

# Medical Expenses

In order to support the process of your Medical Expenses Claim, we have put together a checklist to ensure you include the correct paperwork to support your claim. Please ensure you read this carefully as failure to supply the correct documents may delay our assessment of your claim.

## Your Checklist of Documents Required

- Holiday Booking Documents showing Travel Dates and Cost of Trip.
- Original Receipts for all expenses claimed including that for any policy excess you paid directly to the provider.
- If you were admitted to Hospital: Discharge reports showing Date and Times of Admission and Discharge.
- If you are claiming for any Travel/Accommodation costs incurred due to the medical problem, all relevant Bills/Receipts.
- If you paid by debit or credit card, please enclose a statement showing the rate of exchange applied.
- If travel was to Europe please complete the disclaimer form on page 4 and send a copy of your EHIC.
- If your claim occurred in France, please sign all medical documents called "Feuille des Soins" in the box marked "Signature de l'assuré(e)".

Please consider the environment before printing this checklist. We **do not** require the checklist to be printed and returned.