

# **PERSONAL ACCIDENT ON DUTY CLAIM FORM**

## **BURNS CAUSING DISFIGUREMENT OR SCARRING**

**Serving Officer / Police Staff / Special Constable \* (\*Delete as appropriate)**

To be completed by the Member for whom the benefit is being claimed and returned to  
**Humberside Police Federation, 1a Redland Drive, Kirk Ella, East Yorkshire, HU10 7UE**  
The issue of this form is in no way an admission to liability.

### **Claimant**

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Collar No: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Email Address: \_\_\_\_\_ Tel No: \_\_\_\_\_

Date of accident: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_ hrs Place: \_\_\_\_\_

Description of accident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name and addresses of witnesses: \_\_\_\_\_

\_\_\_\_\_

Nature of injury: \_\_\_\_\_

\_\_\_\_\_

Have you suffered a similar injury before? YES / NO\* (\*delete as applicable)

If yes please give details: \_\_\_\_\_

\_\_\_\_\_

Name & Address of the GP in attendance in respect of this injury: \_\_\_\_\_  
\_\_\_\_\_ Tel No: \_\_\_\_\_

Name & Address of your usual GP: \_\_\_\_\_  
\_\_\_\_\_ Tel No: \_\_\_\_\_

Is your claim solely due to the stated injury? YES / NO\* (**\*delete as applicable**)

If no please give full details: \_\_\_\_\_  
\_\_\_\_\_

Were you suffering from any physical defects or infirmities prior to injury? YES / NO\* (**\*delete as applicable**)

Please give below details of any benefit to which may be entitled under any other insurance policy or club scheme with the name and address of the insurers or club:  
\_\_\_\_\_  
\_\_\_\_\_

**Declaration by Beneficiary**

I agree with the data protection statement on page 3 attached for details on how my information will be used.

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

I confirm that I have been informed of my rights under the Access to Medical Reports Act (page 4) 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.

**I do/do not\*** wish to see any medical reports prior to their release to the Society. I also consent to the release of such information to the Underwriter's Chief Medical Officer.

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.

**(\*Delete as applicable)**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

## **BANK DETAILS**

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

Name of Bank/Building Society: \_\_\_\_\_

Name of Account Holder: \_\_\_\_\_

Sort Code: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Account Number: \_\_\_\_\_

## **TO BE COMPLETED BY A TRUSTEE OF THE SCHEME:**

I certify that the claimant is a member of the group insurance scheme and that the details are correct. I confirm that the member is covered under the scheme as indicated below:

Date of Joining Scheme: - \_\_\_\_/\_\_\_\_/\_\_\_\_ Date First Eligible to Join: - \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Please print name: \_\_\_\_\_

## **DATA PROTECTION**



Philip Williams Insurance Management ("Insurance Broker"), confirm that both it and the Underwriter to whom the Claim is submitted are regulated and authorised by the Financial Conduct Authority and are registered under the Data Protection Act 1998.

Any Records and Reports or other information provided on this Claim Form will only be used for the Purpose and may be stored electronically and on paper files. Information will only be disclosed by the Underwriter to those third parties listed below where it is necessary to do so in relation to the Purpose or for regulatory purposes:

- i. Outside consultants and agents, only as may prove necessary in developing, providing or maintaining the services of the Underwriter.
- ii. The Regulators (mainly the Financial Conduct Authority who have legal authority to check all of our records), or governmental agencies with the legal rights to demand disclosure.
- iii. Counselling and support service providers who you are willing to use and have been approved by the Underwriter

## **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.

The scheme is administered by Philip Williams & Co and underwritten by Millstream Underwriting Limited on behalf of Arch insurance (Europe) Ltd.

Millstream Underwriting Limited,  
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