

ACCIDENTAL BURNS BENEFIT CLAIM FORM

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Serving Officer

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Police Staff

This benefit is payable if an **Accident** occurs to an insured person whilst on police duty and results in bodily injury resulting in **Full thickness third degree Burns** causing permanent disfigurement or scarring of:

- Neck, Face, outer ear or head exposed to view of at least one square centimetre or two centimetres in length
Or
- Body of at least 4.5% of the total body area

All claims will be paid in accordance with the policy terms, conditions and limits (see policy for full details)

Please complete this form and return it to your Federation office together with photos to show the extent of the burns and measurements, and copies of all available medical reports relating to the accident.

Claimant details

Full Name: _____ Force: _____

Collar / Staff No: _____ Rank: _____

Date of Birth: _____ / _____ / _____

Home Address: _____

Postcode: _____

Email Address: _____ Tel No: _____

Claim details

Date of Incident: _____ / _____ / _____

Details of accident: _____

Details of Injury: _____

Senior Officer Declaration

I declare that the above statements are true and complete.

Incident Reference: _____

Signed: _____ Date: _____

Name: _____

Rank: _____ Force Number: _____

Declaration

I declare that the information given on this form is true and complete to the best of my knowledge.

Signed: _____ **Date:** _____

I confirm that I have been informed of my rights under the Access to Medical Reports Act and consent to the underwriters to whom the claim is submitted (the underwriters) seeking medical information from any medical practitioner who has treated me or who has access to records relating to my physical and mental health, or any other source which is necessary and relevant in the opinion of the Underwriter's Chief Medical Officer.

Signed: _____ **Date:** _____

I do/do not* wish to see any medical reports prior to their release to the Insurer.

***Delete as applicable**

Signed: _____ **Date:** _____

I also consent to the release of such information to the Underwriter's Chief Medical Officer.

Signed: _____ **Date:** _____

I understand and consent to the use of this information provided on this form, together with medical and other information provided in connection with any claim, for the purposes of underwriting, administration, claim management, rehabilitation and customer concern handling. In order to do this, the information may be shared with other insurers, reinsurers, insurance intermediaries and service providers.

Signed: _____ **Date:** _____

BANK DETAILS

When your claim has been approved we will make the payment to you directly to your Bank Account.

Please complete the following: -

Name and address of your Bank:

Branch Sort Code: ____/____/____

Account Number: _____

****Account Name(s):** _____

****Please ensure you provide us with the exact account name as it appears on your bank account. Failure to do so will result in a delay in us processing your payment.**

Please return the completed form to: hampshire@polfed.org

TO BE COMPLETED BY TRUSTEE OF SCHEME:

I certify that the claimant is a member of the Scheme and that the claim details are correct.

Date of Joining Scheme: - ____/____/____

Signed: _____ Date: _____

Name: _____

DATA PROTECTION NOTICE

Philip Williams (G Ins) Management Ltd collects and uses your data in accordance with current data protection law (which includes, from 25 May 2018, the General Data Protection Regulation (Regulation (EU) 2016/679)) ("data protection law"). We maintain records in regard to policy claims on computer and/or paper files. Information will only be disclosed to third parties in whatever format is considered appropriate by us. By signing this form, you consent to Philip Williams (G Ins) Management Ltd using your data and the information you have provided to process the claim. Further information can be found in our Privacy Policy at <https://www.philipwilliams.co.uk>

ACCESS TO MEDICAL REPORTS ACT 1988

Rights and Procedures

Access to Medical Reports Act 1988, Access to Personal Files and Medical Reports (Northern Ireland) Order 1991

We need your consent before we can approach any doctor for a medical report about you. This is given by signing the declaration on this form. Before you sign, you should read this section carefully. It details your rights under the Act.

1. You do not have to give your consent. If you do not give your consent, we may be unable to proceed with your claim.
2. You can request to see the report before it is sent to us. We will inform the doctor that you want to see the report before it is sent to us and confirm your request in writing. You will then have 21 days to arrange with the doctor to see the report. If you haven't arranged to see the report within this period the doctor will send it to us.
3. If you indicate that you don't want to see the report, we do not have to tell you if we apply for one. You can, however, ask to see a copy of the report within six months of it being sent to us.
4. The doctor may charge you a reasonable fee if you ask to see a copy of the report.
5. If you have seen the report before it is sent to us, the doctor will require your written consent to send it to us. You have the right to ask the doctor to change anything that you consider to be incorrect or misleading. The doctor can, however, refuse to make any alterations. If the doctor refuses to change the report you may attach a note giving your views.
6. The doctor can refuse to let you see all or part of the report if, in their opinion, it is likely to:
 - Adversely affect your physical or mental health or that of others,
 - Indicate the doctor's intentions to you,
 - Reveal the identity of a third party who has given information about you unless they have consented to its disclosure or it has been supplied by a health professional involved in caring for you.

In such cases the doctor must notify you. You will only be able to see the remaining part of the report. If the whole report is affected the doctor will advise you and not send it to us without your written consent. If you refuse to give your consent we may be unable to proceed with your claim.

Privacy Notice

Please Note: Our Privacy Notice can be viewed on our website at www.philipwilliams.co.uk
A hard copy can be provided upon request.