Name of Patient* 病者姓名*		
Policy No.* 保單號碼*	Mobile No. (Patient) 手機號碼 (病者)		
Member/Cert/Dependant No.* 成員 / 保險證 / 家屬成員號碼*	Email (Patient) 電郵 (病者)		

Please find your Member/Cert/Dependant No. in your Health Card or e-Health Card 請在您的醫療卡或電子醫療卡找出成員 / 保險證 / 家屬成員號碼

If you would like to claim the balance payment of this medical expense under other insurance policies you have with AXA (if applicable), please provide policy details below and indicate the order of preference you would like the claim processed under. 如欲將是次索償之醫療費用餘額於另一 AXA 安盛之保單上提出索償 (如適用), 請在以下提供保單資料和索償優先次序。

(1) Policy No. 保單號碼 _____	Product 保障計劃 _____
(2) Policy No. 保單號碼 _____	Product 保障計劃 _____

#### 2. REQUEST FOR CERTIFIED TRUE COPY 退還正式認證副本

Please "✓" this box for return of certified true copy ("CTC") of original invoice(s) and receipt(s) after claim processing. 如欲索回醫生的發票和收據正式認證副本, 請在空格內填上「✓」號。  
The original receipt will not be retained after 3 months from the claims processed date. 正本文件將只從索償處理完成日期起計保留 3 個月

#### 3. CLAIM INFORMATION 索償事項

Have you had any prior treatment for this or related conditions? (If applicable) 您有否曾經因同一或相關病況而接受治療? (如適用)			
<input type="checkbox"/> Yes <input type="checkbox"/> No 否	Date (dd/mm/yyyy) 日期 (日 / 月 / 年)	Name of Physician 醫生姓名	
Address 地址			
Please specify if you will make any other insurance claims as a result of this hospitalisation/surgery? (If applicable) 請提供以下資料, 如您會就此次住院 / 手術申請其他保險索償? (如適用)			
Insurance Company 保險公司名稱		Policy No. 保單號碼	
Was the hospitalisation/surgery the result of an accident? (If applicable) 此次住院 / 手術是否由一宗意外引致? (如適用)			
<input type="checkbox"/> Yes <input type="checkbox"/> No 否	Date (dd/mm/yyyy) 日期 (日 / 月 / 年)	Place 地點	
Brief Description 經過			
If treatment is due to pregnancy, please give expected date of delivery (if applicable) 如是次治療因懷孕引致, 請提供預產期 (如適用)			dd/mm/yyyy 日 / 月 / 年

#### 4. DECLARATION AND AUTHORISATION 聲明及授權

I/WE HEREBY DECLARE AND AGREE on behalf of myself and other person referred to in this form that all statements and answers to all questions are to the best of my/our knowledge and belief complete and true.  
I/WE HEREBY AUTHORISE that (1) any employer, registered medical practitioner, hospital, clinic, insurance company, bank, government institution, or other organisation, institution or person, that has any records or knowledge of me/us to disclose such information to the Company as the Company may request; (2) the Company or any of its appointed medical examiners, paramedical examiners or laboratories to perform the necessary medical assessment and tests to evaluate the health status of myself/ourselves in relation to this application and any claim arising therefrom. This authorisation shall bind the successors and assignees of the Relevant Persons and remains valid notwithstanding death or incapacity. A photocopy of this authorisation shall be as valid as the original.  
I/WE ACKNOWLEDGE AND CONFIRM that I/we have read and understood the Personal Information Collection Statement ("PICS") stated on page 2. I/We confirm that I/we have been advised to read carefully the PICS, and I/we have read it carefully its effect and impact in respect of my/our personal data collected or held by the Company (whether contained in this application or otherwise). Based on the foregoing, I/we hereby give my/our acknowledgement and agree to the use and transfer of my/our personal data by AXA China Region Insurance Company Limited/AXA General Insurance Hong Kong Limited in accordance with the PICS.  
In the event of any inconsistency between the English version and the Chinese version, the English version shall prevail.  
本人/我們謹此代表本人及其他在此申請表提及之人士聲明及同意上述一切陳述及問題的所有答案, 就本人/我們所知所信, 均為事實全部並確實無訛;  
本人/我們謹此代表相關人士授權 (1) 任何僱主、註冊西醫、醫院、診所、保險公司、銀行、政府機構、或其他組織、機構或人士, 凡知道或持有任何有關本人/我們之記錄, 均可應貴公司要求將該等資料提供給貴公司; (2) 貴公司或任何其指定之驗身醫生、醫療人員或化驗所, 可就此申請或任何與此有關之索償申請替本人/我們進行所需之醫療評估及測試, 作為審核本人/我們之健康狀況。此授權對相關人士之繼承人及受讓人具有約束力; 即使相關人士死亡或無行為能力時, 此授權仍具效力。此授權書的影印本與正本均有同等效力。  
本人/我們確認本人/我們已閱讀並明白於第二頁的收集個人資料的聲明《該聲明》。本人/我們確認本人/我們已被通知本人/我們須詳細閱讀《該聲明》, 而本人/我們已詳細閱讀《該聲明》對貴公司所收集或持有的本人/我們的個人資料的影響 (不論是否此表格所載或從其他途徑所取得)。根據以上所述, 本人/我們特此確認並同意安盛金融有限公司/安盛保險有限公司根據《該聲明》使用及轉移本人/我們的個人資料。  
如中英文版本的條款有任何分歧, 請以英文版本為準。

Signature of Patient Or Signature of Insured (if patient is under 18 years old) 病者簽署或受保人簽署 (如病者未滿18歲)	Full Name in English BLOCK LETTER 英文正楷全名	Date (dd/mm/yyyy) 日期(日/月/年)

## 5. DOCUMENT CHECKLIST 所需文件指引

Below is a list of documents required to proceed with your claim. In certain circumstances, more information may be required to process the claim.  
請提供下列文件。本公司有可能就個別情況要求進一步文件證明，以處理索償申請。

Documents Required (Please ✓ against the documents you have submitted.) 所需文件 (請✓您所提交的文件)	
Basic documents for all claim types (Must be completed and submitted) 所有索償類別的基本文件 (必須完成及遞交)	<input type="checkbox"/> Signed and completed claim form 填妥此表格及簽名 <input type="checkbox"/> Original receipt(s) of medical expenses (including deposit receipt) 醫療費用收據正本 (包括按金收據) <input type="checkbox"/> Original statement for breakdown of hospital expenses 顯示醫院收費細目之醫院賬單正本 <input type="checkbox"/> Settlement advice from other insurer, if any 請提供其他保險公司之賠償結算通知，如適用
Additional document (If applicable) 附加文件 (如適用)	<input type="checkbox"/> Discharge summary (If the patient is confined in ward level of government hospital that managed by Hospital Authority, the discharge summary would replace the completion of claim form part II) 出院摘要 (如入住香港醫管局轄下公立醫院之普通病房，出院摘要可替代索償表之乙部) <input type="checkbox"/> Meal Breakdown Record 膳食記錄 <input type="checkbox"/> Laboratory test breakdown 化驗費細目 <input type="checkbox"/> Drug list (include Drug name, dosage, quantity and amount) 藥物清單 (包括藥名、劑量、數量及費用) <input type="checkbox"/> Copies of histopathology, endoscopic, diagnostic/laboratory tests report, operating theatre summary 請連同病理學，內窺鏡，診斷性化驗 / 檢驗報告，手術室摘要副本交回 <input type="checkbox"/> Hospitalisation/Surgical package charges breakdown, if any 住院 / 手術套餐費細目，如適用

## 6. PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料的聲明

The Company recognises its responsibilities in relation to the collection, holding, processing, use and/or transfer of personal data under the Personal Data (Privacy) Ordinance (Cap. 486) ("PDPO"). Personal data will be collected only for lawful and relevant purposes and all practicable steps will be taken to ensure that personal data held by the Company is accurate. The Company will take all practicable steps to ensure security of the personal data and to avoid unauthorised or accidental access, erasure or other use.

Please note that if you do not provide us with your personal data, we may not be able to provide the information, products or services you need or process your request.

**Purpose:** From time to time it is necessary for the Company to collect your personal data (including credit information and claims history) which may be used, stored, processed, transferred, disclosed or shared by us for purposes ("Purposes"), including:

- 1). processing and evaluating any applications or requests made by you for products/services offered by the Company and, other companies of the AXA Group ("our affiliates");
- 2). providing subsequent services to you, including but not limited to administering the policies issued;
- 3). any purposes in connection with any claims made by or against or otherwise involving you in respect of any products/services provided by the Company and/or our affiliates, including investigation of claims;
- 4). detecting and preventing fraud (whether or not relating to the products/services provided by the Company and/or our affiliates);
- 5). designing products/services for customers;
- 6). conducting market research for statistical or other purposes;
- 7). matching any data held which relates to you from time to time for any of the purposes listed herein;
- 8). making disclosure as required by any applicable law, rules, regulations, codes of practice or guidelines or to assist in law enforcement purposes, investigations by police or other government or regulatory authorities in Hong Kong or elsewhere;
- 9). conducting identity and/or credit checks and/or debt collection;
- 10). complying with the laws of any applicable jurisdiction;
- 11). carrying out other services in connection with the operation of the Company's business; and
- 12). other purposes directly relating to any of the above.

**Transfer of personal data:** Personal data will be kept confidential but, subject to the provisions of any applicable law, may be provided to:

- 1). any of our affiliates, any person associated with the Company, any reinsurance company, claims investigation company, your broker, industry association or federation, fund management company or financial institution in Hong Kong or elsewhere and in this regard you consent to the transfer of your data outside of Hong Kong;
- 2). any person (including private investigators) in connection with any claims made by or against or otherwise involving you in respect of any products/services provided by the Company and/or our affiliates;
- 3). any agent, contractor or third party who provides administrative, technology or other services to the Company and/or our affiliates in Hong Kong or elsewhere and who has a duty of confidentiality to the same;
- 4). credit reference agencies or, in the event of default, debt collection agencies;
- 5). any actual or proposed assignee, transferee, participant or sub-participant of our rights or business; and
- 6). any government department or other appropriate governmental or regulatory authority in Hong Kong or elsewhere; and
- 7). the following persons who may collect and use the data only as reasonably necessary to carry out any of the purposes described in paragraphs nos. 2, 3, 4 and 5 of the Purposes specified above: insurance adjusters, agents and brokers, employers, health care professionals, hospitals, accountants, financial advisors, solicitors, organisations that consolidate claims and underwriting information for the insurance industry, fraud prevention organisations, other insurance companies (whether directly or through fraud prevention organisation or other persons named in this paragraph), the police and databases or (and their operators) used by the insurance industry to analyse and check data provided against existing data.

Transfer of your personal data will only be made for one or more of the Purposes specified above.

**Access and correction of personal data:** Under the PDPO, you have the right to ascertain whether the Company holds your personal data, to obtain a copy of the data, and to correct any data that is inaccurate. You may also request the Company to inform you of the type of personal data held by it.

Requests for access and correction or for information regarding policies and practices and kinds of data held by the Company should be addressed in writing to:

Data Privacy Officer,

5/F, AXA Southside, 38 Wong Chuk Hang Road, Wong Chuk Hang, Hong Kong

A reasonable fee may be charged to offset the Company's administrative and actual costs incurred in complying with your data access requests.

本公司明白其就《個人資料(私隱)條例》(香港法例第486章) ("條例") 收集、持有、處理、使用和/或轉移個人資料所負有的責任。本公司僅將為合法和相關的目的收集個人資料，並將採取一切切實可行的步驟，確保本公司所持個人資料的準確性。本公司將採取一切切實可行的步驟，確保個人資料的安全性，及避免發生未經授權或者因意外而擅自取得、刪除或另行使用個人資料的情況。

敬請注意，如果閣下不向本公司提供閣下的個人資料，我們可能無法提供閣下所需的資料、產品或服務，或無法處理閣下的要求。

**目的：**本公司不時有必要收集閣下的個人資料(包括信用資料和以往索償紀錄)，並可能因下列各項目的("有關目的")而供本公司使用、存儲、處理、轉移、披露或共享該等個人資料：

- 1). 處理和評估閣下就本公司及安盛集團的其他公司("安盛關聯方")所提出之產品/服務提出的任何申請或要求；
- 2). 向閣下提供後續服務，包括但不限於執行/管理已發出的保單；
- 3). 與就本公司和/或安盛關聯方提供的任何產品/服務而由閣下或針對閣下提出的或者其他涉及閣下的任何索償相關的任何目的，包括索償調查；
- 4). 偵測和防止欺詐行為(無論是否與就由本公司及/或安盛關聯方提供的產品/服務有關)；
- 5). 為客戶設計產品/服務；
- 6). 為統計或其他目的進行市場研究；
- 7). 不時就本條款所列的任何目的核對所持有的與閣下有關的任何資料；
- 8). 作出任何適用法律、規則、規例、實務守則或指引所要求的披露或協助在香港或香港以外其他地方的警方或其他政府或監管機構執法及進行調查；
- 9). 進行身份和/或信用核實和/或債務追收；
- 10). 遵守任何適用的司法管轄區的法律；
- 11). 開展與本公司業務經營有關的其他服務；及
- 12). 與上述任何目的直接有關的其他目的。

**個人資料的轉移：**個人資料將予以保密，但在遵守任何適用法律條文的前提下，可提供給：

- 1). 位於香港或香港以外其他地方的任何安盛關聯方、本公司的任何相關聯人士、任何再保險公司、索償調查公司、閣下之保險經紀、行業協會或聯會、基金管理公司或金融機構，以及就此方面而言，閣下同意將閣下的資料轉移至香港境外；
- 2). 與就本公司和/或安盛關聯方提供的任何產品/服務而由閣下或針對閣下提出的或者其他涉及閣下的任何索償相關的任何人士(包括私家偵探)；
- 3). 在香港或香港以外其他地方向本公司和/或安盛關聯方提供行政、技術或其他服務並對個人資料負有保密義務的任何代理、承包商或第三方；
- 4). 信貸資料機構或(在出現拖欠還款的情況下)追討欠款公司；
- 5). 本公司權利或業務的任何實際或建議的承讓者、受讓方、參與者或次參與者；及
- 6). 在香港或香港以外其他地方的任何政府部門或其他適當的政府或監管機關；及
- 7). 在有合理需要履行任何上述有關目的段落2, 3, 4及5之情況下，以下人士：保險理算人、代理和經紀、僱主、醫護專業人士、醫院、會計師、財務顧問、律師、整合保險業索償和承保資料的組織、防欺詐組織、其他保險公司(無論是直接地，或是通過防欺詐組織或本段中指定的其他人士)、警察、和保險業就現有資料而對所提供的資料作出分析和檢查的數據庫或登記冊(及其運營者)。

**個人資料的查閱和更正：**根據條例，閣下有權查明本公司是否持有閣下的個人資料，獲取該資料的副本，以及更正任何不準確的資料。閣下還可以要求本公司告知閣下

本公司所持個人資料的種類。

查閱和更正的要求，或有關獲取政策、常規及本公司所持的資料種類的資料，均應以書面形式發送至：

安盛金融有限公司/安盛保險有限公司，個人資料保護主任，香港黃竹坑黃竹坑道38號安盛匯5樓

本公司可能會向閣下收取合理的費用，以抵銷本公司為執行閣下的資料查閱要求而引致的行政和實際費用。

## 7. CLAIM SUBMISSION PROCESS 遞交索償程序

### Submission Steps 索償步驟

(1) Complete and sign this form 填寫及簽署索償表

(2) Prepare the relevant documents listed above 提供證明文件(請參閱上文)

(3) Please send the form to **Claims Department: P.O. Box No. 90854, Tsim Sha Tsui Post Office, Kowloon, Hong Kong** 請遞交有關索償申請。**索償部：香港九龍尖沙咀郵政信箱 90854 號**

### Important Notes 重要事項：

1) No reimbursement of claims shall be made for 根據以下情形，索償申請將不獲辦理：

- > Claims(s) submitted after 30/60/90 days (as per policy wordings) from the date of treatment. 索償申請表於治療日 30/60/90 日後遞交 (根據保單條款)
- > Insufficiency of required information 所需資料不足

2) Please note that the final decision on the claim(s) will be subject to policy coverage, terms and conditions. 本索償將會以您之保單內容及保單條款為準

3) The company may contact you in connection with this claim at the email/mobile details provided on this claim form. 如有需要，本公司將會透過本索償表上之電郵地址或聯絡電話與您聯繫。

## Part II 乙部

If the patient is confined in government hospital (managed by hospital authority, ward level), discharge summary would replace the completion of claim form part II  
如入住香港醫院管理局轄下公立醫院之普通病房，出院摘要可替代填寫索償表之乙部

TO BE COMPLETED BY THE ATTENDING PHYSICIAN/SURGEON AT THE CLAIMANT'S OWN EXPENSE

乙部 - 由主診醫生 / 外科醫生填寫，所需費用由索償人自行承擔。

## 1. GENERAL ITEMS 一般事項

Patient Name 病人姓名		Hospital Name 醫院名稱	
Date of Admission (dd/mm/yyyy) 入院日期 (日 / 月 / 年)		Date of Discharge (dd/mm/yyyy) 出院日期 (日 / 月 / 年)	
Level of hospital ward 病房級別	<input type="checkbox"/> Private 頭等房	<input type="checkbox"/> Semi-private 二等房	<input type="checkbox"/> Ward 三等房
			<input type="checkbox"/> Clinical Surgery 門診小手術

## 2. CLINICAL HISTORY 臨床病歷

Date of first consultation for this condition (dd/mm/yyyy) 首次看診日期 (日 / 月 / 年)		How long had the patient been experiencing these symptoms before the first consultation 這些病徵在病人首次看診前持續時間	
Symptom(s)/complaint(s) presented during the first consultation 首次看診時出現的病徵			

## 3. HOSPITALISATION DETAILS 住院詳情

Date of operation (dd/mm/yyyy) 手術日期 (日 / 月 / 年)			
Final Diagnosis 最後的診斷	Operation procedure(s) performed 手術的名稱		
	ICD 10 Codes		CPT Codes
If the patient has consulted other physician during this hospitalisation, please provide the following 如病人於住院期間曾向其他醫生求診，請提供以下資料			
Name of Physician 醫生姓名	Reason 原因	Treatment Performed 治療詳情	
Please provide details of the hospitalisation, including treatment, investigations, tests conducted, on-going treatment and recovery plan. 請提供是次住院詳情，包括相關治療、檢查、測試結果，持續治療及康復計劃。			
Please provide details of the period of hospitalisation including reasons for number of days as in-patient. 請提供是次持續留院日數及其原因。			
Is it possible that the treatments/investigations of the patient be managed on an out-patient basis? 病人的治療 / 檢查是否可在門診進行?	<input type="checkbox"/> No, please provide reason(s) 否，請提供原因：_____		
	<input type="checkbox"/> Yes, please give reason(s) for this hospitalisation 是，請提供是次必須留院受治療之原因：_____		

## 4. PROFESSIONAL COMMENT 專業意見

In your opinion, was the hospitalisation a result of recurrent episode/chronic illness or related to a previous condition? If "yes", please provide dates and details. 您認為是次住院是因為複發性 / 長期疾病或之前的疾病 / 意外？如“是”，請提供日期和說明細節			
Was the condition due to or associated with the following? 上述情況是否與以下問題有關？			
<input type="checkbox"/> Accidental bodily injury 意外身體受傷	<input type="checkbox"/> Pregnancy 懷孕	<input type="checkbox"/> Congenital condition 先天性疾病 / 異常	
<input type="checkbox"/> Self-inflicted injury 自我傷害	<input type="checkbox"/> Infertility or sterilization 不育或絕育	<input type="checkbox"/> Developmental condition 發育問題	
<input type="checkbox"/> Abuse of drugs or alcohol 濫用藥物或酒精	<input type="checkbox"/> Contraception 避孕	<input type="checkbox"/> Hereditary condition 遺傳性問題	
<input type="checkbox"/> Mental disorder 精神紊亂	<input type="checkbox"/> Treatment for cosmetic purpose 美容性質的治療	<input type="checkbox"/> General check-up 一般身體檢查	
<input type="checkbox"/> Refractive error 屈光不正	<input type="checkbox"/> Vaccination 疫苗接種		
<input type="checkbox"/> Venereal disease, sexually transmitted disease or AIDS/HIV related illness 性病，性傳播疾病或愛滋病/愛滋病毒有關的疾病			

## 5. OTHERS 其它

Are you the patient's usual physician? 閣下是否該病人的慣常醫生？	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
Referring Doctor Name and address, if applicable 轉介醫生的姓名和地址，如適用	
Name of Physician 醫生姓名	Address 地址

## 6. DECLARATION AND AUTHORISATION 聲明及授權

I hereby certify that all information given above is accurate and true to the best of my knowledge.

本人特此聲明，就本人所知，上述所有資料均準確無誤。

Signature and chop of attending physician/Surgeon 主診醫生 / 外科醫生簽名及蓋章	Address and Telephone No. 地址及電話號碼
Name of attending physician/Surgeon & qualifications 主診醫生姓名 / 外科醫生姓名及資歷	Date (dd/mm/yyyy) 日期 (日 / 月 / 年)