Maternity Claim Form

Non-Direct Payment

Section 1: Hospital Details - for completion by the Patient or Parent/Legal Guardian (if patient is under 18 years of age at time of admission). Please place 'X' in required boxes

As receipt(s)/original documentation will not be returned, you may wish to retain copies prior to submission.
Copy of birth certificate(s) is sufficient to submit so that you can retain the original.

1.1 Hospital Name: _____

1.2 Hospital Address: _____

1.3 Date of Admission/Service Start Date: D D M M Y Y

1.4 Time of Admission: H H : M M

1.5 Date of Discharge/Service End Date: D D M M Y Y

1.6 Time of Discharge: H H : M M

1.7 Hospital Invoice Value: € . .

1.8 Hospital Admission (Please provide details of all accommodation occupied during admission).

Type of Ward:	Please 'X'	Ward Name/Number:	Room Name/Number:	Bed Number:	Number of Beds in Room:	Number of Days:
Private Room						
Semi-Private Room						
Public Ward						

Section 2: Policy Details - for completion by the Patient or Parent/Legal Guardian (if patient is under 18 years of age at time of admission). Please place 'X' in required boxes

2.1 **Quote Policy No. Here:** _____ **from your Vhi membership card.**

2.2 Patient's Name: _____

2.3 Patient's Address: _____

_____

_____

2.5 Policy Holder's Name: _____

2.6 Patient's Date of Birth: D D M M Y Y

2.7 Contact Telephone No.: _____

2.8 Email Address: _____

2.4 Did you elect to be a private/semi-private patient of the admitting consultant? Yes ☐ No ☐

Please check that you have entered your Policy Number

Please note that the address you provide is purely for data validation purposes. If you need to update your contact details or membership/personal data, please contact our Customer Services Helpline at (056) 444 4444 or 1890 44 44 44.

Section 3: Inclusion of New Born Child - for completion by the Patient or Parent/Legal Guardian (if patient is under 18 years of age). Please place 'X' in required boxes

On completion of this section, your child will be insured without restriction or waiting period from date of birth.

3.1 First Name of Child:	Surname of Child:	Date of Birth:	Gender:	Relationship to Policy Holder:
		D D M M Y Y	Male: ☐ Female: ☐	
		D D M M Y Y	Male: ☐ Female: ☐	

3.2 Do you wish to include your child(ren) on your Vhi Hospital Policy? Yes ☐ No ☐

Section 4: Home Birth - for completion by the Patient or Parent/Legal Guardian (if patient is under 18 years of age). Please place 'X' in required boxes

4.1 Was this a Home Birth? Yes ☐ No ☐

4.2 Have birth certificate(s) been included for your child(ren)? Yes ☐ No ☐

4.3 Number of receipts included: ☐ 4.4 Invoice Value: € ☐☐☐☐.☐☐

Section 5: Patient or Parent/Legal Guardian (if patient is under 18 years of age) Authorisation

Data Protection Statement

In order to adjudicate on your claim, Vhi will process the personal data that you have provided on this form, together with any personal data that you have authorised third parties to provide to us. Certain processing of your personal data is required in order for us to adjudicate on your claim and for us to be able to operate the business of providing health insurance policies, whereas some processing of your personal data is optional. You can indicate your consent to the optional processing of your personal data below.

Vhi Insurance DAC of Vhi House, Lower Abbey Street, Dublin 1 is the company that controls and is responsible for processing the personal data in relation to your claim. It will process your personal data in accordance with the Vhi Data Protection Statement which has previously been provided to you. If you would like another copy of the Vhi Data Protection Statement it is available at Vhi.ie, or you can request a copy by calling us on **(056) 444 4444** or **1890 44 44 44**.

Obtaining Copies of Your Medical Information

In order to process and to establish the eligibility and appropriateness of your claim we will contact the facility and your treating practitioners (including, where relevant your GP) on your behalf to request a copy of all necessary information including, if requested, copies of the facility/medical records relating to the treatment and/or services received by you as part of this claim.

Optional Consents

We would like to process your personal data (or if you are a parent/legal guardian acting on behalf of a dependant under 18 years, the personal data you provide on their behalf) for the purposes set out below. This is entirely optional, **and will not affect the processing of the claim**.

☐ **Advisory** I consent to Vhi processing personal data in relation to this claim, and past claims, including details of any medical conditions and treatment, in order to undertake analysis and profiling of medical and health insurance needs. I understand Vhi will use this to identify individual needs, which will help Vhi to tailor communications and advice to me in connection with the renewal of my policy either by post, phone, email or SMS (based on my chosen method of communication).

☐ **Surveys** I consent to Vhi processing personal data in relation to this claim, and past claims, including details of any medical treatments, to allow Vhi to invite me to participate in surveys. If I am eligible to participate, I consent to Vhi contacting me to ask me to participate by post, phone, email or SMS (based on my chosen method of communication).

☐ **Direct marketing** I consent to Vhi processing my personal data in relation to this claim, and past claims, including details of any medical conditions and treatments, to offer me personalised products and services which are relevant to my needs by post, phone, email or SMS (based on my chosen method of communication).

Withdrawal of Consent

Please note that where you have given consent to Vhi processing your personal data you may also withdraw that consent at any time. If you would like to withdraw your consent, or if you have any other queries, or if you wish to change your chosen method of communication, please contact us using any of the following channels:

- **Post:** Vhi Healthcare, IDA Business Park, Purcellsinch, Dublin Road, Kilkenny.
- **E-Mail:** info@vhi.ie
- **Phone:** (056) 444 4444 or 1890 44 44 44
- **Online:** MyVhi or the Vhi Health Assistant App

Authorisation – YOU MUST SIGN HERE

I declare that the information completed above at the time of signing this declaration is true in every respect. I authorise Vhi to pay the appropriate benefits, for services provided, to the medical practitioners concerned. I understand that the details of these amounts will be included in my Vhi statement of payment and I will contact Vhi directly with any queries. Charges which are not eligible for benefit will remain my responsibility to settle directly with the treatment facility/medical practitioner concerned.

X Signature of Patient or Parent/Legal Guardian
(on behalf of a dependant under 18 years at the time of admission)* _____ Date: D D M M Y Y

*For claims in relation to a dependant under 18 years at the time of admission, please note that all correspondence and relevant payments will be made to the Policyholder. If the dependant turns 18 while the claim is in progress, Vhi will continue to correspond with the Policyholder until the claim is concluded.

Vhi Insurance DAC trading as Vhi Insurance is regulated by the Central Bank of Ireland.

Please check that you have entered your Policy Number in Section 2.

Please note that the address you provide is purely for data validation purposes. If you need to update your contact details or membership/personal data, please contact our Customer Services Helpline at **(056) 444 4444** or **1890 44 44 44**.

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Section 6: Midwife Declaration

I hereby certify that I attended this patient for a Home Birth.

X Midwife's Signature
(You must sign here) _____

Bord Altranais Registration No.: | | | | | | |

Date: D D M M Y Y

Midwife's Address _____

Section 7: Delivery Details - for completion by the Admitting/Attending Consultant (Please place '**X**' in required boxes)

7.1 Patient's Name: _____

7.2 Consultant's Name and Address: _____

Please '**X**' as appropriate: 7.3 Admission: Planned ☐ Emergency ☐ 7.4 Delivery: Vaginal ☐ C Section ☐

7.5 Date of Delivery: D D M M Y Y 7.6 Time of Delivery: H H : M M 7.7 Time of Induction: H H : M M
(if applicable)

7.8 Medical reason for induction: _____

7.9 Anaesthesia: General ☐ Epidural ☐ Both ☐ 7.10 Were there any complications? Yes ☐ No ☐

7.11 Please provide details of any significant complication which led to the patient being detained in hospital: _____

_____

7.12 Has a supplementary report been provided? Yes ☐ No ☐ 7.13 Did you personally deliver the infant? Yes ☐ No ☐

Section 8: Other Services - for completion by the Admitting/Attending Consultant (Please place '**X**' in required boxes)

8.1 Did you request other consultant(s') services? Yes ☐ No ☐

8.2 Consultant(s') name(s) in full: _____

Section 9: Discharge Status - for completion by the Admitting/Attending Consultant (Please place '**X**' in required boxes)

9.1 Home ☐ Transfer to another hospital ☐

Section 10: Consultant Declaration

I hereby certify that the treatment specified was necessitated by the condition described by me above, and that the full stay in hospital was justified by the patient's medical condition.

X Consultant's Signature
(You must sign here) _____

Consultant Code: | | | | | | |

Date: D D M M Y Y

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Guidelines to making a Claim

It would help us give you a speedier service and keep down administration costs if you could observe these guidelines when submitting a claim.

Sections 1, 2, 3, 4, and 5 are to be **fully** completed by the **Patient or Parent/Legal Guardian (if patient is under 18 years of age).**

Section 6 to be completed **by the Attending Midwife** when claiming benefit in relation to a home birth.

Sections 7, 8, 9 and 10 are to be completed **by the Admitting/Attending Consultant.**

Please attach all accounts securely to the form. **This claim form should not be used to claim benefits for treatment in hospitals and treatment centres where Vhi has direct payment arrangements in place.**

Claim Form Submission Address: Vhi, PO Box 10143, Dublin 18.

Dublin:	Vhi House, Lower Abbey Street, Dublin 1.	Fax: (01) 873 4004
Cork:	Vhi House, 70 South Mall, Cork.	Fax: (021) 427 7901
Kilkenny:	IDA Business Park, Purcellsinch, Dublin Road, Kilkenny.	Fax: (056) 776 1741

QUALITY ISO 9001:2008 NSAI Certified

Office opening hours: 10am-4pm Monday to Friday.

Tel: (056) 444 4444 *or* 1890 44 44 44.
Lines open 8am-7pm Monday to Friday and 9am-3pm Saturday.

Contact: Vhi.ie
Vhi.ie/contact

Vhi INSURANCE

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