

**POLICE FEDERATION  
DENTAL INJURY / EMERGENCY  
CLAIM FORM**

<b>Serving Officer</b>	
<b>Partner of Serving Officer</b>	
<b>Police Staff</b>	
<b>Partner of Police Staff</b>	

To be completed by the Member for whom the benefit is being claimed and returned to:  
**Surrey Police Federation Office, Federation House, Highbury Drive, Leatherhead, Surrey, KT22  
 7UY or email to: [admin@surrey.polfed.org](mailto:admin@surrey.polfed.org)**  
 The issue of this form is in no way an admission of liability.

**Policyholder / Patient details**

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

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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

\_\_\_\_\_

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

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Police Federation: \_\_\_\_\_

Division: \_\_\_\_\_

Rank: \_\_\_\_\_ Collar No: \_\_\_\_\_

Name of Patient (if different from policyholder): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Dental Injury / Emergency**

Please indicate whether you are claiming for a dental injury or emergency dental treatment ("Claim") as defined below:-

**Dental Injury** – an injury to the teeth or supporting structures (including damage to dentures whilst being worn) which is directly caused suddenly and unexpectedly by means of a direct external impact.

Was this as a result of a contact sport? **Yes / No**

If yes, were you wearing a mouth guard? **Yes / No**

**Emergency Dental Treatment** – temporary dental treatment provided at the initial emergency appointment required for the relief of severe pain, arrest of haemorrhage, the control of acute infection or a condition which causes a severe threat to your general health.

**For the avoidance of doubt any subsequent treatment required after the initial emergency appointment is specifically excluded.**

Please provide full details of the injury/emergency and the treatment completed you are claiming for

**Date of injury/emergency:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_      **Amount Paid:** \_\_\_\_\_

**Routine / Restorative treatment details**

(Please continue on a separate sheet if needed and attach itemised receipts confirming payment)

Please list all treatment that is being claimed for	NHS	Private	Abroad	Treatment Date	Amount £

**Other treatment details** (Further details will be required and we will contact you as soon as possible)

**Hospital Cash Benefit**    Date of admission \_\_\_\_/\_\_\_\_/\_\_\_\_    Date of discharge \_\_\_\_/\_\_\_\_/\_\_\_\_

**Mouth Cancer cover**    Date of diagnosis \_\_\_\_/\_\_\_\_/\_\_\_\_    Date of treatment \_\_\_\_/\_\_\_\_/\_\_\_\_

**Call out fees**    Time of call out \_\_\_\_ : \_\_\_\_ AM / PM    Date of call out \_\_\_\_/\_\_\_\_/\_\_\_\_

**Treating Dentist details**

Name of Dentist: \_\_\_\_\_

Name of Practice: \_\_\_\_\_

Address of Practice: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Practice Telephone Number: \_\_\_\_\_

Dentist GDC No: \_\_\_\_\_

**Claiming Checklist**

In order for your claim to go through successfully please ensure that: -

- You have fully completed all sections of this claim form
- The **patient** has signed the declaration
- You have used one claim form per person
- You have attached fully itemised receipt(s) showing proof of payment and a breakdown of the treatment
- If the patient has received NHS dental treatment or dental emergency treatment, please make sure this is clearly stated on this claim form and your itemised receipt

**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 Society.  
**\*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 payment has been approved we will make the payment to you directly to your bank account.

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.**

**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 (also known as “Fair Processing Notice”)

## Data Controller:

Philip Williams (G Ins) Management Limited, 35 Walton Road, Stockton Heath, Warrington WA4 6NW

## Contact for queries:

Data Protection Manager, Tel. 01925 604421. Email [dataprotection@philipwilliams.co.uk](mailto:dataprotection@philipwilliams.co.uk)

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### How will we use the information you give us?

We will only use your information on the basis that it is necessary to administer your insurance contract or help you make a claim. Where we need to pass information to other firms, it will only be for that purpose. These firms will be Insurers, other insurance brokers, firms handling claims, finance providers and firms that process or administer our records, including Federations / Trust Administrators.

When we contact you, it will either be for the above reason, or because we have a legitimate interest in marketing related products. For any other marketing it will only be with your consent and you will be able to withdraw your consent or unsubscribe easily at any time.

If we have to transfer information to a third country outside the EU, we will only do so if a similar level of protection applies. If we need to obtain information which is by nature sensitive, we will only do so on the basis that it is in the public interest - for example to fight crime, prevent fraud or to make sure insurance is available.

### What type of personal information do we need?

- We may need personal details which might include details of lifestyle, family, finances, business or education.
- We will only collect what is necessary and will only keep it for as long as we are required to do in line with our data retention policy.

### What other types of information do we need?

- Under certain circumstances we may also need to obtain information about Race or Origin, Gender, Religion, Health, Politics, Genetics, Trade Union Membership, Sex or Sexual Orientation.
- We might also need details of criminal convictions.
- We will only collect what is necessary and protect it with appropriate security measures.

### How do we obtain your information?

- We may gather it from information you submit to a website, by telephone, mail, face to face or by email.
- We may receive it from insurers, other insurance brokers, firms handling claims, finance providers and firms that process or store our records, including Federations / Trust Administrators.

### What are my legal rights?

- You can obtain a copy of your personal information from us without charge by contacting us at the address above. This may include the right to transfer information to other providers.
- You have the right to ask us to correct information.
- You have the right to ask us to delete your information or stop using it, unless it is necessary for us to retain it for insurance or financial purposes as set out in our document retention policy.
- You may have the right to object if decisions about you are made solely by a computer.
- You have the right to complain to the Information Commissioner at [www.ico.org.uk](http://www.ico.org.uk), Tel 0303 123 1113.