

Claim Instructions

Liberty HealthCare

Welcome to our easy guide to claims procedure at Liberty.

Remember that for all Non-emergency In-patient Treatment or Surgery you must request Pre-authorization from our 24/7 Customer Service Center One-Call 1800 599 998 (toll free in Vietnam), or Hotline@LibertyInsurance.com.vn

Treatment inside Liberty's Direct Billing Network

EMERGENCY IN-PATIENT TREATMENT
Go to section A1

NON-EMERGENCY IN-PATIENT TREATMENT
Go to section A2

OUT-PATIENT or DENTAL TREATMENT
Go to section A3

Treatment outside Liberty's Direct Billing Network

EMERGENCY IN-PATIENT TREATMENT
Go to section B1

NON-EMERGENCY IN-PATIENT TREATMENT
Go to section B2

OUT-PATIENT or DENTAL TREATMENT
Go to section B1

A- TREATMENT INSIDE LIBERTY'S DIRECT BILLING NETWORK

A1 - Emergency In-patient Treatment (*including day case treatment*)

- Present your Liberty Healthcare card, ID card/passport and credit card to the Medical Service Provider prior to any treatment (you will be asked to pay a deposit if you do not have any credit card);
- Sign the Treatment Voucher/Claim Form to acknowledge receipt of the treatment;
- Pay for any excess or non-covered expenses on your own account.

A2 – Non-Emergency In-patient Treatment (*including day case treatment*)

- Present your Liberty HealthCare card, ID card/passport the Medical Service Provider prior to any treatment;
- Sign the Pre-authorization Form completed by the Medical Service Provider (the Medical Service Provider should get in contact with Liberty to obtain authorization)
- Sign the Treatment Voucher/Claim Form to acknowledge receipt of the treatment;
- Pay for any excess or non-covered expenses on your own account.

24/7 Customer Service Center

 **OneCall 1800 599 998** (toll-free)
Hotline@LibertyInsurance.com.vn
www.LibertyInsurance.com.vn

Head Office

18th Floor, Vincom Office Building
45A Ly Tu Trong, District 1, Ho Chi Minh City
Tel: (84.28) 38 125 125 – Fax: (84.28) 38 125 018

A3 - Out-patient or Dental Treatment (depending on your policy benefits)

- a. Present your Liberty HealthCare card, ID card/passport and credit card to the Medical Service Provider prior to any treatment (you will be asked to pay a deposit if you do not have any credit card);
- b. Sign the Treatment Voucher/Claim Form to acknowledge receipt of the treatment;
- c. Pay for any excess or non-covered expenses on your own account.

B- TREATMENT OUTSIDE LIBERTY'S DIRECT BILLING NETWORK

B1 – Emergency In-patient, Out-patient or Dental Treatment

- a. Choose your preferred hospital or clinic for out-patient, dental or emergency in-patient treatment and pay for the expenses on your own account (for 24/7 emergency healthcare assistance by April please call **+84 28 7300 2312**)
- b. Notify our Customer Service Center (by telephone or email) about the insured event or submit a completed Claim Form, together with all the original medical records (such as medical reports, invoices/bills, receipts, etc.) to Liberty **within 90 days** of the first treatment date of the insured event or, in case of maternity, the date of delivery, unless otherwise agreed by the Company.

Important note:

Unless there is a legitimate reason, failure to notify our Customer Service Center about the insured event or to submit the claim request within 90 days as mentioned above will result in a penalty calculated as a certain percentage of the total claim value as follows:

- After 91 days to 180 days: 10%
- After 181 days to 270 days: 20%
- After 271 days to 365 days: 30%

If you have informed our Customer Service Center about the insured event, you must submit the original medical records to Liberty **within 1 year** of the first treatment date.

- c. Liberty will settle your claim request within 7 working days after receiving the complete set of documents, and reimburse your claim within 5 - 7 working days of sending the reimbursement confirmation letter to you.
- d. The claim files should be translated into English or Vietnamese

B2 - Non-Emergency In-patient Treatment (including day case treatment)

- a. Submit your request for Pre-authorization with a detailed quotation and medical documents relevant to such elective treatment for Liberty's approval **at least 5 working days** before any non-emergency hospitalization or planned surgical operation.
- b. Pay for the expenses on your own account and submit a fully completed Claim Form together with all the original medical records (medical reports, invoices/bills, receipts, etc.) to Liberty **within 1 year** of the first treatment date;

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- c. Liberty will settle your claim request within 7 working days after receiving the complete set of documents, and reimburse your claim within 5 - 7 working days of sending the reimbursement confirmation letter to you.

C - REQUIRED DOCUMENTS FOR CLAIM REIMBURSEMENT

1. Out-patient claims

- a. Fully completed Medical Claim Form
- b. Original bills/invoices/receipts/original e-invoice
- c. Medical Report (which clearly states the 1st symptom date, medical history, diagnosis etc.)
- d. Breakdown of charges (treatment details)
- e. Referral letters from the attending physician requesting for tests, X-ray, MRI, CT-Scan...
- f. Prescription (including physician signature, hospital or clinic stamp, etc.)
- g. Vietnam Driving license (in case of traffic accident where you were the driver)
- h. Police report (in case of accident)
- i. All the medical documents have to translate to Vietnamese or English.

2. Dental claims

- a. Fully completed Dental Claim Form
- b. Original bills/invoices/ receipts/ original e-invoice
- c. Dental report
- d. Vietnam Driving license (in case of traffic accident where you were the driver)
- e. Police report (in case of accident)
- f. All the medical documents have to translate to Vietnamese or English

3. In-patient claims

- a. Fully completed Medical Claim Form
- b. Original bills/invoices/receipts/ original e-invoice
- c. Details of hospital expenses (each medication and procedure should be detailed)
- d. Medical Report (which clearly states the 1st symptom date, medical history, diagnosis etc.)
- e. Hospital discharge certificate
- f. Prescription (including physician signature, hospital or clinic stamp, etc.)
- g. Vietnam Driving license (in case of traffic accident where you were the driver)
- h. Police report (in case of accident)
- i. All the medical documents have to translate to Vietnamese or English

D – CONTACT US

1. **Claim requests:** Your claim requests should be sent by **registered post** to:

Health Insurance Claims Department
Liberty Insurance Limited
18th floor, Vincom Office Building
45A Ly Tu Trong Street, District 1, Ho Chi Minh City

2. 24/7 Customer Service Support

24/7 Customer Service Center

 **onecall 1800 599 998** (toll-free)
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- a. For 24/7 Emergency Health Assistance by April: Please call **+84 28 7300 2312**
- b. For other enquiries: Please contact Liberty Customer Service Center at **One-Call 1800 599 998** (Toll-free in Vietnam) or Hotline@LibertyInsurance.com.vn

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