

Personal accident insurance claim

個人意外保險索償

Supporting document list 索償文件清單

Claim item(s) 申請索償項目	Basic supporting documents required 索償所需的基本文件
Medical expenses/Bonesetter's fees/Broken bones benefit (applicable to specific insurance product) 醫療費用 / 跌打費用 / 骨折 (只適用指定保險產品)	<ul style="list-style-type: none"> Original medical receipt(s) issued by registered medical practitioner/bone-setter/acupuncturists showing the insured name, diagnosis, consultation date and medical expenses 註冊醫生 / 跌打或針灸師發出之醫療收據正本，並詳列受保人姓名、診斷結果、診治日期及醫療費用 Attending Physician Statement completed by the attending physician (Supplemental document 2) or hospital admission/discharge summary if there was hospitalization (applicable to Hong Kong public hospital only) 住院：由主診醫生填妥的主診醫生報告 (補充文件二) 或入院摘要 / 出院總結 (只適用於香港公立醫院)
Accidental death or permanent disablement 意外死亡或永久傷殘	<ul style="list-style-type: none"> Death Certificate or Presumed death proclaimed by court (disappearance case) (applicable to accidental death claim only) 死亡證或法庭假定死亡證 (失蹤事件) (只適用於意外死亡索償) Certificate issued by registered medical practitioner certifying the severity of injury and percentage of disablement (applicable to permanent disability claim) 註冊醫生發出之有關傷殘程度證明書 (只適用於永久傷殘索償) Police investigation report and outcome (if applicable) 警方調查報告及結果 (如適用) Certified true copy of the grant of probate / Letters of Administration (applicable to accidental death claim only) 授予遺囑認證書 / 遺產管理書核實副本 (只適用於意外死亡索償) Attending Physician Statement completed by the attending physician or hospital admission/discharge summary if there was hospitalization (applicable to Hong Kong public hospital only) 住院：由主診醫生填妥的主診醫生報告或入院摘要 / 出院總結 (只適用於香港公立醫院)
Income benefit/Hospital cash benefit (applicable to specific insurance product) 入息保障 / 住院現金 (只適用指定保險產品)	<p>The insured does not have to wait until full recovery and discharge before applying any claim for income benefit if his/her claim hereunder exceeds two weeks. 索償入息保障超過兩星期者，無須等候受保人完全康復及出院後才申請賠償</p> <ul style="list-style-type: none"> Sick leave certificate issued by registered medical practitioner 註冊醫生發出之病假證明書 Income proof e.g. Pay-slip, bank statement, Inland Revenue Department tax return, employment letter/contract or MPF remittance statement 糧單、銀行存款單、稅單、僱主所發之僱傭合約或強積金供款結算書 Proof of in-patient record (applicable to self-employed only) 住院期間證明 (只適用於自僱受保人士) Original of Employer-approved sick leave certificate completed by the employer (Supplemental document 1) 由僱主填妥的僱主認可的病假證明書正本 (補充文件一)
Child Care Leave Compensation 兒童意外住院年假償金	<ul style="list-style-type: none"> Annual leave certificate/proof issued/authorized by the employer of the insured person's parent 受保人之父或母之僱主發出 / 授權之年假證明書 / 文件 Discharge summary issued by hospital together with admission and discharge date(s) 醫院發出之出院紀錄連同入院及出院日期 Relationship proof between the insured person's parent and the insured (per request only) 受保人及其父或母之關係證明 (僅按要求)
Child Home Accident Protection 兒童家居意外保障	<ul style="list-style-type: none"> Diagnosis Certificate, treatment record and/or medical report issued by a medical practitioner, including insured person's name, final diagnosis and date of consultation 醫生診斷證明、治療紀錄及 / 或醫療報告，包括受保人的姓名、診斷結果、診症日期 Original receipt with itemized list issued by clinic or hospital 診所或醫院簽發的收據正本，並詳列各項醫療費用明細