

# CLAIMS REIMBURSEMENT FORM

## for Reimbursement of your Medical and Hospital Bills



When returning this form to the BDAE in Germany from a foreign country, please mark the envelope as follows: "MEDIZINISCHE DOKUMENTE OHNE HANDELSWERT" ("Medical Documents without any Commercial Value")

All insured person **outside of the USA** are kindly asked to fill in the following form when applying for reimbursement of costs.

In case of an insured event, please fill in one separate application form per person and send it to:

BDAE Holding GmbH • Kühnehöfe 3 • 22761 Hamburg

Insured persons **in the USA** are kindly asked to contact the following address with respect to all questions of cost assumption and benefit settlement:

Global Excel • 73 Queen • Sherbrooke • Quebec J1M 0C9 • Canada

Phone: +1-833-243-0061

E-Mail: healthassistance@globalexcel.com



### Information on the Insured Person

Surname			Date of birth (dd/mm/yyyy)	
First name(s)				
Complete address	Phone			
	Fax			
	E-mail			

### Bank Account for Reimbursements

Account holder			
IBAN			
BIC/SWIFT			
Account number	BLZ		
Bank			
Address of bank			

Place, date

Signature (of the Insured Person or his or her Legal Representatives)

## Information on other active Health Insurance Coverage (not suspended and/or not converted to an entitlement insurance)

Does the insured person have an additional health insurance?	<input type="checkbox"/> yes	If so, please indicate as follows:	Name of insurance	
	<input type="checkbox"/> no		Insurance number	
Falls Sie gesetzlich versichert sind: Besteht eine private Zusatzversicherung für stationäre Aufenthalte?	<input type="checkbox"/> yes	If so, please indicate as follows:	Name of insurance	
	<input type="checkbox"/> no		Insurance number	
Do you have another health or repatriation insurance with cover abroad?	<input type="checkbox"/> yes	If so, please indicate as follows:	Name of insurance	
	<input type="checkbox"/> no		Insurance number	
Have you filed an application for reimbursement with any other office (e.g. statutory or private health insurance schemes, subsidy office)?	<input type="checkbox"/> yes	If so, please indicate as follows:	Name of insurance	
	<input type="checkbox"/> no		Insurance number	
Start of the stay abroad of the Insured Person: (dd/mm/yyyy)				

## Please observe the following guidelines in order to enable a quick and smooth settlement of claims!

### The supporting documents of the treating persons must include the following information:

1. Name and birth name of the treating person
2. Name of disease (diagnosis)
3. Indication of the individual services together with the respective costs
4. Dates of treatment
5. Name and address of the treating person

All supporting documents prepared in the German or English language may simply be forwarded to us. Supporting documents prepared in any other language must be accompanied by a corresponding translation.

### Invoices for pharmaceuticals

The prescription must be confirmed by the stamp of the pharmacy inclusive of the date. Please attach the respective invoice of the treating physician. If this is not possible, please have the physician stated the diagnosis on the prescription. In the event that the pharmacy issues a separate invoice for medicines, please attach the prescription to such invoice.

Nostrums (substances the composition of which has not been made public), nutriments, tonics, slimming agents and laxatives, cosmetics, mineral waters and bath additives, even if prescribed, are not regarded as medicines.

### Remedies, aids and appliances

(Please check whether these services are covered by your insurance product!)

Exclusively the applications of the physical medicine are deemed to be remedies.

Aids and appliances must always be prescribed by a specialist. Please send us the prescriptions together with the invoices, always provided that insurance coverage exists.

### Important

You are kindly asked to send us in any case the original invoices and to make copies for your files.

In case of an inpatient treatment in a hospital outside the American continent, please send us the hospital's application for assumption of costs immediately after admission to the hospital. Fax: +49-40-30 68 74-90

Thank you very much.



- Please enter the services forming the subject matter of the claim for reimbursement into the table overleaf and/or have it supplemented by the treating physician.
- You are also kindly asked to enter the data of the treating person.
- Please number the supporting documents. Do not staple or tack attachments.

