

Group Personal Accident & Sickness

About this claim form

- There are several sections for you to complete in full, as well as some for your employer. If you're self-employed, you'll need to fill in all these sections.
- To avoid delays with your claim, it's important that you provide answers to all the questions, including any additional documentation requested.
- The issue of this form is not an admission of liability.

Helpful instructions

We know that making a claim is often done at a stressful time and understand the importance of processing your claim as quickly as possible. Your claim will be managed by Corporate Services Network (CSN), our trusted claims service provider, who is committed to ensuring your claim is handled efficiently, honestly, and fairly.

Sections 1 to 5	Please fully complete Sections 1 to 5 of this claim form, including either the sickness or injury statement.
Section 7	Sign the privacy declaration "Medical Authority and Declaration".
Section 8	If you're an employee , ask your employer to complete Section 8, and include 12 months payroll history prior to the date of your injury/sickness. If you're self-employed , please fill out Section 8 and provide your Tax Assessment Advice from the ATO for the previous financial year as proof of your income.
Section 9	"Medical Practitioner's Statement" is completed by your doctor.
Supporting documents	Attach any supporting documents you have for medical expenses to claim.

Ready to submit your claim form?

If so, please double check that you have followed all of the instructions, then send the completed claim form to ahclaims.au@libertymutual.com.

Claim form



1. POLICY AND PERSONAL INFORMATION – ALL QUESTIONS REQUIRE COMPLETION

Employer's name				Policy #		
Title	Given name(s)		Male	Female	Prefer not to state	
Family name			Date of birth			
Residential address						
Suburb			State	Postcode		
Postal address						
Do you consent to us communicating with you by email? Yes No Email						
Daytime contact number			Alternative number			
Occupation, trade or profession						
Work site/location						

2. EFT AUTHORISATION

I authorise and request that Proclaim credit the bank account as indicated below:

For direct/EFT payment

Account holder's name

BSB no

Account no

Bank

3. INJURY CLAIM

Date of injury Time AM PM

Address where injury occurred

Were there any witnesses to the incident? Yes No

If yes, please provide their details below:

Witness/s name

Witness/s address

Please describe how the injury occurred:

Claim form



What were the injuries suffered?

Have you previously been treated for any serious injury?

Yes

No

If yes, please provide details below:

Provide details of any previous claim/s made for any previous injury against any insurance company:
(please attach a separate sheet if insufficient)

During the 24 hours before the injury, did you drink any alcohol or take any drugs and/or prescribed medication?

Yes

No

If yes, please state the type/s and quantities:

4. TO BE COMPLETED IF DISABILITY IS AS A RESULT OF A SICKNESS CLAIM

Describe the nature of the sickness:

When did the sickness begin?

Have you had this complaint before?

Yes

No

If yes, when?

and how long were you disabled?

5. TREATMENT RECEIVED FOR YOUR INJURY OR SICKNESS

Please outline all treatment received to date in the management of your condition. Please include any relevant medical documents, reports or investigative scans.

Was hospital treatment required?

Yes

No

Claim form



If yes, please complete the following regarding your hospital stay (please attach a separate sheet if insufficient space)

From	To	Hospital name	Hospital address

Give details of all attending physicians (please attach separate sheet if insufficient space)

Doctor's name	Address	Telephone number

When did you stop work?	Time	AM	PM
When did you first obtain treatment from doctor?	Time	AM	PM
Name of doctor			
Address			
Is this doctor still treating you for the injury/sickness?		Yes	No
Is this doctor your regular doctor?		Yes	No

If no, please give details:

Name of regular doctor	
Address of regular doctor	

Is there any condition (past or present) affecting your current disability?	Yes	No
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If yes, please give details:

Are you now			
Recovered	Yes	No	When did you return to work?
Partially disabled	Yes	No	When did you return to working partial duties?
Totally disabled	Yes	No	When do you expect to return to work?
Have you made, or will you make, a claim for benefits under any Worker's Compensation Act or Transportation Act because of this injury/sickness?		Yes	No

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If yes, please give details:

Claim no (if known)	Name	Address
Employer		
Workers' Comp/ transport insurer		

Are you entitled to claim benefits for this Injury/sickness from other insurers, persons, company, health fund, friendly society or government? Yes No

If yes, please give details:

Name **Address**

6. TO BE COMPLETED BY AUTHORISED PERSON MAKING A CLAIM FOR DEATH BENEFIT

Name of person completing the form

Telephone Email

Company name (if applicable)

Address

Relationship with deceased Employer Next of kin Executor Lawyer Other

If next of kin, or other, please state relationship

The following items must be included with this claim.

- Certified copy of original death certificate
- Certified copy of original birth certificate
- Copy of the Coroner's depositions of findings (if applicable)

Was a coronial inquest held, or is one being held? Yes No

If yes, give details below:

7. MEDICAL AUTHORITY AND DECLARATION

I understand that by investigating my claim or by accepting proof of my claim, neither Corporate Services Network (CSN) or Liberty have accepted liability, nor waived any of their rights in respect of any claim arising under the policy.

I consent to CSN and/or Liberty using and disclosing my personal information in accordance with their respective privacy policies and this document. This consent remains valid unless I alter or revoke it by giving written notice to CSN's Privacy Officer.

I authorise any person or entity to provide to CSN or Liberty such personal information (including health information) as CSN or Liberty in its absolute discretion considers relevant for its assessment of my claim including my entitlement to benefits.

I will use my best endeavours and render all reasonable assistance and cooperation to Liberty and CSN in the assessment of my claim. I confirm that any information that I supply will be true and correct and that I will not deliberately withhold any information likely to affect the acceptance or handling of my claim.

I understand that if I do not consent to the terms of this authority or revoke my consent, CSN or Liberty may not be able to process or assess my claim.

I appoint CSN to do everything necessary or expedient to give effect to the transactions contemplated by the consents and authorisations in this document and to execute, on my behalf, any documents or to do such acts required to give effect to this Privacy Consent and Medical Authority.

Your signature

Date

Your name

Signature of witness (any adult person)

Date

Name of witness

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8. TO BE COMPLETED BY YOUR EMPLOYER

Employer's name

This is to certify that

has been unable to attend their occupation as a result of injury or sickness from _____ until _____

Their average gross weekly salary (as defined by the policy wording) averaged over the previous 12 months at the time of this injury/sickness was _____ \$ _____

Has your employee's last 12 months payroll history been attached with this report, and if not, please provide _____ Yes No

Their sick leave entitlement as at the date of injury or sickness _____ days

They have been employed since _____

Please confirm if they are still an employee _____ Yes No

Please confirm the date they were no longer employed _____

Has a claim for workers' compensation been lodged? _____ Yes No

In the case of a motor vehicle accident, has a claim been lodged against the Traffic Accident Commission/CTP insurer? _____ Yes No

Signature of supervisor or manager

Name of supervisor or manager (please print)

Telephone number

Date

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9. MEDICAL PRACTITIONER'S STATEMENT

This form should be fully completed. The patient is responsible for any fee incurred.

Patient's name

Date of birth

Height

Weight

Diagnosis (if fracture or dislocation, describe nature and location (i.e. simple, compound))

Cause

Is this condition

An injury

A sickness

Does the patient have any other injury or sickness that is contributing to the condition?

Yes

No

Please provide details:

Is condition due to injury or sickness arising out of the patient's employment?

Yes

No

Please provide details:

Was the disability sports related?

Yes

No

Please provide details:

Date of onset/first symptoms?

When did the patient first consult with you for this condition?

Has the patient ever had the same or similar condition?

Yes

No

If yes, please state when this occurred and the diagnosis:

Name of patient's usual doctor/medical practice

Length of time attending the usual doctor/medical practice?

If the patient was hospitalised, please provide the admission date

and discharge date

Name of hospital

Has the patient had surgery or is it anticipated?

Yes

No

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Please provide details:

Date performed, or anticipated to be performed

Name of hospital

Outline all treatment received to date in the management of your patient's condition. Please include any relevant medical documents, reports or investigative scans

Was the patient referred by you, or to you?

Referred

Referring

Please provide details:

Doctor's details

Date of referral

Is the patient still disabled?

No when did the patient return to work?

Yes how long will the patient be:

– totally disabled (unable to perform any part of their occupation) from to

– partially disabled (able to perform part of their occupation) from to

Has the patient requested medical evidence for their current disability to be issued to any other insurance company, accident commission, workers' compensation insurer, government body, sports body or any other insurance body?

Yes

No

If yes, please provide the name of the company, the contact and claim number:

Name of company

Contact number

Claim number

Signature of medical practitioner

Name and qualifications (print)

Address

Telephone

Claim form



Privacy Notice

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If you provide us with personal or sensitive information about another individual, you must ensure they are aware of this notice and have consented to the disclosure. If you have not done so, please inform us before sharing their data. Your personal information may be disclosed to our related entities, reinsurers, insurance intermediaries, loss adjusters, legal and professional advisors and other service providers. We may also store your information with third party cloud or electronic storage providers.

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