

# Pre-Authorization Application Form (SunHealth Medical Premier / Essential)



## 預先批核申請書 (永明滿心/精心醫療保)

Inter Partner Assistance Hong Kong Limited (IPA) is a service provider appointed to provide services for SunHealth Medical Premier and SunHealth Medical Essential. Please contact IPA Hotline for any enquiry. Tel : (852) 3183 2223 Fax : (852) 3529 1638 Email : SHMP.ME.Claims@sunlife.com

國際救援 (IPA) 被委任被委任為處理「永明滿心醫療保」及「永明精心醫療保/永明滿心醫療保」索償事務之服務商。為提供服務。如有查詢，請致 IPA 之專線。電話：3183 2223 傳真：3529 1638 電郵：SHMP.ME.Claims@sunlife.com

CONSULTANT'S INFORMATION 顧問資料			
Name 姓名	District/Branch 區域/分行	Code 編號	Contact Phone No. 聯絡電話

Part A 第一部份 - To be completed by insured or policyholder. If insured is below 18 years old 請由受保人填寫，如受保人未滿 18 歲，則由保單主權人填寫					
Name of Policyholder 保單持有人姓名	Eng 英文	Family Name 姓	Given Name 名	Chi 中文	Policy No. 保單編號
Name of Insured 受保人姓名	Eng 英文	Family Name 姓	Given Name 名	Chi 中文	
Identity Card No. of Insured 受保人身份證號碼		Date of Birth (DD/MM/YY) 出生日期 (日/月/年)	Age 年齡	Sex 性別	
Daytime Contact Telephone No. 日間聯絡電話	E-mail Address 電郵地址				
(i) Please describe the signs and symptoms 請描述病徵及症狀					
(ii) Date of the above signs and symptoms first appeared (DD/MM/YY) 首次出現上述病徵及症狀之日期 (日/月/年)					
(iii) Date of first consultation (DD/MM/YY) and Name of the doctor 首次求診日期 (日/月/年) 及醫生姓名					
(iv) Provisional Diagnosis 初步診斷					

PERSONAL INFORMATION COLLECTION STATEMENT 個人資料收集聲明	
<p>I/We understand and consent that, any personal data collected by Sun Life Hong Kong Limited ("Sun Life") (whether collected in this form or otherwise) may be used by Sun Life for the following purposes: (i) processing and evaluating this application and any other applications I/we make; (ii) administering and providing services in relation to this product and any other products I/we hold; (iii) processing and investigating claims; (iv) conducting customer surveys; (v) researching and designing financial, insurance or pensions products for customer use; (vi) selecting and participating in reward, loyalty or privileges program and related service for me/us; (vii) contacting me/us for the above purposes; (viii) complying with all laws, regulations, regulatory guidance, court orders or obligation or requirement under an agreement, or other commitment, between Sun Life or any entity within the Sun Life Group and the regulator or government in any jurisdiction (in relation to money laundering, terrorist financing and tax evasion or otherwise) to which Sun Life and its related companies are subject to (of Hong Kong or any other countries); and (ix) purposes which are directly related to any of the above purposes.</p> <p>Sun Life may also use my/our contact details, demographic information and policy details to contact me/us with marketing information regarding Sun Life and third party pensions, financial and insurance products, including by phone calls, mail, email, SMS or any type of electronic message. Sun Life may not so use my/our data unless Sun Life have received my/our consent (which includes an indication of no objection). I/We know I/we can tick the box below if I/we do not consent to receive such marketing information.</p> <p>Sun Life may disclose my/our personal data for any of the above purposes: (a) to third parties who provide services in Hong Kong or elsewhere which assist Sun Life to carry out the above purposes, including claims investigators, medical advisors, medical service providers, emergency assistance service providers, reinsurers and professional advisors (provided that such contractors are required to keep all such personal data confidential and may only use the personal data to provide those services); (b) to my/our bank for payment purposes; (c) to my/our insurance broker (if any); (d) to Sun Life's insurance agents and MPF intermediaries; (e) to Sun Life's related companies (as defined in the Companies Ordinance) including pensions services provider, insurance companies and financial services companies; (f) to the Hong Kong Federation of Insurers (or any similar association of insurance companies) and its members; (g) to any person or authority to whom Sun Life and its related companies are required to make disclosure to as a result of applicable law, regulation, regulatory guidance, court order or obligation or requirement under an agreement, or other commitment, between Sun Life or any entity within the Sun Life Group and the regulator or government in any jurisdiction (in relation to money laundering, terrorism and tax evasion or otherwise) that Sun Life and its related companies are subject to or required to comply with (of Hong Kong or any other countries) and (h) as otherwise required or permitted by law.</p> <p>Sun Life may also use and disclose my/our personal data in other ways with my/our consent or as otherwise required or permitted by law. I/We understand that the information I/we give is voluntary, but failure to provide the requested personal data may mean Sun Life is unable to process my/our application or continue to provide services to me/us. I/We have the right to seek access to and request correction of any personal data Sun Life holds about me/us by sending a written request to The Manager, Customer Service Centre, Sun Life Hong Kong Limited, 8/F, Sun Life Tower, The Gateway, 15 Canton Road, Kowloon, Hong Kong. Sun Life may charge a reasonable fee for the processing of any such requests.</p> <p>"Sun Life Group" means Sun Life together with its subsidiaries, subsidiary undertakings and associated companies (whether direct or indirect) from time to time.</p> <p><input type="checkbox"/> Please tick here to reject receiving marketing information from Sun Life</p> <p>本人 / 吾等明白及同意香港永明金融有限公司(「永明」)可以將其所收集的任何個人資料(不論由此表格所收集或由其他途徑取得)作以下用途：-(i) 處理及評估本人/吾等的此項申請及任何其他申請；(ii) 管理本人/吾等所持有的本項及其他產品，並提供相關服務；(iii) 處理及調查索償個案；(iv) 進行客戶調查；(v) 為客戶研究及設計金融、保險或退休金產品；(vi) 為本人/吾等甄選及參與獎賞、忠實或特選客戶計劃；(vii) 因上述目的與本人/吾等聯絡；(viii) 為遵守所有永明及其關連公司所受限制的(香港或其他國家)法例、法規、法規指引、法庭命令或永明或永明集團內的任何實體與任何管轄區域的監管機構或政府之間的協議項下的義務或要求或其他承諾(其相關於洗黑錢、恐怖分子資金籌集、逃稅或其他)；及(ix) 與上述任何目的直接有關的其他目的。</p> <p>永明亦可使用本人/吾等的聯絡資料，基本個人資料及保單資料，就永明及第三方的退休金、金融及保險產品的推廣資訊，包括電話、郵件、電郵、電話短訊或任何電子信息等方法聯絡本人/吾等。除非得到本人/吾等之同意(包括表示不反對)，否則永明不可使用本人/吾等之資料為該用途。本人 / 吾等明白若本人/吾等不同意接受此等推廣資訊，可於下方表格內填上剔號。</p> <p>永明可為以上任何目的披露本人/吾等的個人資料予 (a) 為協助永明就上述用途 (不論在香港或其他地方) 而提供服務的第三方，包括索償調查員、醫療顧問、醫療服務提供者、緊急支援服務供應商、再保險公司、專業顧問(條件是有關承辦商須把所有個人資料保密並只會為提供有關服務而使用個人資料)；(b) 本人/吾等的銀行作繳款用途；(c) 本人/吾等的保險經紀 (如有)；(d) 永明的保險代理人及強積金中介人；(e) 永明的關連公司 (根據公司條例訂明) 包括退休金服務提供者、保險公司及金融服務機構 (f) 香港保險業聯會 (或任何相似的保險公司協會) 及其會員；(g) 永明及其關連公司因受(香港或其他國家)之法例、法規、法規指引、法庭命令或永明或永明集團內的任何實體與任何管轄區域的監管機構或政府之間的協議項下的義務或要求或其他承諾(其相關於洗黑錢、恐怖分子資金籌集、逃稅或其他)限制而需向其作出披露的任何人士或監管當局；及(h)按法例要求或准許的其他人士。</p> <p>永明可就法例准許或於獲得本人/吾等的同意後披露或將本人 / 吾等的個人資料作其他用途。本人/吾等明白本人/吾等所提供之個人資料均屬自願，然而倘若未能提供所需個人資料，可導致永明無法處理本人/吾等的申請或繼續提供服務予本人/吾等。本人/吾等有權查閱及要求更正永明持有有關本人/吾等的個人資料，有關要求可以書面形式郵寄至香港九龍廣東道 15 號威威大廈永明金融大樓 8 樓香港永明金融有限公司客戶服務中心經理。永明可就處理任何該等要求收取合理費用。</p> <p>"永明集團"指永明及其不時之附屬公司、附屬企業和相聯公司 (無論是直接的還是間接的)。</p> <p><input type="checkbox"/> 若不同意收取由永明發出的推廣資訊，請於方格內填上剔號。</p>	

DECLARATION AND AUTHORIZATION 聲明及授權	
<p>I/WE HEREBY DECLARE AND AGREE: (a) all the foregoing statements and answers in this form together with those in any required medical information or other document submitted by me/us in connection with this application are full, complete and true. (b) Sun Life Hong Kong Limited (the "Company") may be unable to process this application if I/we fail to provide any information related to this application. (c) hospital/clinic to submit all original documents pertaining to the surgery/treatment to the Company. (d) to undertake to settle the bill before my discharge if any services or expenses incurred over the Expected Costs of Surgery. (e) to indemnify the Company against all expenses incurred on my behalf, which are not payable under my policy provisions or the Company may deduct any indebtedness in any future claim of my any policies.</p> <p>I/WE FURTHER AUTHORIZE that: (a) any licensed physician, medical practitioner, hospital, clinic or medically related facility, institution, insurance company, government, private office or person that has any record or knowledge or information of me/ the Insured to disclose, release or transfer to Sun Life Hong Kong Limited or its appointed representatives any such record, knowledge or information. (b) the Company or its appointed medical/paramedical examiner or laboratory to perform necessary medical assessment and tests to evaluate the health status of me/the Insured in relation to this application. (c) I specifically authorize the disclosure of all information about communicable diseases and infections, including but not limited to any sexually transmitted disease, HIV infection, Acquired Immune Deficiency Syndrome (A.I.D.S.) and A.I.D.S. related complex (A.R.C.). This authorization shall irrevocably bind the successors and assignees of me/the Insured and remains valid notwithstanding death or incapacity. A photostatic copy of this authorization shall be as valid as the original.</p> <p>本人/吾等聲明及同意下列各點：(甲) 本申請表上所載的聲明及答案，以及經本人/吾等簽署之所需的醫療資料或經本人遞交其他文件，均屬真確無訛，詳細完整。(乙) 倘本人/吾等未能提供此申請所需資料，可導致香港永明金融有限公司(「永明」)未能處理此申請。(丙) 醫院/診所提供有關是次手術/治療的所有正本文件予永明。(丁) 同意離開醫院/診所時自行承擔支付任何超出預計手術費用之醫療費用。(戊) 倘是次服務的費用不在本人保單的保障範圍內，本人同意賠償予永明或永明可在本人將來任保單下可獲給付的賠償內扣除。</p> <p>本人/吾等同時授權以下各點：(甲) 任何註冊醫生、醫院、診所、保險公司、政府部門或任何其他持有有關本人/受保人之個人資料之人士或機構，向香港永明金融有限公司或其代表透露、發放或轉交任何有關資料。(乙) 公司或公司指定之醫護人員或化驗所，可就此申請，對本人/受保人進行所需之醫療評估及測試以審核本人/受保人之健康狀況。(丙) 本人/吾等特此授權上述人士或機構透露任何關於傳染性疾病及感染的所有資料，包括但不限於任何直接接觸傳染之疾病、人類免疫力缺乏病毒(HIV) 感染、後天免疫力缺乏病(愛滋病)及愛滋病有關發症。此授權對本人/受保人之繼承人或受保人具有約束力。即使本人/受保人死亡或無行為能力，此授權書仍有效力。此授權書的影印本與正本具同等效力。</p>	
Signature of Insured / Policy Owner (if insured is below age 18) 受保人/保單主權人(如受保人未滿 18 歲)	Date Signed 簽署日期 (DD/MM/YY)
Name of Insured / Policy Owner (in block) 受保人/保單主權人姓名 (請以正楷大寫)	ID / Passport No. 身份證 / 護照號碼

**Part B 第二部份 - To Be Completed By The Attending Physician / Surgeon 由主診醫生填寫**

Full name of Patient 病人姓名	Identity Card No. 身份證號碼	Age 年齡	Sex 性別
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- a. Date of first consultation to you relating to this illness / injury 病人首次就是次之病症/傷勢向閣下求診日期: \_\_\_\_\_ (DD 日/MM 月/YY 年)
- b. Signs and Symptoms at the consultation 求診時之病徵及症狀:
- c. Date of Signs and Symptoms first appeared according to the patient 根據病人所述首次病徵及症狀出現之日期: \_\_\_\_\_ (DD 日/MM 月/YY 年)
- d. Are you the usual doctor of the patient? If no, please advise us the name of his/her usual doctor. 閣下是否病人的慣常醫生? 如否, 請提供病人的慣常醫生的名稱。
- e. Was the patient referred to you by another doctor? 病人是否經其他醫生轉介到閣下?  
 No 否       Yes, Name & Address of the referral doctor 是, 請提供轉介醫生姓名及地址::
- f. Diagnosis 診斷:
- g. Treatment plan details 治療計劃 (e.g. name of diagnostic tests, prescriptions, etc. 如診斷性檢查, 處方等)
- h. Surgical procedure(s) 手術名稱:
- i. Underlying causes leading to such illness and the first onset date of the underlying causes. 潛在原因導致該病症及其首次病發日期:
- j. Any similar or same medical illness/ symptom related to the current condition in the past? If yes, please provide the dates, diagnosis and the name of consulted doctor(s). 病人以前有否患有同類或類似病況? 如「有」, 請詳述細節包括: 病發日期, 診斷名稱及曾求診之醫生名稱。
- k. If this hospitalization / treatment was caused by an accident, please give the details below 若是次住院/治療因意外引致, 請提供以下詳情:

Accident Date 意外日期(DD 日/MM 月/YY 年)	Cause of accident 意外原因	Part of body injured and extent of Injury 身體受傷之部位及受傷程度

- l. In your opinion, was the hospitalized illness a recurrent episode / chronic illness / related to previous diagnosis 據閣下所見, 此病症是否屬於復發/長期/或過往已診斷之疾病?  No 否     If "yes", please provide date of first episode 如「是」, 請提供首次事件之時間及細節:
- m. Is the hospitalization / treatment medically necessary? If yes, please give details. 是次住院是否醫療上的必需? 如是, 請提供詳情。
- n. Given the condition of the patient, is it possible to provide this treatment on an outpatient basis? If no, please explain. 根據病人的情況, 有關診治能否於門診進行, 如否, 請說明。
- o. Is the patient on regular medication or medical treatment? If yes, please provide the details. 病人是否需定期服藥或治療? 如是, 請提供詳情:
- p. Please circle the following factors which is associated with the illness / injury and provide details. 請圈出與是次病症 / 受傷有關的下列因素並詳述。  
 Accidental bodily injury / abuse of drugs or alcohol / AIDS or HIV related illness, venereal or sexually transmitted disease / pregnancy, infertility or sterilization / refractive error / cosmetic or plastic surgery / mental or nervous disorder / congenital condition / hereditary condition / developmental condition / self-inflicted injury / general check-up or vaccination / none of the above.  
 意外身體損傷 / 濫用藥物或酒精 / 後天免疫力缺乏症(AIDS)或任何人體免疫力缺乏病毒(HIV)有關的疾病、性病或性接觸傳染病 / 懷孕、不育或絕育 / 視線折射誤差 / 整容或整形外科 / 精神或神經錯亂 / 先天性疾病 / 遺傳性疾病 / 發育性疾病 / 自招損傷 / 例行身體檢驗或注射 / 以上所列均不符合  
 Details 詳情:

**Expected Costs 預計費用**

<input type="checkbox"/> Name and address of Hospital 醫院名稱及地址	<input type="checkbox"/> Clinic / Day care 門診/日間中心	
Planned admission Date 預計入院日期 (DD 日/MM 月/YY 年)	Estimated length of stay 估計留院日數	<input type="checkbox"/> Private 私家房 <input type="checkbox"/> Semi Private 半私家房 <input type="checkbox"/> Ward 大房 <input type="checkbox"/> ICU 深切治療 <input type="checkbox"/> Others, Please specify 其他, 請註明:

Items 項目	Charges 費用	Items 項目	Charges 費用
Daily Room Charge 每日房錢		Anaesthetist's fee 麻醉師費	
Daily attendance doctor fee 每日醫生巡房費		Specialist's fee 專科醫生收費	
Surgeon's fee 醫生手術費		Other expenses (i.e. diagnostic tests, imaging, medicines, operation theatre etc.) 其他費用 (如: 診斷檢查, 影像, 藥物, 手術室等)	

<b>Total Estimated Hospital Cost</b> 預計所有住院費用總數
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**Physician's Information 醫生資料**

Signature and chop of Physician 醫生簽署及蓋印	Physician Name in Block 醫生姓名
	Date Signed (DD/MM/YY) 簽署日期 (日/月/年)