

# International medical insurance

## Membership handbook / International health plan

Small Corporate



**What you need to know**

April 2010



**PPP INTERNATIONAL**

redefining / standards

## Contacting us

While it is important that **you** read and understand this **policy** handbook, **we** understand that it is often easier to call **us** to obtain information – so **we** have a team of Personal Advisers to help **you**. **You** should always call them on +44 (0) 1892 503 856 when **you** need **treatment** so **we** can help **you** to understand the extent of your cover before **you** incur any **treatment** costs.

Quick reference guide for important information

### Personal Advisory Team

Tel +44 (0) 1892 503 856 Fax +44 (0) 1892 503 189

**Our** team are available: day or night, 365 days a year.

### Health at Hand

0800 003 004 within the UK and Channel Islands

+44 (0) 1737 815 197 outside the UK and Channel Islands

Available: day or night, 365 days a year.

**Our** health information service. See page 44.

The evacuation or repatriation emergency control centre

+44(0) 1892 513 999

Available: day or night, 365 days a year.

Doctor, Dental, Optical Helpline

+44 (0) 1892 545 790

Available: day or night, 365 days a year.

Interpretation Service Helpline

+44 (0) 1892 599 944

Available: day or night, 365 days a year.

[www.axapphealthcare.com](http://www.axapphealthcare.com)

For information on member offers, products and travel insurance.

Email – If **you** have any questions about your membership or want details on the progress of a claim, then **you** can contact **us** through a secure e-mail server

at [www.axapphealthcare.com/internationalmember](http://www.axapphealthcare.com/internationalmember)

If **you** would like to receive this handbook or any other of **our** literature in a large print, audio (CD or tape) or Braille format, please contact **us**.

# Contents

Section	Page number
<b>1 Introduction</b>	<b>2</b>
<b>2 Your cover</b>	<b>3</b>
<b>3 Benefits tables</b>	<b>5</b>
<b>4 Arranging treatment and making a claim</b>	<b>17</b>
<b>5 Existing medical conditions</b>	<b>22</b>
<b>6 Your cover for certain types of treatment</b>	<b>23</b>
<b>7 Recurrent, continuing and long-term treatment</b>	<b>29</b>
Your cover for cancer treatment	32
<b>8 Where you are covered for treatment</b>	<b>37</b>
<b>9 Who we pay for treatment</b>	<b>39</b>
<b>10 Emergency treatment abroad</b>	<b>41</b>
<b>11 Health at Hand</b>	<b>44</b>
<b>12 Additional benefits</b>	<b>45</b>
<b>13 Additional information</b>	<b>46</b>
How to add other members	
Making payment	
How premiums may change	
How to continue cover after leaving the company scheme	
<b>14 Complaint and regulatory information</b>	<b>47</b>
Complaints procedure.	
How your personal data is protected.	49
Legal rights and responsibilities.	50
<b>15 Glossary</b>	<b>52</b>

# 1. Introduction

## What is the purpose of this handbook and how to use it?

This handbook sets out the terms of your cover for the International Health Plan Small Corporate Plan.

This handbook is an important document as it details:

- the cover **you** have (both benefits and limitations);
- how to make a claim;
- how your **policy** is administered; and
- other services provided by your **policy**.

Throughout your handbook certain words and phrases appear in **bold type** to indicate they have a special medical or legal meaning. **You** will find a glossary of these words on page 52.

### Please note:

This handbook contains information on more than one plan within the International Health Plan range.

Most of the information given is relevant to all policies. However, there are instances where information is not relevant to all plans. Where this occurs, **we** have drawn your attention to which policies **we** are referring to as follows:

When a sentence or paragraph starts with a plan name and is in this colour blue, it means that the information given relates only to the plan name stated.

## How can I retain my cover if my corporate healthcare scheme ends?

You'll find transferring from a **company** scheme to a personal plan is quick, easy and trouble-free. Join within three months of leaving your **company** scheme and there will be no application form to fill in, no medical examination and **we** will guarantee to cover **you**.

**We** will also cover **you** without additional medical underwriting if you no longer qualify to be covered under the **company** scheme and are transferring to a **policy** with comparable benefits and restrictions on cover. Your new **policy** will start on the day after your **company** cover ends.

To ensure continuous cover, call **us** on 0800 028 2915 within the **UK** and **Channel Islands** or +44 (0) 1892 612 080 outside the **UK** and **Channel Islands** as soon as **you** know **you** will be leaving your **company** scheme. We'll help **you** decide upon the best personal healthcare plan to suit **you**. Please see section 13 for full terms and conditions.

## 2. Your cover

Please remember that **our** policies are not intended to cover all eventualities.

In return for payment of the premium **we** agree to provide cover as set out in the terms of this **policy**. Please refer to the definition of '**policy**' in the glossary for details of the documents that make up your **policy**.

### Summary of the International Health Plan

The International Health Plan **policy** offers **you** cover for necessary **treatment** of new **medical conditions** that arise after **you** join. It does not cover **you** for **treatment** of **medical conditions** that existed, or **you** had symptoms of before joining. However, in some circumstances you may have joined on a different basis, please refer to the 'Existing medical conditions' section for further information. There is also no cover for ongoing, recurrent and long-term conditions (also known as **chronic conditions**) unless **you** have Comprehensive or Prestige cover which provides benefit for **out-patient** routine follow-up consultations (and associated **diagnostic tests**) with a **medical practitioner** for the purpose of monitoring the on-going control of a **specified chronic condition** up to the levels allowed in the **benefits table**.

Your cover includes:

- **in-patient** and **day-patient treatment** and associated **medical practitioners'** charges
- **out-patient surgical procedures**
- radiotherapy and chemotherapy
- computerised tomography (CT), magnetic resonance imaging (MRI) and positron emission tomography (PET) scans
- **in-patient** and **day-patient treatment** of psychiatric illness
- dental care

Comprehensive or Prestige members: your cover also includes:

- **out-patient treatment** of psychiatric illness.
- **out-patient medical practitioner** charges, consultations, **diagnostic tests**, **physiotherapy** and **complementary practitioner** charges
- **out-patient** drugs and dressings
- travel and childhood vaccinations

Prestige members: your cover also includes:

- cover for normal pregnancy and childbirth
- travel insurance.

## Be aware:

Your <b>policy</b> will not cover <b>you</b> for:	For more information:
Standard and Comprehensive members: routine pregnancy and childbirth.	Page 27
Standard members: <b>out-patient</b> physiotherapy, <b>medical practitioner</b> charges for <b>out-patient</b> consultations and <b>complementary practitioner</b> charges.	Page 39
Standard members: <b>out-patient</b> psychiatric <b>treatment</b> .	Page 31
For <b>treatment</b> in the <b>UK</b> , any <b>in-patient</b> or <b>day-patient treatment</b> , MRI, CT or PET scans or cataract <b>surgical procedures</b> not received in a <b>hospital, scanning centre</b> or facility listed in the <b>International Directory of Hospitals</b> .	Page 37
Claims if you have travelled outside <b>your area of cover</b> to get <b>treatment</b> or travelled against medical advice.	Page 41
The following dental <b>treatments</b> : <ul style="list-style-type: none"><li>• routine check-ups</li><li>• scale and polish</li><li>• cosmetic <b>treatment</b></li><li>• dental <b>treatment</b> made necessary as a result of neglect.</li></ul>	Page 25

These are just some of the key limitations that relate to your **policy**, please read this handbook for full details.

## Please note:

We will pay **eligible** fees in full when a **medical practitioner, complementary practitioner** or **clinical practitioner** charges up to the level within our published schedule of procedures and fees. Please see the 'Who we pay for treatment' section of this handbook for full details.

## 3. International Health Plan benefits table – Prestige

The table on the following few pages shows the benefits available to **you** together with the monetary limits of your **policy**. These benefits are explained fully in this handbook. **You** must read the tables in conjunction with the rest of your handbook.

Please make sure **you** call **us** on +44 (0) 1892 503 856 prior to **treatment** so **we** can confirm the extent of your cover and any limitations that may apply.

International Health Plan - Prestige	
Benefits	Amount payable
Areas of cover	Areas 1, 2 and 3
<p><b>Policy</b> benefit limit.  <b>We</b> will pay up to the maximum amount shown each <b>year</b> for each of <b>you</b>, this amount does not apply to benefit 17.</p>	£1,250,000
<b>In-patient and day-patient treatment</b>	
<p>1. <b>Hospital</b> charges: ie charges for <b>in-patient</b> or <b>day-patient treatment</b> made by a <b>hospital</b> including charges for psychiatric <b>treatment</b>, accommodation, <b>diagnostic tests</b>, operating theatre charges, physiotherapy, nursing care, drugs and dressings, and surgical appliances used by the <b>medical practitioner</b> during surgery.</p> <p><b>Out-patient diagnostic tests</b> and physiotherapy are payable under benefit 10, even if they are related to <b>in-patient</b> or <b>day-patient treatment</b>.</p> <p>For more information on the above please see:</p>	<p>No annual maximum within your <b>policy</b> benefit limit.</p> <p><b>We</b> will pay this benefit when <b>you</b> have <b>treatment</b> in your <b>principal country of residence</b> or within your <b>area</b> or in any <b>UK hospital</b> or <b>day-patient unit</b> listed in the <b>UK</b> section of the <b>International Directory of Hospitals</b> (see also benefit 3).</p> <p>Page 37</p>
<p>2. Surgeons', anaesthetists' and physicians' charges. This includes pre- and post-operative consultations whilst an <b>in-patient</b> or <b>day-patient</b> and includes intensive care. Related <b>out-patient</b> consultations are payable under benefit 8.</p> <p><b>Please note:</b> 'Consultation' means a consultation with a second <b>medical practitioner</b> arranged by the <b>medical practitioner</b> treating <b>you</b>.</p> <p>For more information on the above please see:</p>	<p>No annual maximum within your <b>policy</b> benefit limit.</p> <p><b>We</b> will pay this benefit when <b>you</b> have <b>treatment</b> in your <b>principal country of residence</b> or within your <b>area</b> or in any <b>UK hospital</b> or <b>day-patient unit</b> listed in the <b>UK</b> section of the <b>International Directory of Hospitals</b> (see also benefit 3).</p> <p>Page 39</p>

## International Health Plan - Prestige

Benefits	Amount payable
<p>3. Outside <b>area of cover</b>. This is to cover emergency <b>treatment</b>, or <b>treatment</b> of a <b>medical condition</b> which arises suddenly whilst outside your <b>area of cover</b>.</p>	<p>Up to 10 weeks <b>treatment</b> in any <b>year</b> within your <b>policy</b> benefit limit; additionally benefits are limited to a total of £20,000 for the USA or Canada.</p>
<p>For more information on the above please see:</p>	<p>Page 41</p>
<p>4. Out of directory cash benefit. This benefit is payable if <b>you</b> receive <b>in-patient</b> or <b>day-patient treatment</b> at a <b>hospital</b> or <b>day-patient unit</b> in the <b>UK</b> not listed in the <b>UK</b> section of the <b>International Directory of Hospitals</b>.</p>	<p>£100 each day for <b>day-patient treatment</b>. £100 each night for <b>in-patient treatment</b>.</p>
<p>For more information on the above please see:</p>	<p>Page 37</p>
<p>5. Cash benefit. This benefit is paid for each night <b>you</b> receive free <b>in-patient treatment</b> and only if: (i) <b>you</b> are admitted for <b>in-patient treatment</b> before midnight (ii) the <b>treatment you</b> receive free of charge would have been <b>eligible</b> for benefit privately under this <b>policy</b>.</p>	<p>£100 a night</p>
<p>6. Parent accommodation – this benefit is for the cost of one parent staying in <b>hospital</b> with a child under 18 years old while the child is receiving <b>eligible</b> private <b>treatment</b>.  The child must be covered by the <b>policy</b> and the benefit is paid from the child's benefits.</p>	<p>Paid in full provided <b>treatment</b> is in your <b>principal country of residence</b> or within your <b>area</b> or in any <b>UK hospital</b> listed in the <b>UK</b> section of the <b>International Directory of Hospitals</b> (see also benefit 3).</p>
<p><b>Out-patient treatment</b></p>	
<p>7. <b>Surgical procedures</b>. <b>We</b> will pay the surgeons' and anaesthetists' charges and the appropriate <b>hospital</b> charges. <b>We</b> will pay for pre- or post-operative consultations under benefit 8.</p>	<p>No annual maximum within your <b>policy</b> benefit limit.</p>
<p>For more information on the above please see:</p>	<p>Page 37 – 40</p>
<p>The following five benefits (8, 9, 10, 11 and 12) have a combined overall limit of £5,000 each <b>year</b>.</p>	
<p>8. <b>Medical practitioner</b> charges for consultations – <b>we</b> will pay under this benefit for all consultations, including those related to <b>in-patient</b> or <b>day-patient treatment</b>.</p>	
<p>For more information on the above please see:</p>	<p>Page 39</p>

<b>International Health Plan - Prestige</b>	
<b>Benefits</b>	<b>Amount payable</b>
9. Consultations and <b>treatment</b> for psychiatric illness. For more information on the above please see:	Page 31
10. <b>Diagnostic tests</b> and physiotherapy (including <b>diagnostic tests</b> or physiotherapy related to <b>in-patient</b> or <b>day-patient treatment</b> ). For more information on the above please see:	Page 23
11. Vaccinations administered by a <b>medical practitioner</b> .	
12. <b>Complementary practitioner</b> charges. For more information on the above please see:	Benefit 12 is limited to £300 each <b>year</b> . Page 39
13. Radiotherapy (the use of radiation to treat <b>cancers</b> ) and chemotherapy (the use of drugs to treat <b>cancers</b> ). For more information on the above please see:	No annual maximum within your <b>policy</b> benefit limit. Page 32
14. (i) Computerised tomography (CT), magnetic resonance imaging (MRI) and positron emission tomography (PET)  (ii) Out of directory scanning cash benefit. This benefit is payable for using a CT, MRI or PET facility in the <b>UK</b> that is not listed as a <b>scanning centre</b> in the <b>UK</b> section of the <b>International Directory of Hospitals</b> . For more information on the above please see:	Paid in full when <b>you</b> have <b>treatment</b> in your <b>principal country of residence</b> or within your <b>area</b> or in a <b>scanning centre</b> listed in the <b>UK</b> section of the <b>International Directory of Hospitals</b> .  £100 each visit.  Page 37
15. <b>Out-patient</b> drugs and dressings. This is for charges for <b>out-patient</b> drugs and dressings prescribed for <b>you</b> by a <b>medical practitioner</b> . This benefit does not apply to <b>out-patient</b> drugs and dressings prescribed for <b>you</b> by a general practitioner in the <b>UK</b> .	Up to £500 each <b>year</b> .
<b>Other benefits</b>	
16. Ambulance <b>transport</b> . This is to pay for a road ambulance for emergency transport to or between <b>hospitals</b> , or when the <b>medical practitioner</b> says it is medically essential.	Up to £500 each <b>year</b> .
17. <b>Evacuation or repatriation service</b> . For more information on the above please see:	Paid in full. Page 41

## International Health Plan - Prestige

Benefits	Amount payable
<p>18. Hospital-at-home. This is for <b>treatment</b> provided at home or another clinically appropriate setting for the administration of intravenous chemotherapy for the <b>treatment of cancer</b> or intravenous antibiotics which otherwise would require <b>you</b> to be admitted for <b>in-patient</b> or <b>day-patient treatment</b>.</p>	<p>Paid in full up to 28 days a <b>year</b> whilst in your <b>principal country of residence</b> or within your <b>area</b>.</p> <p>Paid in full within the <b>United Kingdom</b> when <b>treatment</b>:</p> <ul style="list-style-type: none"> <li>• is provided by a qualified nurse under the control of a <b>medical practitioner</b>; and</li> <li>• is provided through a healthcare services supplier which <b>we</b> have a contract with for such services; and</li> <li>• has been agreed by <b>us</b> before the <b>treatment</b> begins.</li> </ul>
<p>19. <b>Day-patient</b> and <b>out-patient</b> radiotherapy and chemotherapy cash benefit. This benefit is paid for <b>day-patient</b> or <b>out-patient</b> radiotherapy or chemotherapy <b>you</b> receive free for the <b>treatment of cancer</b> and only if the <b>treatment you</b> receive would have been <b>eligible</b> for benefit privately under this <b>policy</b>.</p>	<p>£50 a day up to £5,000 a <b>year</b>.</p>
<p>For more information on the above please see: <span style="float: right;">Page 32</span></p>	
<p>20. Male health screen. This benefit is available as a contribution towards the cost of an adult routine physical examination or screening. As an example, a health screen may include assessment of body mass index, resting blood pressure, urinalysis, cholesterol test and PSA test for risk of prostate cancer.</p>	<p>Up to £300 each <b>year</b> towards a health screen.</p>
<p>For more information on the above please see: <span style="float: right;">Page 45</span></p>	
<p>21. Female health screen. This benefit is available as a contribution towards the cost of an adult routine physical examination or screening. As an example, a health screen may include breast examination and instruction in self-examination, pelvic examination, cervical smear, body mass index, resting blood pressure, urinalysis, haemoglobin test and cholesterol test.</p>	<p>Up to £300 each <b>year</b> towards a health screen.</p>
<p>For more information on the above please see: <span style="float: right;">Page 45</span></p>	

## International Health Plan - Prestige

Benefits	Amount payable
22. Eyesight test cover. For more information on the above please see:	Paid in full for one eyesight test each <b>year</b> . Page 45
23. Optical cover. This benefit is a contribution towards the cost of prescription spectacles and contact lenses needed to correct vision. For more information on the above please see:	Up to £100 each <b>year</b> . Page 45
24. Dental Care. <b>We</b> will pay 50% of the costs incurred. The maximum amount <b>we</b> will pay in a <b>year</b> is as shown. For more information on the above please see:	<b>Area 1</b> - £600 <b>Area 2</b> - £500 <b>Area 3</b> - £400 Page 25
25. Accidental damage to teeth. For more information on the above please see:	Paid in full up to £10,000 for each <b>year</b> . Page 25
26. Travel Insurance. For more information on the above please see page 41 and separate policy leaflet	Included.
27. Disability compensation cover. For more information please see separate policy leaflet	Included – up to £50,000
28. Normal pregnancy and childbirth. <b>In-patient</b> or <b>out-patient</b> antenatal and postnatal consultations and delivery. For more information on the above please see:	Paid in full up to £10,000 for each <b>year</b> . Benefit is not payable for expenditure incurred within 10 months of <b>you</b> taking out this <b>policy</b> . Page 27
29. Additional costs incurred for the <b>treatment</b> of <b>medical conditions</b> when they occur during pregnancy or childbirth. For more information on the above please see:	Benefits can be claimed under items 1-18. Page 27

# International Health Plan benefits table – Comprehensive

The table on the following few pages shows the benefits available to **you** together with the monetary limits of your **policy**. These benefits are explained fully in this handbook. **You** must read the tables in conjunction with the rest of your handbook.

Please make sure **you** call **us** on +44 (0) 1892 503 856 prior to **treatment** so **we** can confirm the extent of your cover and any limitations that may apply.

International Health Plan - Comprehensive	
Benefits	Amount payable
Areas of cover	Areas 1, 2 and 3
<p><b>Policy</b> benefit limit.  <b>We</b> will pay up to the maximum amount shown each <b>year</b> for each of <b>you</b>, this amount does not apply to benefit 17.</p>	£1,000,000
<b>In-patient and day-patient treatment</b>	
<p>1. <b>Hospital charges:</b> ie charges for <b>in-patient</b> or <b>day-patient treatment</b> made by a <b>hospital</b> including charges for psychiatric <b>treatment</b>, accommodation, <b>diagnostic tests</b>, operating theatre charges, physiotherapy, nursing care, drugs and dressings, and surgical appliances used by the <b>medical practitioner</b> during surgery.  <b>Out-patient diagnostic tests</b> and physiotherapy are payable under benefit 10, even if they are related to <b>in-patient</b> or <b>day-patient treatment</b>.</p>	<p>No annual maximum within your <b>policy</b> benefit limit.  <b>We</b> will pay this benefit when <b>you</b> have <b>treatment</b> in your <b>principal country of residence</b> or within your <b>area</b> or in any <b>UK hospital</b> or <b>day-patient unit</b> listed in the <b>UK</b> section of the <b>International Directory of Hospitals</b> (see also benefit 3).</p>
For more information on the above please see:	Page 37
<p>2. Surgeons', anaesthetists' and physicians' charges. This includes pre- and post-operative consultations whilst an <b>in-patient</b> or <b>day-patient</b> and includes intensive care. Related <b>out-patient</b> consultations are payable under benefit 8.  <b>Please note:</b> 'Consultation' means a consultation with a second <b>medical practitioner</b> arranged by the <b>medical practitioner</b> treating <b>you</b>.</p>	<p>No annual maximum within your <b>policy</b> benefit limit. <b>We</b> will pay this benefit when <b>you</b> have <b>treatment</b> in your <b>principal country of residence</b> or within your <b>area</b> or in any <b>UK hospital</b> or <b>day-patient unit</b> listed in the <b>UK</b> section of the <b>International Directory of Hospitals</b> (see also benefit 3).</p>
For more information on the above please see:	Page 39
<p>3. Outside <b>area of cover</b>.  This is to cover emergency <b>treatment</b>, or <b>treatment</b> of a <b>medical condition</b> which arises suddenly whilst outside your <b>area of cover</b>.</p>	<p>Up to six weeks <b>treatment</b> in any <b>year</b> within your <b>policy</b> benefit limit; additionally benefits are limited to a total of £15,000 for the USA or Canada.</p>
For more information on the above please see:	Page 41

<b>International Health Plan - Comprehensive</b>	
<b>Benefits</b>	<b>Amount payable</b>
<p>4. Out of directory cash benefit. This benefit is payable if <b>you</b> receive <b>in-patient</b> or <b>day-patient treatment</b> at a <b>hospital</b> or <b>day-patient unit</b> in the <b>UK</b> not listed in the <b>UK</b> section of the <b>International Directory of Hospitals</b>.</p>	<p>£100 each day for <b>day-patient treatment</b>. £100 each night for <b>in-patient treatment</b>.</p>
For more information on the above please see:	Page 37
<p>5. Cash benefit. This benefit is paid for each night <b>you</b> receive free <b>in-patient treatment</b> and only if: (i) <b>you</b> are admitted for <b>in-patient treatment</b> before midnight (ii) the <b>treatment you</b> receive free of charge would have been <b>eligible</b> for benefit privately under this <b>policy</b>.</p>	£100 each night.
<p>6. Parent accommodation. This benefit is for the cost of one parent staying in <b>hospital</b> with a child under 18 years old while the child is receiving <b>eligible</b> private <b>treatment</b>. The child must be covered by the <b>policy</b> and the benefit is paid from the child's benefits.</p>	<p>Paid in full provided <b>treatment</b> is in your <b>principal country of residence</b> or within your <b>area</b> or in any <b>UK hospital</b> listed in the <b>UK</b> section of the <b>International Directory of Hospitals</b> (see also benefit 3).</p>
<b>Out-patient treatment</b>	
<p>7. <b>Surgical procedures</b>. <b>We</b> will pay the surgeons' and anaesthetists' charges and the appropriate <b>hospital</b> charges. <b>We</b> will pay for pre- and post-operative consultations under benefit 8.</p>	No annual maximum within your <b>policy</b> benefit limit.
For more information on the above please see:	Page 37 – 40
These five benefits (8, 9, 10, 11 and 12) have a combined overall limit of £3,000 each <b>year</b> .	
<p>8. <b>Medical practitioner</b> charges for consultations – <b>we</b> will pay under this benefit for all consultations, including those related to <b>in-patient</b> or <b>day-patient treatment</b>.</p>	
For more information on the above please see:	Page 39
<p>9. Consultations and <b>treatment</b> for psychiatric illness.</p>	
For more information on the above please see:	Page 31
<p>10. <b>Diagnostic tests</b> and physiotherapy (including <b>diagnostic tests</b> or physiotherapy related to <b>in-patient</b> or <b>day-patient treatment</b>).</p>	
For more information on the above please see:	Page 23

## International Health Plan - Comprehensive

Benefits	Amount payable
11. Vaccinations administered by a <b>medical practitioner</b> .	
12. <b>Complementary practitioner</b> charges. For more information on the above please see:	Benefit 12 is limited to £300 each <b>year</b> . Page 39
13. Radiotherapy (the use of radiation to treat <b>cancers</b> ) and chemotherapy (the use of drugs to treat <b>cancers</b> ). For more information on the above please see:	No annual maximum within your <b>policy</b> benefit limit. Page 32
14. (i) Computerised tomography (CT), magnetic resonance imaging (MRI) and positron emission tomography (PET)  (ii) Out of directory scanning cash benefit. This benefit is payable for using a CT, MRI or PET facility in the <b>UK</b> that is not listed as a <b>scanning centre</b> in the <b>UK</b> section of the <b>International Directory of Hospitals</b> . For more information on the above please see:	Paid in full when <b>you</b> have <b>treatment</b> in your <b>principal country of residence</b> or within your <b>area</b> or in a <b>scanning centre</b> listed in the <b>UK</b> section of the <b>International Directory of Hospitals</b> . £100 each visit. Page 37
15. <b>Out-patient</b> drugs and dressings. This is for charges for <b>out-patient</b> drugs and dressings prescribed for <b>you</b> by a <b>medical practitioner</b> . This benefit does not apply to <b>out-patient</b> drugs and dressings prescribed for <b>you</b> by a general practitioner in the <b>UK</b> .  <b>Other benefits</b>	Up to £200 each <b>year</b> .
16. Ambulance transport. This is to pay for a road ambulance for emergency transport to or between <b>hospitals</b> , or when the <b>medical practitioner</b> says it is medically essential.	Up to £500 each <b>year</b> .
17. <b>Evacuation or repatriation service</b> . For more information on the above please see:	Paid in full. Page 41
18. Hospital-at-home. This is for <b>treatment</b> provided at home or another clinically appropriate setting for the administration of intravenous chemotherapy for the <b>treatment</b> of <b>cancer</b> or intravenous antibiotics which otherwise would require <b>you</b> to be admitted for <b>in-patient</b> or <b>day-patient treatment</b> .	Paid in full up to 14 days a <b>year</b> whilst in your <b>principal country of residence</b> or within your <b>area</b> . Paid in full within the <b>United Kingdom</b> when <b>treatment</b> : <ul style="list-style-type: none"><li>• is provided by a qualified nurse under the control of a <b>medical practitioner</b>; and</li><li>• is provided through a healthcare services supplier which <b>we</b> have a contract with for such services; and</li><li>• has been agreed by <b>us</b> before the <b>treatment</b> begins.</li></ul>

## International Health Plan - Comprehensive

Benefits	Amount payable
<p>19. <b>Day-patient</b> and <b>out-patient</b> radiotherapy and chemotherapy cash benefit.</p> <p>This benefit is paid for <b>day-patient</b> or <b>out-patient</b> radiotherapy or chemotherapy <b>you</b> receive free for the <b>treatment</b> of <b>cancer</b> and only if the <b>treatment you</b> receive would have been <b>eligible</b> for benefit privately under this <b>policy</b>.</p>	<p>£50 a day up to £5,000 a <b>year</b>.</p>
<p>For more information on the above please see: <span style="float: right;">Page 32</span></p>	
<p>20. Eyesight test cover.</p>	<p>Paid in full for one eyesight test each <b>year</b>.</p>
<p>For more information on the above please see: <span style="float: right;">Page 45</span></p>	
<p>21. Optical cover.</p> <p>This benefit is a contribution towards the cost of prescription spectacles and contact lenses needed to correct vision.</p>	<p>Up to £100 each <b>year</b>.</p>
<p>For more information on the above please see: <span style="float: right;">Page 45</span></p>	
<p>22. Dental Care.</p> <p><b>We</b> will pay 50% of the costs incurred. The maximum amount <b>we</b> will pay in a <b>year</b> is as shown.</p>	<p><b>Area 1</b> - £400 <b>Area 2</b> - £320 <b>Area 3</b> - £240</p>
<p>For more information on the above please see: <span style="float: right;">Page 25</span></p>	
<p>23. Accidental damage to teeth.</p>	<p>Paid in full up to £10,000 for each <b>year</b>.</p>
<p>For more information on the above please see: <span style="float: right;">Page 25</span></p>	
<p>24. Travel Insurance.</p>	<p>Optional.</p>
<p>For more information on the above please see separate policy leaflet</p>	
<p>25. Normal pregnancy and childbirth.</p> <p><b>In-patient</b> or <b>out-patient</b> antenatal and postnatal consultations and delivery.</p> <p>(Note: This benefit is only available as an optional benefit for groups with 10 or more employees covered by the group scheme. <b>You</b> should check with your Group Secretary at your <b>company</b> to see if <b>you</b> are entitled to this benefit).</p>	<p><b>We</b> will pay 80% of expenditure incurred up to £3,000 for each <b>year</b>. Benefit is not payable for expenditure incurred within 10 months of <b>you</b> taking out this <b>policy</b>.</p>
<p>For more information on the above please see: <span style="float: right;">Page 27</span></p>	
<p>26. Additional costs incurred for the <b>treatment</b> of <b>medical conditions</b> when they occur during pregnancy or childbirth.</p>	<p>Benefits can be claimed under items 1-18</p>
<p>For more information on the above please see: <span style="float: right;">Page 27</span></p>	

# International Health Plan benefits table – Standard

The table on the following few pages shows the benefits available to **you** together with the monetary limits of your **policy**. These benefits are explained fully in this handbook. **You** must read the tables in conjunction with the rest of your handbook.

Please make sure **you** call **us** on +44 (0) 1892 503 856 prior to **treatment** so **we** can confirm the extent of your cover and any limitations that may apply.

International Health Plan - Standard	
Benefits	Amount payable
Areas of cover	Areas 1, 2 and 3
<p><b>Policy</b> benefit limit.  <b>We</b> will pay up to the maximum amount shown each <b>year</b> for each of <b>you</b>, this amount does not apply to benefit 11.</p>	£750,000
<b>In-patient and day-patient treatment</b>	
<p>1. <b>Hospital charges:</b> ie charges for <b>in-patient</b> or <b>day-patient treatment</b> made by a <b>hospital</b> including charges for psychiatric <b>treatment</b>, accommodation, <b>diagnostic tests</b>, operating theatre charges, physiotherapy, nursing care, drugs and dressings, and surgical appliances used by the <b>medical practitioner</b> during surgery.</p>	<p>No annual maximum within your <b>policy</b> benefit limit.  <b>We</b> will pay this benefit when <b>you</b> have <b>treatment</b> in your <b>principal country of residence</b> or within your <b>area</b> or in any <b>UK hospital</b> or <b>day-patient unit</b> listed in the <b>UK</b> section of the <b>International Directory of Hospitals</b> (see also benefit 3).</p>
For more information on the above please see:	Page 37
<p>2. Surgeons', anaesthetists' and physicians' charges.  This includes pre- and post-operative consultations whilst an <b>in-patient</b> or <b>day-patient</b> and includes intensive care.  <b>Please note:</b> 'Consultation' means a consultation with a second <b>medical practitioner</b> arranged by the <b>medical practitioner</b> treating <b>you</b>.</p>	<p>No annual maximum within your <b>policy</b> benefit limit.  <b>We</b> will pay this benefit when <b>you</b> have <b>treatment</b> in your <b>principal country of residence</b> or within your <b>area</b> or in any <b>UK hospital</b> or <b>day-patient unit</b> listed in the <b>UK</b> section of the <b>International Directory of Hospitals</b> (see also benefit 3).</p>
For more information on the above please see:	Page 39
<p>3. Outside <b>area of cover</b>.  This is to cover emergency <b>treatment</b>, or <b>treatment</b> of a <b>medical condition</b> which arises suddenly whilst outside your <b>area of cover</b>.</p>	<p>Up to six weeks <b>treatment</b> in any <b>year</b> within your policy benefit limit; additionally benefits are limited to a total of £10,000 for the USA or Canada.</p>
For more information on the above please see:	Page 41

International Health Plan - Standard	
Benefits	Amount payable
<p>4. Out of directory cash benefit. This benefit is payable if <b>you</b> receive <b>in-patient</b> or <b>day-patient treatment</b> at a <b>hospital</b> or <b>day-patient unit</b> in the <b>UK</b> not listed in the <b>UK</b> section of the <b>International Directory of Hospitals</b>.</p>	<p>£100 each day for <b>day-patient treatment</b>. £100 each night for <b>in-patient treatment</b>.</p>
For more information on the above please see:	Page 37
<p>5. Cash benefit. This benefit is paid for each night <b>you</b> receive free <b>in-patient treatment</b> and only if: (i) <b>you</b> are admitted for <b>in-patient treatment</b> before midnight (ii) the <b>treatment you</b> receive free of charge would have been <b>eligible</b> for benefit privately under this <b>policy</b>.</p>	£100 each night.
<p>6. Parent accommodation. This benefit is for the cost of one parent staying in <b>hospital</b> with a child under 18 years old while the child is receiving <b>eligible</b> private <b>treatment</b>. The child must be covered by the <b>policy</b> and the benefit is paid from the child's benefits.</p>	Paid in full provided <b>treatment</b> is in your <b>principal country of residence</b> or within your <b>area</b> or in any <b>UK hospital</b> listed in the <b>UK</b> section of the <b>International Directory of Hospitals</b> (see also benefit 3).
<b>Out-patient treatment</b>	
<p>7. <b>Surgical procedures</b>. <b>We</b> will pay the surgeons' and anaesthetists' charges and the appropriate <b>hospital</b> charges.</p>	No annual maximum within your <b>policy</b> benefit limit.
For more information on the above please see:	Page 37 – 40
<p>8. Radiotherapy (the use of radiation to treat <b>cancers</b>) and chemotherapy (the use of drugs to treat <b>cancers</b>).</p>	No annual maximum within your <b>policy</b> benefit limit.
For more information on the above please see:	Page 32
<p>9. (i) Computerised tomography (CT), magnetic resonance imaging (MRI) and positron emission tomography (PET)</p> <p>(ii) Out of directory scanning cash benefit. This benefit is payable for using a CT, MRI or PET facility in the <b>UK</b> that is not listed as a <b>scanning centre</b> in the <b>UK</b> section of the <b>International Directory of Hospitals</b>.</p>	<p>Paid in full when <b>you</b> have <b>treatment</b> in your <b>principal country of residence</b> or within your <b>area</b> or in a <b>scanning centre</b> listed in the <b>UK</b> section of the <b>International Directory of Hospitals</b>.</p> <p>£100 each visit.</p>
For more information on the above please see:	Page 37

## International Health Plan - Standard

Benefits	Amount payable
<b>Other benefits</b>	
10. Ambulance transport. This is to pay for a road ambulance for emergency transport to or between <b>hospitals</b> , or when the <b>medical practitioner</b> says it is medically essential.	Up to £500 each <b>year</b> .
11. <b>Evacuation or repatriation service.</b> For more information on the above please see:	Paid in full. Page 41
12. <b>Day-patient</b> and <b>out-patient</b> radiotherapy and chemotherapy cash benefit. This benefit is paid for <b>day-patient</b> or <b>out-patient</b> radiotherapy or chemotherapy <b>you</b> receive free for the <b>treatment</b> of <b>cancer</b> and only if the <b>treatment you</b> receive would have been <b>eligible</b> for benefit privately under this <b>policy</b> . For more information on the above please see:	£50 a day up to £5,000 a <b>year</b> . Page 32
13. Dental Care. <b>We</b> will pay 50% of the costs incurred. The maximum amount <b>we</b> will pay in a <b>year</b> is as shown. For more information on the above please see:	<b>Area 1</b> - £400 <b>Area 2</b> - £320 <b>Area 3</b> - £240 Page 25
14. Accidental damage to teeth. For more information on the above please see:	Paid in full up to £10,000 for each <b>year</b> . Page 25
15. Travel Insurance. For more information on the above please see separate policy leaflet	Optional.
16. Additional costs incurred for the <b>treatment</b> of <b>medical conditions</b> when they occur during pregnancy or childbirth. For more information on the above please see:	Benefits can be claimed under items 1-11. Page 27

### Please note:

There is only limited cover for **out-patient treatment** as detailed on the **benefits table**.

There is no cover on the **policy** for **medical practitioner** charges or physiotherapy when they are carried out on an **out-patient treatment** basis.

## 4. Arranging treatment and making a claim

To ensure your claim proceeds smoothly, please follow these simple steps.

### When you have paid the bill

If **you** have already paid the bill and need to claim the expense back then the following procedure applies:

<b>Step One</b>	Request a claim form* from your Group Secretary or AXA PPP healthcare; to do this <b>you</b> need to call <b>us</b> . <b>You</b> can also complete an on-line form by visiting <b>our</b> website at <a href="http://www.axapphealthcare.com">www.axapphealthcare.com</a> . Please note that on some <b>company</b> schemes <b>we</b> require the Group Secretary to sign the claim form to confirm <b>you</b> are a valid member of the scheme. In such cases the Group Secretary should sign the claim form before <b>you</b> complete it.
<b>Step Two</b>	Complete the claim form* and ask your <b>medical practitioner</b> to complete the relevant section. Claims should be submitted as soon as possible and must be received by <b>us</b> within six months (unless this was not reasonably possible). Ensure all the necessary information is included, to avoid delays, and enclose original bills. <b>We</b> recommend <b>you</b> keep a copy for your own records.
<b>Step Three</b>	Send your completed claim form* and bills to: International Customer Service, AXA PPP healthcare, Phillips House, Crescent Road, Tunbridge Wells, Kent TN11 2PL, UK.
<b>Step Four</b>	Your claim will be assessed by one of <b>our</b> Personal Advisers and all <b>eligible</b> payments will be made.
<b>Step Five</b>	AXA PPP healthcare will send <b>you</b> a claims benefit statement confirming the amount of benefit paid for each claim.

\*In many cases a claim form may not be required.

## When you can have the bill settled directly with the hospital

The procedure to follow for direct settlement. If **you** are referred for **in-patient treatment**, **we** can arrange to settle the bill directly with the **hospital** if they are included in the **International Directory of Hospitals**.

<b>Step One</b>	<p>Two weeks prior to admittance (whenever possible) contact <b>our</b> team of Personal Advisers on +44 (0) 1892 503 856 Fax +44 (0) 1892 503 189.</p> <p>Provide <b>us</b> with the <b>hospital</b> name, telephone number, fax number, contact name at the <b>hospital</b> and the name of the <b>medical practitioner</b>.</p>
<b>Step Two</b>	<p>Either: complete and fax a claim form* to <b>us</b>; or take a claim form* with <b>you</b> and ask the <b>hospital</b> to complete it and fax it to <b>us</b>.</p>
<b>Step Three</b>	<p>Cover will be confirmed up to a maximum of 10 days, after which <b>we</b> will require further medical details.</p>
<b>Step Four</b>	<p>On admission show your membership card and ask the <b>hospital</b> to arrange direct settlement with AXA PPP healthcare.</p>
<b>Step Five</b>	<p>On departure ask the <b>hospital</b> to send the original claim form* and account to AXA PPP healthcare. Payment will be made direct to the <b>hospital</b> within 14 days of receipt.</p>
<b>Step Six</b>	<p>If <b>you</b> need on-going <b>out-patient treatment</b> – <b>We</b> can, in some instances, continue to settle bills direct, eg for courses of radiotherapy no further claim form is required.</p> <p>If <b>you</b> need repeat <b>in-patient/day-patient treatment</b> – A new claim form* is required for each and every stay, even if it for the same condition.</p>

\*In many cases a claim form may not be required.

If **you** need referral to a **medical practitioner** or **hospital** in the USA, **you** will need to call 1 800 308 2611 and follow the instructions. An adviser will confirm your entitlement to benefit for the proposed **treatment** and give **you** details on how to claim.

If **you** need to speak to **our** team of Personal Advisers for help on any other aspect of your membership please follow the instructions.

Any bills, together with your completed claim form, should be sent to

**AXA Assistance, PO Box 260338, Miami, Florida, 33126, USA.**

If **you** require **treatment** in the following countries, **our** associates can help **you** locate local providers and to settle accounts directly with them. The dedicated number to call is:

North America/Canada	Toll free 1 800 308 2611
Caribbean	} Toll free 1 888 467 0669; Call collect 1 312 935 3675
Central America	
South America	
China/Hong Kong	+852 28619287
Italy	800 914 816; +39 0642115610 (outside Italy)
Greece	800 1177742; +30 2109460204 (outside Greece)
Singapore	+65 63222503
South Africa	0861 MED CLAIM (633 25246); 24 hr +27 84 MEDICAL (6334225)

For **in-patient treatment**, **day-patient treatment** or major **out-patient treatment**, **we** recommend **you** contact **us** prior to receiving **treatment**. If **you** are unable to make contact before admission, **we** may not be able to guarantee a direct settlement so **you** may have to pay a deposit to the **hospital** or pay your bill in full upon leaving the **hospital**.

### What happens if I require emergency treatment?

If the **treatment** is given as an emergency then **you** will not be able to telephone **us** beforehand. Do however, ask somebody to telephone **us** as soon as possible and make sure that, when **you** are admitted to **hospital**, the **hospital** is given your membership card so that they can contact **us** straight away.

### How are my medical bills settled?

**In-patient treatment** outside the **UK**.

The **International Directory of Hospitals** includes a list of **hospitals** worldwide where AXA PPP healthcare has a Direct Settlement agreement.

This means that if **you** require **in-patient treatment** and it is received at one of the named **hospitals**, then **we** can settle **eligible** bills directly with the **hospital** on your behalf, subject to the terms of your **policy**, and providing that **treatment** has been pre-authorised by **us**. This in turn will save **you** from having to make a pre-payment on admission.

If the **hospital** to which **you** are to be admitted is not contained in the **International Directory of Hospitals**, **we** may still be able to settle your expenses directly.

AXA PPP healthcare has a Direct Settlement Desk which is dedicated to assisting **you** with the direct settlement procedures.

Direct Settlement Desk:

Tel +44 (0) 1892 503 915

Fax +44 (0) 1892 503 189

In the case of **out-patient treatment**, most **hospitals** will ask **you** to pay when **you** attend and give **you** a receipted bill to send to **us** for a refund.

Claims reimbursements will be paid through a local bank in the same currency as the claim using the exchange rate published in the Financial Times Guide to World Currencies current when **we** assess the claim, so long as that currency is one of the following:

Australia (Dollar); Bahrain (Dinar); Brunei (Dollar); Canada (Dollar); Denmark (Krone)\*; Europe (Euro); Hong Kong (Dollar); India (Rupee); Japan (Yen); Morocco (Dirham); New Zealand (Dollar); Norway (Krone); Oman (Riyal); Singapore (Dollar); South Africa (Rand); Sweden (Krona)\*; Switzerland (Franc); Thailand (Baht); Tunisia (Dinar); UAE (Dirham); United Kingdom (Pound)\*; USA (Dollar).

\* At the time of going to print, these countries are not transacting financial arrangements in the Euro currency, although this position may be subject to change. If **you** have any queries regarding claims payment in Euro currency, please call **us**.

**In-patient treatment** and **day-patient treatment** within the **UK**.

AXA PPP healthcare provides a direct settlement service for **our** International **policyholders** who have **treatment** in the **UK**. If **you** require **treatment** it must be in a **hospital** listed in the **UK** section of the **International Directory of Hospitals**. The **hospital** will send their **in-patient treatment** and **day-patient treatment** bills directly to **us** when **you** have provided a completed claim form or produced **our** confirmation of cover letter.

## What must I provide when making a claim?

4.1 Before **we** can consider a claim **you** must ensure that:

- **you** obtain and complete any form required by **us** in order to provide **us** with the necessary information and necessary legal permissions to handle your medical information and to assess your claim. **We** will require this as soon as possible and no later than six months from the date the **treatment** starts (unless this was not reasonably possible); and
- **we** receive original invoices for **treatment** costs; and
- **you** promptly give **us** all the information **we** request.

## Do I need to provide any other information?

4.2 It may not always be possible to assess the eligibility of your claim from the claim form (or patient's declaration and consent form) alone. In such situations **we** may require additional information and it is your responsibility to provide any reasonable additional information to enable **us** to assess your claim.

### **Be aware:**

In order to establish the eligibility of any claim, **we** may request access to your medical records including medical referral letters. If **you** unreasonably refuse to agree to such access **we** will refuse your claim and will recoup any previous monies that **we** have paid in respect of that **medical condition**.

4.3 There may be instances where **we** are uncertain about the eligibility of a claim. If this is the case, **we** may at **our** own cost ask a **medical practitioner** chosen by **us**, to advise **us** about the medical facts relating to a claim or to examine **you** in connection with the claim. In choosing a relevant **medical practitioner** **we** will take into account your personal circumstances. **You** must co-operate with any **medical practitioner** chosen by **us** or **we** will not pay your claim.

### **What should I do if I have cover on another insurance policy?**

4.4 **You** must tell **us** if **you** can claim any of the cost from another insurance policy. If another insurance policy is involved **we** will only pay **our** proper share.

### **What should I do if the benefits I am claiming for relate to an injury or medical condition caused by another person?**

4.5 **You** must tell **us** on the claim form (if applicable) or patient's declaration and consent form if **you** can claim any of the cost from anyone else. If benefits are claimed for **treatment to you** when the injury or **medical condition** was caused by some other person (the 'third party'), **we** will pay those benefits **you** can claim under the **policy**. If another insurance policy covers those benefits then **we** will only pay **our** proper share of the benefits. However, in paying those benefits, **we** obtain both through the terms of the **policy** and by law a right to recover the amount of those benefits from the third party. In this case, the following shall apply:

- **you** must tell **us** as quickly as possible if **you** believe a third party caused the injury or **medical condition**, or if **you** believe they were at fault. **We** may then write to **you** or the third party if **we** require further information; and
- **you** must include all monies paid by **us** in respect of the injuries (and interest on those monies) in your claim against the third party ('**our** outlay'); and
- **you** (or your solicitors) must keep **us** fully informed about the progress of your claim and any action against the third party or any pre-action matters; and
- **you** (or your solicitors) must keep **us** informed of the outcome of any action or settlement (providing **us** with access to the details of any such settlement);
- should **you** successfully recover any monies from the third party they should be repaid directly to **us** within 21 days of receipt on the following basis:
  - if the claim against the third party settles in full, **you** must repay **our** outlay in full; or
  - if **you** recover only a percentage of your claim for damages **you** must repay the same percentage of **our** outlay to **us**; or
  - if your claim is repaid as a global settlement (where **our** outlay is not individually identified), **you** must repay **our** outlay in the same proportion as the global settlement bears to your total claim for damages against the third party.
- If **you** do not repay to **us** such monies (and any interest recovered from the third party), **we** shall be entitled to recover the same from **you** and your **policy** may be cancelled in line with 14.3(d) in the Complaint and Regulatory Information section.

The rights and remedies in this clause are in addition to and not instead of rights or remedies provided by law.

# 5. Existing medical conditions

## Am I covered for medical conditions that I had prior to joining?

As medical insurance is designed primarily to provide cover for **treatment** of new **medical conditions** that arise after **you** join, there is generally no cover for **treatment** of **medical conditions** that existed prior to joining or for **medical conditions** arising from or associated with a **medical condition** that existed prior to joining.

### **Please note:**

In some circumstances **you** may have joined on different terms to those described above and **you** will find those terms on your membership statement.

#### 5.1 **We pay for eligible:**

- (a) **Treatment** of a **medical condition** that arises after **you** join and for **eligible treatment** of any other **medical condition** specifically detailed on your membership statement as included for benefit.

#### 5.2 **What we do not pay for:**

- (a) **Treatment** of any **medical condition** (or **treatment** of any **medical condition** arising from or associated with such a **medical condition**) which **you** already had when **you** joined and which **you** should have told **us** about when **we** asked but which **you** either:
  - did not tell **us** about at all; or
  - omitted to tell **us** about the full extent of it.This includes:
  - any current or previous **medical condition(s)** or symptoms, (whether or not being treated); and
  - any previous **medical condition(s)** which recur(s) or which **you** should reasonably have known about (even if **you** had not consulted a doctor).
- (b) **Treatment** of any other **medical condition** detailed on your membership statement as excluded for benefit.

## How will I know what medical conditions I am not covered for?

If **you** have completed a medical history declaration, your membership statement will show the **medical conditions we** will not cover. Please contact **us** if **you** are in any doubt about the extent of your cover.

## 6. Your cover for certain types of treatment

### Will my policy cover me for preventive treatment?

No, these **policies** have been designed to provide cover for necessary and active **treatment** of disease, illness or injury. Therefore, **we** do not pay for preventive **treatment** or for tests to establish whether a **medical condition** is present when there are no apparent symptoms.

#### Please note:

**We** do not pay for genetic tests, when those tests are undertaken to establish whether or not **you** may be genetically disposed to the development of a **medical condition**.

Prestige and Comprehensive members: **We** will pay for vaccinations administered by a **medical practitioner** as detailed in the **benefits table**. In addition, Prestige also provides cover for a male and female health screen as detailed in the **benefits table**.

### What other treatments are not covered?

There are also a number of other **treatments** (listed below) that your **policy** does not cover. These include **treatments** that may be considered a matter of personal choice (such as cosmetic **treatment**) and other **treatments** that are excluded from cover to keep premiums at an affordable level.

#### 6.1 **We** pay for eligible:

- (a) **Diagnostic tests** (as detailed in the **benefits table**).
- (b) Prestige members: Adult screening as detailed in the **benefits table**.
- (c) Prestige and Comprehensive members: Routine childhood vaccinations and vaccinations for the purpose of travel when they are administered by a **medical practitioner** in their place of practice. **We** will only pay for vaccinations if they are recommended by the World Health Organisation as appropriate for the country **you** are travelling to.
- (d) Initial reconstructive surgery to restore function or appearance after an accident or following surgery for a **medical condition**, provided that:
  - **we** have covered **you** continuously under a **policy of ours** since before the accident or surgery happened
  - **we** agree the cost of the **treatment** in writing before it is done (see also 6.2(g)).
- (e) **Treatment** of astigmatism where the astigmatism arises from the surgical replacement of the lens of the eye (see also 6.2(i)).

## 6.2 What we do not pay for:

- (a) **Treatment** which is not medically necessary or which may be considered a matter of personal choice.
- (b) Standard members: **Out-patient** physiotherapy, **medical practitioner** charges for **out-patient** consultations and **complementary practitioner** charges.
- (c) Vaccinations, routine preventive examinations or preventive screening (except as allowed in 6.1(c)).
- (d) Preventive **treatment**.
- (e) Standard members: **Out-patient** drugs or dressings.
- (f) The costs of providing or fitting any external prosthesis or appliance.
- (g) Cosmetic (aesthetic) surgery or **treatment**, or any **treatment** relating to previous cosmetic or reconstructive **treatment**. (See also 6.1(d)).
- (h) The removal of fat or surplus tissue from any part of the body whether or not it is needed for medical or psychological reasons (including but not limited to breast reduction).
- (i) Any other **treatment** of astigmatism or any other refractive errors. (See also 6.1(e)).
- (j) Any **treatment** to correct long or short-sightedness (except as detailed in the **benefits table**).
- (k) **Treatment** directed towards developmental delay in children whether physical or psychological or due to learning difficulties.
- (l) Any charges which **you** incur for social or domestic reasons (such as travel or home help costs) or for reasons which are not directly connected with **treatment**.
- (m) Any **treatment** needed as a result of nuclear contamination, biological contamination or chemical contamination, war (whether declared or not), act of foreign enemy, invasion, civil war, riot, rebellion, insurrection, revolution, overthrow of a legally constituted government, explosions of war weapons or any event similar to one of those listed.  
  
Please note, for clarity: There is cover for **treatment** required as a result of a **terrorist act** providing that **terrorist act** does not result in nuclear, biological or chemical contamination.
- (n) **Treatment** of injuries sustained from playing professional sport or from base jumping, cliff diving, flying in an unlicensed aircraft or as a learner, martial arts, free climbing, mountaineering with or without ropes, scuba diving to a depth of more than 10 metres, trekking to a height of over 2,500 metres, bungee jumping, canyoning, hangliding, paragliding or microlighting, parachuting, potholing, skiing off piste or any other winter sports activity carried out off piste.

## Will my policy cover me for dental treatment?

There is limited cover as detailed below:

### 6.3 We pay for eligible:

- (a) Costs incurred for dental care. **We** will pay 50% of the costs up to the limits shown on the **benefits table**.
- (b) **Treatment** made necessary by an accidental injury caused by an extra-oral impact, up to the limits shown on the **benefits table** when the following conditions will apply:
  - if the **treatment** involves replacing a crown, bridge facing, veneer or denture **we** will pay only the reasonable cost of a replacement of similar type or quality;
  - if implants are clinically needed **we** will pay only the cost which would have been incurred if equivalent bridgework was undertaken instead;
  - damage to dentures providing they were being worn at the time of the injury.

### 6.4 What **we** do not pay for:

- (a) The following dental **treatments**:
  - routine check-ups
  - scale and polish
  - cosmetic **treatment**
  - dental **treatment** made necessary as a result of neglect (neglect means failure to visit the dentist at least once in every **year**).
- (b) The cost of **treatment** made necessary by an accidental dental injury if:
  - the injury was caused by eating or drinking anything, even if it contains a foreign body
  - the damage was caused by normal wear and tear
  - the injury was caused when boxing or playing rugby (except school rugby) unless appropriate mouth protection was worn
  - the injury was caused by any means other than extra-oral impact
  - the damage was caused by toothbrushing or any other oral hygiene procedure
  - the damage is not apparent within seven days of the impact which caused the injury
  - the costs are incurred more than 18 months after the date of the injury which made the **treatment** necessary.
- (c) Any telephone or travelling expenses incurred in seeking dental advice or **treatment**.
- (d) Damage to dentures unless being worn at the time of the accident.

## Will my policy cover me for new or experimental treatments?

Your **policy** only covers **you** for established medical **treatments**.

### **Be aware:**

There is no cover for any **treatment** or procedure that has not been established as being effective or which is experimental.

### 6.5 We pay for eligible:

- (a) **Surgical procedures** listed in a technical document, called the schedule of procedures and fees, which lists the **surgical procedures we** pay benefits for. **We** will pay for **treatment** not listed if, before the **treatment** begins, it is established that the **treatment** is recognised as appropriate by an authoritative medical body and **we** have agreed with the **medical practitioner** and the **hospital** what the fees will be. If **you** would like a copy of the schedule of procedures and fees please refer to the AXA PPP healthcare website: [www.axapphealthcare.com](http://www.axapphealthcare.com).
- (b) Reasonable costs incurred for a live donor to donate an organ or tissue provided that:
  - the operations to both the donor and the recipient are carried out simultaneously; and either
  - both the donor and the recipient are immediate relatives (ie parent, child or sibling) and either the donor or the recipient is covered on this **policy**; or
  - both the donor and the recipient are members of AXA PPP healthcare at the time the operations are carried out and both have been members since before the recipient developed the **medical condition** requiring the transplant. (See also 6.6(c)).

### 6.6 What we do not pay for:

- (a) The use of a drug which has not been established as being effective or which is experimental. This means they must be licensed for use by the European Medicines Agency or the Medicines and Healthcare products Regulatory Agency and be used within the terms of that licence.
- (b) **Treatment** which has not been established as being effective or which is experimental. For established **treatment**, this means procedures and practices that have undergone appropriate clinical trial and assessment, sufficiently evidenced in published medical journals and/or approved by The National Institute for Health and Clinical Excellence for specific purposes to be considered proven safe and effective therapies.
- (c) The cost of collecting donor organs or tissue or for any related administration costs (such as, but not limited to, the cost of a donor search).

## Childbirth, pregnancy and sexual health

Prestige members: There is a benefit for normal pregnancy and childbirth shown on your **benefits table**. **We** will pay for **in-patient** or **out-patient** antenatal and postnatal consultations and delivery as detailed in the **benefits table**. This is in addition to the benefits available for **treatment** of a **medical condition** that is experienced during pregnancy and/or childbirth as described below.

**Our** policies are designed to provide cover for necessary and active **treatment** of a **medical condition** (which **we** define as a disease, illness or injury). This means for pregnancy and childbirth that **we** will pay for **eligible** additional **treatment** made necessary by a **medical condition** that is experienced during that pregnancy and/or childbirth. Your **policy** is not intended to provide cover for preventive **treatment**, monitoring or screening. **We** do not pay for the normal interventions required during pregnancy or childbirth as they are not **treatments** of a **medical condition** except as detailed above.

### **Be aware:**

As the extent of cover is limited in pregnancy and childbirth **we** strongly advise **you** to call **our** team of Personal Advisers so **we** can confirm the extent of the cover **we** will provide before **you** undertake any **treatment**.

### 6.7 **We** pay for **eligible**:

- (a) Prestige members: Normal pregnancy and childbirth - **we** will pay for **in-patient** or **out-patient** antenatal and postnatal consultations and delivery as detailed in the **benefits table**.

Please note: This benefit (as detailed in the **benefits table**), is available if **you** have Comprehensive cover and your **company** has chosen to include it in your cover.

- (b) Additional costs incurred for the **treatment** of **medical conditions** when they occur during that pregnancy or childbirth. As an illustration **we** would consider **treatment** of the following:
- ectopic pregnancy (where the foetus is growing outside the womb)
  - hydatidiform mole (abnormal cell growth in the womb)
  - retained placenta (afterbirth retained in the womb)
  - placenta praevia
  - eclampsia (a coma or seizure during pregnancy and following pre-eclampsia)
  - diabetes (If **you** have exclusions because of your past medical history which relate to diabetes, then **you** will not be covered for any **treatment** for diabetes during pregnancy)
  - post partum haemorrhage (heavy bleeding in the hours and days immediately after childbirth)
  - miscarriage requiring immediate surgical **treatment**
  - failure to progress in labour.

## 6.8 What **we** do not pay for:

- (a) Any costs related to pregnancy or childbirth (except as allowed in 6.7(a)).
- (b) Investigations into and **treatment** of infertility, contraception, assisted reproduction, sterilisation (or its reversal) or any consequence of any of them or of any **treatment** for them.
- (c) **Treatment** of impotence or any consequence of it.
- (d) **Treatment** of sexually transmitted diseases.
- (e) Gender re-assignment operations or any other surgical or medical **treatment** including psychotherapy or similar services which arise from, or are directly or indirectly associated with gender re-assignment.

# 7. Recurrent, continuing and long-term treatment

## Will my policy cover me for recurrent, continuing or long-term treatment?

Your **policy** covers **treatment** of **medical conditions** that respond quickly to **treatment** – defined in **our** glossary as **acute conditions**. These **policies** are not intended to cover **you** against the costs of recurrent, continuing or long-term **treatment** of **chronic conditions**.

**We** define a **chronic condition** in the glossary on page 52 as:

A disease, illness or injury that has one or more of the following characteristics:

- it needs ongoing or long-term monitoring through consultations, examinations, check-ups and/or tests
- it needs ongoing or long-term control or relief of symptoms
- it requires your rehabilitation or for **you** to be specially trained to cope with it
- it continues indefinitely
- it has no known cure
- it comes back or is likely to come back.

### Please note:

Your **policy** will cover **you** for the following phases of **treatment** for a **chronic condition**:

- the initial investigations to establish a diagnosis
- **treatment** for a period of a few months following diagnosis to allow the **medical practitioner** to start **treatment**
- the routine **out-patient** drugs prescribed by the **medical practitioner** for the purpose of maintaining a chronic condition in its controlled state, up to the limits detailed in the benefits table
- anticoagulation therapy and pacemaker checks relating to a **chronic condition**
- the **in-patient treatment** of acute exacerbations or complications (flare-ups) in order to quickly return the **chronic condition** to its controlled state.

## What happens if I require recurrent or long-term treatment?

In the unfortunate event that the **treatment** **you** are receiving becomes recurrent, continuing or long-term, the costs for **treatment** of that **chronic condition** (including long-term monitoring, consultations, check-ups and examinations) will not be covered under your **policy**. **We** will write to let **you** know if this is the case.

There are certain conditions that are likely to require ongoing **treatment** – such as Crohn's disease (inflammatory bowel disease) and long-term depressive illness – which require management of recurrent episodes where the condition's symptoms deteriorate. Because of the ongoing nature of these conditions **we** will write to tell **you** when the benefit for that condition will stop.

## Cover for specified chronic conditions

Prestige and Comprehensive members: This **policy** will also cover **you** for **out-patient** routine follow-up consultations (and associated **diagnostic tests**) with a **medical practitioner** for the purpose of monitoring the on-going control of a **specified chronic condition** up to the levels allowed in the **benefits table**.

**We** define what **we** mean by a **specified chronic condition** in the glossary on page 52 as: angina, asthma, **cancer**, chronic obstructive pulmonary disease, Crohns disease, diabetes, epilepsy, heart valve problems, high blood pressure, high cholesterol, glaucoma, osteoarthritis, rheumatoid arthritis, thyroid problems and ulcerative colitis.

## Where can I find out more about cover for chronic conditions?

**We** publish a leaflet which explains how **we** deal with payment for **treatment** of **chronic conditions**. This is available on **our** website: [www.axapphealthcare.com](http://www.axapphealthcare.com) and can also be obtained from **us**. **You** will also find further explanation of how **we** deal with payment for **cancer treatments** on page 32.

### 7.1 **We** pay for **eligible**:

- (a) **Treatment** of an **acute condition** and the short-term **in-patient treatment** intended to stabilise and bring under control a **chronic condition**.
- (b) Prestige and Comprehensive members: **Out-patient** routine follow-up consultations (and associated **out-patient diagnostic tests**) with a **medical practitioner** for the purposes of monitoring the on-going control of a **specified chronic condition**.
- (c) Prestige and Comprehensive members: The routine **out-patient** drugs prescribed by the **medical practitioner** for the purpose of maintaining a **chronic condition** in its controlled state, up to the limits detailed in the **benefits table**.
- (d) Kidney dialysis for up to six weeks during preparation for kidney transplant.
- (e) **In-patient** rehabilitation of up to 28 days when it is an integral part of **treatment**; and
  - it is carried out by a **medical practitioner** specialising in rehabilitation
  - it is carried out in a recognised rehabilitation **hospital** or unit
  - the costs have been agreed by **us** before the rehabilitation begins.

**We** will extend **in-patient** rehabilitation to a maximum of 180 days in cases of severe central nervous system damage caused by an external trauma.

- (f) Hormone replacement therapy (HRT) only when it is medically indicated for the **treatment** of menopause resulting from medical intervention, when **we** will pay for the **medical practitioner's** consultations and for the cost of the implants (but not patches or tablets). **We** will only pay benefits for a maximum of 18 months from the date of the medical intervention.

## 7.2 What **we** do not pay for:

- (a) Ongoing, recurrent or long-term **treatment** of any **chronic condition**.
- (b) The monitoring of a **medical condition**.
- (c) Any **treatment** which only offers temporary relief of symptoms rather than dealing with the underlying **medical condition**.
- (d) Routine follow-up consultations.
- (e) Regular or long-term kidney dialysis in the case of chronic kidney failure.
- (f) **Treatment** of any **medical condition** which arises in any way from HIV infection.
- (g) Any hormone replacement therapy (HRT) except for the **treatment** of menopause resulting from medical intervention.

## What cover do I have for psychiatric treatment?

**You** have cover for the **treatment** of psychiatric illness, subject to all other benefit limitations and exclusions on your **policy**.

### If treatment is received outside the UK

If **in-patient treatment** of a psychiatric illness is needed outside of the **UK**, it will be necessary for the **policyholder** or a family member to contact **us**. **We** can then contact the **hospital** to discuss your **treatment** and advise them on the benefits that are available. **We** can also request that the **hospital** send their bills directly to **us**.

### If treatment is received in the UK

Should **you** require **in-patient treatment** of a psychiatric illness, the **hospital** will contact **us** prior to your admission to check whether your **policy** will cover that **treatment**. If **we** are able to confirm cover **we** will agree with the **hospital** to pay for an initial period of hospitalisation.

Should **you** need to stay in **hospital** longer than was initially agreed, then **we** will ask the **medical practitioner** to provide further details to enable **us** to assess why further **treatment** is necessary. Any cover for **treatment** of psychiatric illness will be subject to **our** rules on **chronic conditions**.

## 7.3 **We** pay for eligible:

- (a) **Treatment** of psychiatric illness. **We** have an agreement with psychiatric **hospitals** in the **UK** regarding **in-patient treatment** of psychiatric illness under which the **hospital** will contact **us** directly to confirm whether cover is available.

## 7.4 What **we** do not pay for:

- (a) **Treatment** which arises from or is directly or indirectly caused by a deliberately self-inflicted injury or an attempt at suicide.
- (b) **Treatment** of, or **treatment** which arises from or is in any way connected with, alcohol abuse, drug abuse or substance abuse.
- (c) Benefits for more than 100 days in your lifetime for **in-patient treatment** of psychiatric illness.

## Will my policy cover me for cancer treatment?

**You** are covered for **treatment** of a new **cancer** which arises after **you** join and for any recurrence of this **cancer**. If **you** have exclusions because of your past medical history which relate to a **cancer**, then **you** will not be covered for any recurrence of **cancer**.

Please refer to the section ‘Existing medical conditions’ on page 22 for further information on your cover for pre-existing **medical conditions**.

Your **policy** covers the investigation and **treatment** intended to affect the growth of the **cancer** by shrinking it, stabilising it or slowing the spread of disease. This includes surgery, radiotherapy or chemotherapy, alone or in combination.

The **policy** does not cover the long term management of **cancer** other than shown below and there is no cover for **treatment** given solely to relieve symptoms.

### **Please note:**

This cover is subject to the restrictions on the **policy** on **out-patient treatment** and the overall **policy** benefit limit shown in your **benefits table**.

## What if I receive treatment for free?

Should **you** choose to receive your **treatment** and incur no charges in relation to that **treatment you** will be **eligible** to receive the cash benefits shown in the **benefits table**, when **you** receive **eligible day-patient** or **out-patient** radiotherapy or chemotherapy **treatment** or **eligible in-patient treatment**.

The following table is a summary of the cover provided for **cancer** under this **policy** and should be read alongside the rest of the handbook, including the **benefits table**.

Summary of cancer cover for International Health Plan Small corporate		
	Cover	
Where am I covered for treatment?	✓	<b>Treatment</b> of <b>cancer</b> at a <b>hospital</b> in your <b>principal country of residence</b> or within your <b>area</b> , or in any <b>UK hospital, day-patient unit</b> or <b>scanning centre</b> listed in the <b>UK</b> section of the <b>International Directory of Hospitals</b> .
	✗	Charges made for the <b>treatment</b> of <b>cancer</b> in the <b>UK</b> at a <b>hospital, day-patient unit</b> or <b>scanning centre</b> not listed in the <b>UK</b> section of the <b>International Directory of Hospitals</b> .
	✓ Comprehensive and Prestige members only	Intravenous chemotherapy received at home in the circumstances shown on the <b>benefits table</b> .
	✗	<b>Treatment</b> received at a hospice.

Summary of cancer cover for International Health Plan Small corporate		
What cover do I have for diagnostic procedures?	✓	<b>In-patient and day-patient:</b> <ul style="list-style-type: none"> <li>consultations with a <b>medical practitioner</b>; and</li> <li><b>diagnostic tests</b>.</li> </ul> Surgical procedures as shown below. CT, MRI and PET scans.
	✓	
	✓	
	Comprehensive and Prestige members only	<b>Out-patient consultations with a medical practitioner and out-patient diagnostic tests</b> ordered by a <b>medical practitioner</b> , subject to any <b>out-patient</b> benefit limits.
	✗ Standard members only	There is no cover for <b>out-patient medical practitioner charges</b> , including consultations and <b>diagnostic tests</b> .
	✗	Genetic screening required to establish a genetic predisposition to certain forms of <b>cancer</b> .
What cover do I have for surgical treatment?	✓	<b>Surgical procedures</b> for the <b>treatment</b> or diagnosis of <b>cancer</b> , as shown on page 26 when that <b>treatment</b> has been established as being effective.
	✗	Experimental or unproven surgery. Please refer to the 'Your cover for certain types of treatment' section on page 23 for further information.
Am I covered for preventive treatment?	✗	Preventive <b>treatment</b> , for example: <ul style="list-style-type: none"> <li>Screening undertaken as a preventive measure where there are no symptoms of <b>cancer</b>. For example, if <b>you</b> receive genetic screening, the result of which shows a genetic predisposition to breast <b>cancer</b>, <b>you</b> would not be covered for the screening or a prophylactic mastectomy to prevent the development of breast <b>cancer</b> in the future.</li> <li>Vaccines to prevent the development or recurrence of <b>cancer</b>, for example vaccinations for the prevention of cervical <b>cancer</b>.</li> </ul>
What cover do I have for drug therapy?	✓	Drug <b>treatment of cancer</b> (such as chemotherapy drugs, hormone therapies and biological therapies) where the drug has been licensed for use by the European Medicines Agency or the Medicines and Healthcare products Regulatory Agency and is used within the terms of that licence.

## Summary of cancer cover for International Health Plan Small corporate

	<p>✓ Prestige members only</p>	<p>There are some drug <b>treatments</b> for <b>cancer</b> that are typically given for prolonged periods of time. Such prolonged <b>treatment</b> normally falls outside benefit. However in the case of <b>treatment of cancer we</b> make an exception (subject to the limits detailed below) for chemotherapy drugs and biological therapies such as trastuzumab (Herceptin) and bevacizumab (Avastin).</p> <p>The cover provided by this <b>policy</b> for such prolonged <b>cancer drug treatment</b> is payable once per course of <b>cancer treatment</b>. By 'course of <b>cancer treatment</b>' we mean from diagnosis of a primary or secondary <b>cancer</b> (whichever occurs first) through to the final surgery, radiotherapy or chemotherapy for that primary or secondary <b>cancer</b> (whichever occurs last).</p> <p>These drug <b>treatments</b> will be covered for up to:</p> <ul style="list-style-type: none"> <li>• three years of such <b>treatment</b>; or</li> <li>• the period of the drug licence whichever is the shorter.</li> </ul> <p>The time limit starts from when <b>you</b> first started receiving the drug funded by <b>us</b>.</p> <p>These drugs will be <b>eligible</b> for benefit when they are used within the terms of their licence.</p> <p><b>Please note:</b> changes in drug licensing mean that <b>cancer drug treatments</b> covered under this <b>policy</b> will change from time to time. For further information on licensed <b>cancer treatment</b> please contact <b>our</b> team of Personal Advisers.</p>
	<p>✓ Comprehensive and Standard members only</p>	<p>There are some drug <b>treatments</b> for <b>cancer</b> that are typically given for prolonged periods of time. Such prolonged <b>treatment</b> normally falls outside benefit. However in the case of <b>treatment of cancer we</b> make an exception (subject to the limits detailed below) for chemotherapy drugs and biological therapies such as trastuzumab (Herceptin) and bevacizumab (Avastin).</p> <p>The cover provided by this <b>policy</b> for such prolonged <b>cancer drug treatment</b> is payable once per course of <b>cancer treatment</b>. By 'course of <b>cancer treatment</b>' we mean from diagnosis of a primary or secondary <b>cancer</b></p>

## Summary of cancer cover for International Health Plan Small corporate

		<p>(whichever occurs first) through to the final surgery, radiotherapy or chemotherapy for that primary or secondary <b>cancer</b> (whichever occurs last).</p> <p>These drug <b>treatments</b> will be covered for up to:</p> <ul style="list-style-type: none"> <li>• one year of such <b>treatment</b>; or</li> <li>• the period of the drug licence whichever is the shorter.</li> </ul> <p>The time limit starts from when <b>you</b> first started receiving that drug, however it may have been funded.</p> <p>In any event, these drugs will only be <b>eligible</b> for benefit when they are used within the terms of their licence and in circumstances where they are proven to be effective <b>treatments</b>.</p> <p><b>Please note:</b> changes in drug licensing mean that <b>cancer</b> drug <b>treatments</b> covered under this <b>policy</b> will change from time to time. For further information on licensed <b>cancer treatment</b> please contact <b>our</b> team of Personal Advisers.</p>
	<p>✓ Comprehensive and Prestige members only</p>	<p><b>Out-patient</b> drugs and drugs prescribed by your <b>medical practitioner</b>, subject to the limits in the <b>benefits table</b>.</p>
	<p>✗ Standard members only</p>	<p><b>Out-patient</b> drugs and drugs prescribed by your <b>medical practitioner</b>.</p> <p>For example, hormone therapy tablets (such as Tamoxifen) are <b>out-patient</b> drugs and therefore are not covered by <b>our</b> policies.</p>
	<p>✗</p>	<p>Except for the cover provided for chemotherapy drugs and biological therapies previously described there is no cover for drug <b>treatment</b> given to prevent a recurrence of <b>cancer</b>, for the maintenance of remission or where its use is continuing without a clear end date. Such ongoing <b>treatments</b> are not <b>eligible</b> although, if they are given by injection, for example goserelin (Zoladex), <b>we</b> would pay for up to three months to allow the <b>treatment</b> to be established.</p>
<p><b>Am I covered for radiotherapy?</b></p>	<p>✓</p>	<p>Radiotherapy, including when used to relieve pain.</p>

Summary of cancer cover for International Health Plan Small corporate		
Am I covered for terminal care?	X	There is no cover for terminal care, wherever carried out.
Am I covered for monitoring?	✓ Comprehensive and Prestige members only	Follow up consultations and reviews of <b>cancer</b> will be covered for 10 years from your last surgery, chemotherapy or radiotherapy for that <b>cancer</b> , subject to any <b>out-patient</b> benefit limits.
	X Standard members only	Monitoring of <b>cancer</b> usually takes place during <b>out-patient</b> consultations which are not covered by this <b>policy</b> . Therefore <b>you</b> do not have cover for the monitoring of <b>cancer</b> .
Am I covered for bone marrow or stem cell treatment?	✓	Stem cell <b>treatment</b> and bone marrow <b>treatment</b> , including the reasonable costs incurred for a live donor to donate bone marrow or stem cells as shown in section 6.5(b).
	X	Any related administration costs (such as, but not limited to, transport costs and the cost of a donor search).

## 8. Where you are covered for treatment

### Which hospitals do I have cover for?

**You** can use any **hospital** in your **principal country of residence** or within your **area** and **we** will pay the reasonable charges. However, **we** cannot settle bills for **in-patient treatment** directly with all **hospitals**; please refer to 'How are my medical bills settled?' on page 17 and the **International Directory of Hospitals**.

**We** will pay for **eligible** charges in the **UK** made by a provider **we** have an agreement with for the use of their facilities on an **out-patient treatment** basis (which may include charges for the use of drugs). However, if **you** need **in-patient treatment, day-patient treatment** or computerised tomography (CT), magnetic resonance imaging (MRI) or positron emission tomography (PET) in the **UK** **you** must use a **hospital, day-patient unit** or **scanning centre** in the **UK** section of the **International Directory of Hospitals**.

**We** have chosen **hospitals** for inclusion in the **UK** section in the **International Directory of Hospitals** based on the quality, value and range of services that they provide and **we** have an **Agreement** with them under which they will provide services to **our** customers.

#### **Please note:**

If **we** are unable, after reasonable negotiation, to conclude the **Agreement** in whole or part, it may be necessary from time to time for **us** to suspend the use of a **hospital, day-patient unit** or **scanning centre** listed in the **UK** section of the **International Directory of Hospitals** to protect the interests of all **our** customers. In such an event **we** will indicate the suspension on **our** website [www.axapphealthcare.com](http://www.axapphealthcare.com). To be assured of cover, please call **our** team of Personal Advisers in advance of any **treatment**.

**We** also have specific arrangements in regard to **eligible** cataract **surgical procedures** in the **UK** as detailed below.

### What happens if I choose to have treatment at a hospital, day-patient unit or scanning centre in the UK which is not in the UK section of the International Directory of Hospitals?

If **you** have **in-patient treatment** or **day-patient treatment** in any **hospital** or **day-patient unit** not in the **UK** section of the **International Directory of Hospitals**, or MRI, CT or PET in any **scanning centre** which **we** do not list in the **UK** section of the **International Directory of Hospitals**, then **we** will only pay **you** a small cash benefit as shown on the **benefits table**. **You** will be entirely responsible for paying the **hospital** bills.

### **Be aware:**

If it is medically necessary for **you** to use a **hospital, day-patient unit** or **scanning centre** not listed in the **UK** section of the **International Directory of Hospitals** and **we** have specifically agreed to this in writing before the **treatment** begins then **we** will pay those **hospital** charges.

### **Where can I receive eligible cataract surgical treatment in the UK?**

If **you** require a cataract **surgical procedure** in the **UK** **we** will pay for **eligible treatment** when your GP refers **you** directly to a **facility** with which **we** have an agreement to provide cataract **surgical procedures**.

### **Please note:**

**We** recommend that **you** call **us** prior to receiving any **treatment** to ensure that the **treatment you** need will be covered.

#### **8.1 We pay for eligible:**

- (a) Charges made by, or incurred in, a **hospital** in your **principal country of residence** or within your **area**. **We** will pay the reasonable charges for the use of a single en-suite room. If **you** receive emergency **treatment** or **treatment** of a **medical condition** which arises suddenly, in any other **hospital** **we** will pay only the outside **area of cover** benefit shown in the **benefits table**.
- (b) Cataract **surgical procedures** in the **UK** following referral by a GP to a **facility** in the **UK** with which **we** have an agreement for the provision of cataract **surgical procedures**.
- (c) Charges made in the **UK** by a provider **we** have an agreement with for the use of their facilities on an **out-patient treatment** basis (which may include charges for the use of drugs).

#### **8.2 What we do not pay for:**

- (a) Any charges from health hydros, spas, nature cure clinics or any similar place, even if it is registered as a **hospital**.
- (b) Special nursing in **hospital** unless **we** have agreed beforehand that it is necessary and appropriate.
- (c) **In-patient treatment** charges for any **hospital** outside the **UK** which are unreasonable or excessive.

## 9. Who we pay for treatment

Your **policy** can provide benefit for **eligible treatment** provided by **medical practitioners**.  
Prestige and Comprehensive members: This **policy** also provides benefit for **eligible treatment** provided by **complementary practitioners** and **physiotherapists**.

### What services provided by medical practitioners, physiotherapists and complementary practitioners are eligible for benefit?

**Medical practitioners'** fees for **treatment** in **hospital** and **surgical procedures** are **eligible** for benefit, subject to any limits of this **policy**. **We** do not pay charges for administration costs of written reports.

Prestige or Comprehensive members: **Medical practitioners'** fees for consultations, **out-patient diagnostic tests**, and vaccinations are **eligible** for benefit, subject to any limits of this **policy**. **Complementary practitioners'** and **physiotherapists'** charges for **treatment** are covered, subject to any limits of this **policy**.

### Will treatment charges be met in full?

**We** publish a document called the 'schedule of procedures and fees' which sets out what **we** will pay **medical practitioners, physiotherapists** and **complementary practitioners**, for the services they provide to **our** customers. **We** will pay **eligible** fees in full when a **medical practitioner, physiotherapist** or **complementary practitioner** charges up to the level shown within the schedule of procedures and fees. This is available on **our** website: [www.axapphealthcare.com](http://www.axapphealthcare.com) or by contacting **our** Personal Advisory Team.

**We** strongly advise that **you** call **us** before **you** receive **treatment**, to confirm whether **we** will pay the **treatment** charges in full for the person **you** are planning to see. If **we** will not pay the fee in full **we** will tell **you** how much **we** will pay towards the cost of your **treatment**, from the schedule of procedures and fees. **We** have identified **medical practitioners, physiotherapists** and **complementary practitioners** in the **UK** whose fees **we** pay in full, and these make up the majority of all practitioners.

### What if an anaesthetist becomes involved in my treatment in the UK?

Before receiving surgical **treatment** it is advisable to establish which anaesthetist your **medical practitioner** intends to use. This will mean **we** can tell you if that anaesthetist is one who **we** pay in full or, if this is not the case, what fee **we** will pay (as set out in the schedule of procedures and fees). However, if **you** don't know when **you** call us which anaesthetist your **medical practitioner** intends to use **we** will make every effort to notify **you** whether they commonly work with an anaesthetist who **we** do not pay in full.

## 9.1 We pay for eligible:

- (a) **Treatment** charges in the **UK** made at the level set out in **our** schedule of procedures and fees, or at the amount charged if lower than that level.

## 9.2 What we do not pay for:

- (a) Charges made by a **medical practitioner, physiotherapist or complementary practitioner** when **you** have been referred by a member of your family, or if that **medical practitioner, physiotherapist or complementary practitioner** is a member of your family.
- (b) **Treatment** charges made when they are above the level set out in **our** schedule of procedures and fees.
- (c) **Treatment** charges made by a **specialist, complementary practitioner or clinical practitioner** who **we** have identified to **you** as someone whose fees **we** will pay in full if, without **our** prior agreement, they charge significantly more than their usual amount for **treatment**.
- (d) Charges for general chiropody or foot care even if this is carried out by a surgical podiatrist.
- (e) Any charges made for written reports or any other administrative costs.

# 10. Emergency treatment abroad

## What out of area cover do I have on my policy?

Your **policy** has been designed primarily to provide cover for medical **treatment** received within your **area of cover**. There is some limited out of **area** cover for emergency **treatment** as detailed in the **benefits table**.

## Can I be repatriated to my principal country of residence or area for treatment?

There may be reasons why **you** would prefer to return to your **principal country of residence** or **area** for **treatment** which does not involve an emergency admission. In this case **you** will be covered by the benefits of this **policy** on return to your **principal country of residence** or **area** and can claim in the usual way. The cost of returning to your **principal country of residence** or **area** in these circumstances will be your responsibility.

However should **you** be injured or become ill suddenly and need immediate emergency **in-patient treatment** then the **evacuation or repatriation service** will become available to **you**. The exclusions in other parts of this document do not apply to the **evacuation or repatriation service** but will apply to **treatment** in your **principal country of residence, home country** or any country to which **you** have been evacuated. If **you** need the **evacuation or repatriation service** **you** must contact the emergency control centre so that immediate help or advice can be given over the phone.

Arrangements may then be made for an **appointed doctor** to see **you** and to move **you** or bring **you** back to your **principal country of residence** if necessary. If an **appointed doctor** thinks it is necessary then the **evacuation or repatriation service** will be carried out under medical supervision.

The full rules relating to the **evacuation or repatriation service** can be found under 10.3 and 10.4.

### 10.1 We pay for eligible:

- (a) Emergency **treatment** or **treatment** of a **medical condition** which arises suddenly whilst outside of your **area of cover** up to the limits shown in the **benefits table**.
- (b) **We** will pay the reasonable charges for the use of a single en-suite room where applicable.

### 10.2 What we do not pay for:

- (a) Claims on this **policy** if **you** live in the **UK**. This means **you** will be in the **UK** for more than six months in the **year**. **You** must tell **us** if **you** change your **principal country of residence** even if staying in the same **area**. If **you** don't tell **us** **we** can refuse to pay benefits.

- (b) Claims if **you** have travelled outside your **area of cover** to get **treatment** (whether or not that was the only reason) or travelled against medical advice (including the published advice of the Chief Medical Officer of the Department of Health of England).
- (c) **In-patient treatment** charges for any **hospital** outside the **UK** which are unreasonable or excessive.

## Specific terms relating to the overseas evacuation or repatriation service

10.3 The overseas **evacuation or repatriation service** is available to provide the following services when the arrangements are made by **us**:

- (a) Transferring **you** by air ambulance, regular airline or any other method of transport **we** consider appropriate. **We** will decide the method of transport and the date and time.
- (b) If **you** are admitted to **hospital** whilst in your **principal country of residence** then, if in the opinion of the **appointed doctor** the medical facilities in the **principal country of residence** are not suitable or adequate, **you** will be evacuated to the nearest place where appropriate services are available.
- (c) Cover for the reasonable and necessary transport and additional accommodation costs for another person, who must be 18 or over, to accompany **you** if **you** are under 18 (or in other cases where **we** believe that your **medical condition** makes it appropriate) while **you** are being moved.
- (d) Cover for the reasonable additional travelling and accommodation costs incurred in returning to the **principal country of residence** any family members covered by an AXA PPP healthcare policy who are accompanying **you** on the overseas journey.
- (e) Bringing your body back to a port or airport in your **principal country of residence** or your **home country**, if **you** die outside your **home country**.

10.4 The overseas **evacuation or repatriation service** will not be available for the following:

- (a) Any **medical condition** which does not prevent **you** from continuing to travel or work and which does not need immediate emergency **in-patient treatment**.
- (b) Any costs incurred which arise from, or are directly or indirectly caused by a deliberately self-inflicted injury or an attempt at suicide.
- (c) Any costs incurred which arise from or are in any way connected with, alcohol abuse, drug abuse or substance abuse.
- (d) Any costs incurred as a result of engaging in any sports or activity as a professional or taking part in base jumping, cliff diving, flying in an unlicensed aircraft or as a learner, martial arts, free climbing, mountaineering with or without ropes, scuba diving

to a depth of more than 10 metres, trekking to a height of over 2,500 metres, bungee jumping, canyoning, hanggliding, paragliding or microlighting, parachuting, potholing, skiing off piste or any other winter sports activity carried out off piste.

- (e) Moving **you** from a ship, oil-rig platform or similar off-shore location.
- (f) Any costs that **we** do not approve beforehand or costs incurred where **we** have not been told about the accident or illness for which **you** need the overseas **evacuation or repatriation service** within 30 days of it happening (unless this was not reasonably possible).
- (g) **Treatment** costs other than for the necessary **treatment** administered by the international assistance company appointed by **us** whilst they are moving **you**.
- (h) Any unused portion of your travel ticket, and that of any accompanying person, will immediately become **our** property and **you** must give it to **us**.
- (i) Any costs incurred as a result of nuclear, biological or chemical contamination, war (whether declared or not), act of foreign enemy, invasion, civil war, riot, rebellion, insurrection, revolution, overthrow of a legally constituted government, explosions of war weapons or any event similar to one of those listed.
- (j) Any costs incurred if at the time of travel **you** are travelling to a country or area that the UK Foreign and Commonwealth Office lists as a place which they either advise against:
  - all travel to; or
  - all travel on holiday or non essential business.This exclusion applies whatever your reason for travel.

## 10.5 **We will not be liable in respect of the overseas **evacuation or repatriation service** for:**

- (a) Any failure to provide the overseas **evacuation or repatriation service** or for any delays in providing it, unless the failure or delay is caused by **our** negligence (including that of the international assistance company **we** have appointed to act for **us**), or of agents appointed by either party.
- (b) Failure or delay in providing the overseas **evacuation or repatriation service** if:
  - by law the overseas **evacuation or repatriation service** cannot be provided in the country in which it is needed; or
  - the failure or delay is caused by any reason beyond **our** control including, but not limited to, strikes and flight conditions.
- (c) Injury or death caused while **you** are being moved unless it is caused by **our** negligence or the negligence of anyone acting on **our** behalf.

# 11. Health at Hand

## How could Health at Hand help me?

Health at Hand is a telephone based multi-clinic information service, so you will have the reassurance of immediate access to a qualified and experienced team of healthcare professionals 24 hours a day, 365 days a year.

The team of nurses, pharmacists, counsellors and midwives is on hand to give you the benefit of their expertise. They will also answer your questions and give you all the latest information on specific illnesses, treatments and medications as well as details of local and national organisations. They can also send you free fact sheets and leaflets on a wide range of medical issues, conditions and treatments, and will happily phone you back afterwards to discuss any further questions you may have from what you have read.

### **Please note:**

Health at Hand does not diagnose or prescribe and is not designed to take the place of your GP. However, it can provide you with valuable information to help put your mind at rest. As Health at Hand is a confidential service, any information you discuss is not shared with our team of Personal Advisers. If you wish to authorise treatment, enquire about a claim or have a membership query our team of Personal Advisers will be happy to help you.

### **Health at Hand can help you make informed choices day or night**

Whether you are calling because you have late night worries about a child's health or you have some questions that you forgot to ask your GP, it's likely that Health at Hand will be able to provide you with the help you need. Here are just a few examples of the range of topics you can discuss at each of the clinics:

Family Clinic – babies, toddlers, teenage trouble, pregnancy or retirement.

Care and Counselling Clinic – stress, addiction, depression or bereavement.

Healthy Living Clinic – exercise, diet, drinking, smoking and cholesterol control.

Travel Clinic – inoculations, taking children abroad and medical advice by country.

Pills and Prescriptions Clinic – medicines, side effects and pain relief.

Women's Health Clinic – fertility, screenings, menopause and osteoporosis.

Men's Health Clinic – prostate issues, testicular cancer, impotence and fertility.

Health at Hand – +44 (0) 1737 815 197

Health at Hand is available to you anytime – day or night, 365 days a year.

You can also email Health at Hand by going to our website: [www.axapphealthcare.com](http://www.axapphealthcare.com)

If calling from the UK and Channel Islands please dial 0800 003 004 – calls are free.

## 12. Additional benefits

### Optical cover - Prestige and Comprehensive members

#### What optical cover is available?

**You** are able to claim for the cost of one eyesight test each **year**. The eyesight test can be carried out by an ophthalmic optician or any optician's shop or retail chain that provides that service. Just send **us** the receipt showing your name and confirming an eyesight test has been carried out and **we** will send **you** your benefit.

**We** will also pay for the costs **you** have paid to an optician for prescribed spectacles or contact lenses as detailed in the **benefits table**. This benefit does not cover contact lens check-ups or solutions, non-prescribed spectacles, spectacle repairs, new frames, replacements needed after accidental damage, or non-prescribed items **you** buy under an optical-care contract scheme. If **you** do buy items under an optical-care contract and **you** want to claim on your **policy**, **you** must ask your optician to provide a receipt showing the cost of all items **you** have bought under the optical-care contract.

#### Health screen - Prestige members

**You** are entitled to claim up to £300 each **year** as a contribution towards the cost of an adult routine physical examination or screening as detailed in the **benefits table**. This benefit is only available if **you** are 18 years or over at the time of the health screen. Just arrange the screen yourself and then send **us** the receipt showing your name and confirming a screen has been carried out and **we** will reimburse **you** the costs up to £300 a **year**.

#### Travel Insurance - Prestige members

AXA PPP healthcare has developed a low cost travel insurance plan to cover your business trips and holidays. The International Travel Plan takes into account the cover for medical costs which **you** already enjoy under your international health plan, so **you** don't pay twice for health cover.

For full details please refer to your AXA PPP healthcare International Travel Plan handbook.

## 13. Additional information

### When can I add other members?

If **you** want to join or add **family members** to your **policy** **we** will send **you** the forms to complete fully with the information **we** request. Depending on your agreement with your employer, there may be restrictions on when **you** can add **family members** to your **policy**.

Please ask your human resource department for details.

### What happens to my cover if I change jobs or retire?

If **you** no longer qualify to be covered under the **company** scheme, because for example, **you** change jobs or retire, **we** guarantee to cover **you** if **you** join an individual plan with **us** within three months. You'll find transferring from a **company** scheme to an AXA PPP healthcare personal plan within the **policy year**, is quick, easy and trouble free. Join within three months of leaving and **we** will guarantee to cover **you**. There will be no application form to fill in and no medical examination and **we** will also cover **you** without additional medical underwriting if **you** no longer qualify under the company scheme and are transferring to a plan with comparable benefits and restrictions. Your new **policy** will start on the day your **company** cover ends. Please remember that your entitlement to benefits under your personal **policy** will be subject to the terms and conditions of the product **you** choose and the level of benefits may differ from those on your corporate **policy**.

To ensure continuous cover, call **us**, free, on 0800 028 2915 within the **UK** or **Channel Islands** or +44 (0) 1892 612 080 outside the **UK** and **Channel Islands** as soon as **you** know **you** will be leaving your **company** scheme. We'll help you decide upon the best personal healthcare plan to suit **you**.

### Can I add my new baby to my policy?

**You** can apply to add newborn babies (who are born to the **policyholder** or the **policyholder's** partner) to the **policy** from their date of birth. This can normally be done without filling out details of their medical history, provided **you** add them within three months of their date of birth. However, **we** will require details of the baby's medical history if the baby has been adopted, or was born as the result of any method of assisted conception. In such circumstances **we** reserve the right to apply particular restrictions to the cover **we** will offer, and **we** will notify **you** of those terms as soon as reasonably possible. This may limit your baby's cover for existing **medical conditions**. This would mean that your baby will not be covered for **treatment** carried out for **medical conditions** which existed prior to joining, such as **treatment** in a Special Care Baby Unit and **you** will be liable for these costs.

### Can I cancel my policy?

No, this group scheme has been purchased by your employer, therefore **you** cannot cancel the group scheme.

# 14. Complaint and regulatory information

## What should I do if I have reason to complain?

**We** aim to provide **you** with courteous, efficient service.

Providing **you** with clear and accurate information – whether in writing or by telephone – is an important part of **our** service. **Our** team of Personal Advisers is there to guide **you** through your AXA PPP healthcare membership. They can help **you** when **you** are making a claim – as well as remind **you** of restrictions **you** may have on your **policy** (please remember that **our** policies are not intended to cover all eventualities).

If **you** are dissatisfied with the service **we** have provided or if **you** feel that **we** have made a wrong decision, **we** will of course try to address your concerns – your feedback is vital to helping **us** improve.

### Step one

If **you** think things have gone wrong for **you** and **you** are unhappy with **us**, please contact **our** team of Personal Advisers in the first instance and they will try to resolve your complaint.

### Step two

If **you** are unhappy with their response, then **we** invite **you** to contact **us**, preferably in writing, to:

**Customer Relations Executive, AXA PPP healthcare, Phillips House, Crescent Road, Tunbridge Wells, Kent TN1 2PL, UK**

**We** will acknowledge your complaint upon receipt, investigate it and respond to **you** within ten working days of receiving your letter (**we** will, of course, keep **you** informed if there is an unavoidable delay).

### Step three

If **you** are dissatisfied with this response then **we** invite **you** to write, detailing why **you** feel **our** decision is incorrect in relation to the terms and benefits of your **policy**, to:

**The Operations Director, AXA PPP healthcare, PPP House, Vale Road, Tunbridge Wells, Kent TN1 1BJ, UK**

Again **we** will acknowledge your letter upon receipt. **Our** Operations Director will – on behalf of **our** Chief Executive – review your complaint and respond to **you** within 20 working days of receiving your letter (**we** will, of course, keep **you** informed if there is an unavoidable delay).

### Step four

The Financial Ombudsman Service will review your complaint if **you** remain dissatisfied after **we** have issued **our** final decision from the Operations Director. The address **you** need to write to is:

## **The Financial Ombudsman Service**

**South Quay Plaza, 183 Marsh Wall, London E14 9SR**

**Telephone: 0845 080 1800 within the UK and Channel Islands**

**Telephone: +44 (0) 20 7964 0198 outside the UK and Channel Islands**

**Email: [complaint.info@financial-ombudsman.org.uk](mailto:complaint.info@financial-ombudsman.org.uk)**

**Website: [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk)**

The Ombudsman will review complaints about:

- the way in which your **policy** was sold to **you**
- the administration of your **policy**
- the handling of any claims.

Please note that the Ombudsman will not normally investigate complaints concerning an insurer's exercise of commercial judgement.

The Ombudsman will also not usually review a complaint where:

- **we** gave a final decision over six months ago
- your case already involves (or has involved) legal action.

None of these procedures affect your legal rights.

## **What regulatory protection do I have?**

### **The Financial Services Authority (FSA)**

AXA PPP healthcare is authorised and regulated by the Financial Services Authority (FSA).

The FSA was established by government to provide a single statutory regulator for financial services. The FSA is committed to securing the appropriate degree of protection for consumers and promoting public understanding of the financial system.

The FSA have set out rules which regulate the sale and administration of general insurance which **we** must follow when **we** deal with **you**. **Our** FSA register number is 202947.

This information can be checked by visiting the FSA register which is on their website: [www.fsa.gov.uk/register](http://www.fsa.gov.uk/register) or by contacting the FSA on 0845 606 1234 within the **UK** and **Channel Islands** or +44 (0) 20 7066 1000 if **you** are calling from outside the **UK** and **Channel Islands**.

**We** provide advice and information only on **our** own products. If **you** would like further details on any of **our** products please contact **us**.

### **The Financial Services Compensation Scheme (FSCS)**

**We** are also participants in the Financial Services Compensation Scheme established under the Financial Services and Markets Act 2000. The scheme is administered by the Financial Services Compensation Scheme Limited (FSCS), a body established by the FSA. The

scheme is governed by FSA Rules and may act if it decides that an insurance company is in such serious financial difficulties that it may not be able to honour its contracts of insurance.

The scheme may assist by providing financial assistance to the insurer concerned, by transferring policies to another insurer, or by paying compensation to eligible policyholders.

Further information about the operation of the scheme is available on the FSCS website: [www.fscs.org.uk](http://www.fscs.org.uk)

## How is my personal data protected?

Please ensure that **you** show the following information to others covered under your **policy**, or make them aware of its contents.

**We** will deal with all personal information supplied to **us** in the strictest confidence as required by the Data Protection Act 1998. **We** may send personal and sensitive personal information in confidence for processing by other companies and intermediaries, including those located outside the European Economic Area. **We** extend the same duty of confidentiality to any third parties to whom **we** may subcontract the administration of your **policy**, including those based outside the European Economic Area.

**We** will hold and use information about **you** and any **family members** covered by your **policy**, supplied by **you**, those **family members**, medical providers or your employer (if applicable) to provide the services set out under the terms of this **policy**, administer your **policy** and develop customer relationships and services. In certain circumstances **we** may ask medical service providers (or others) to supply **us** with further information.

When **you** give **us** information about **family members** **we** will take this as confirmation that **you** have their consent to do so. As the **policyholder** is acting on behalf of any **family member** covered by this **policy**, **we** will send all correspondence about the **policy**, including any claims correspondence, to the **policyholder** unless **we** are advised to do otherwise.

**We** are required by law, in certain circumstances, to disclose information to law enforcement agencies about suspicions of fraudulent claims and other crime. **We** will disclose information to third parties including other insurers for the purposes of prevention or investigation of crime including reasonable suspicion about fraud or otherwise improper claims. This may involve adding non-medical information to a database that will be accessible by other insurers and law enforcement agencies. Additionally, **we** are obliged to notify the General Medical Council or other relevant regulatory body about any issue where **we** have reason to believe a **medical practitioner's** fitness to practice may be impaired.

If **you** have agreed **we**, and any AXA Group companies **we** named at that time, may use the information **you** have provided to **us** to contact **you** by post, telephone or electronically with details of other products and services. With your agreement **we** may also share some of your details with other AXA Group companies and other carefully selected companies based

in the European Economic Area to enable them to contact **you** about their products and services and, if appropriate, to administer them. If **you** change your mind please contact **our** team of Personal Advisers or write to **us** at the address on the back of this handbook otherwise **we** will assume that, for the time being, **you** are happy to be contacted in this way.

## Legal rights and responsibilities

### 14.1 Your rights and responsibilities

- (a) **You** must make sure that whenever **you** are required to give **us** any information all the information **you** give **us** is sufficiently true, accurate and complete so as to give **us** a fair presentation of the risk **we** are taking on. If **we** discover later it is not then **we** can cancel the **policy** or apply different terms of cover in line with the terms **we** would have applied had the information been presented to **us** fairly in the first place.
- (b) **You** and **we** are free to choose the law that applies to this **policy**. In the absence of an agreement to the contrary, the law of England and Wales will apply.
- (c) **You** must write and tell **us** if **you** change your address.
- (d) Only the **policyholder** and **we** have legal rights under this **policy** and it is not intended that any clause or term of this **policy** should be enforceable, by virtue of the Contract (Rights of Third Parties) Act 1999, by any other person including any **family member**.
- (e) If **you** are domiciled outside of the European Economic Area, then **you** and **we** irrevocably agree and submit to the exclusive jurisdiction of the courts of England and Wales.
- (f) If your cover under the **company** agreement comes to an end **you** can apply to transfer to another **policy**.

### 14.2 Your company's rights and responsibilities

- (a) Your **policy** is for one **year**. At the end of that time, provided the **policy** **you** are on is still available, the **company** can renew it on the terms and conditions applicable at that time which **we** shall notify to **you**. **You** will be bound by those terms.
- (b) Only those people described in the **company agreement** can be members of this **policy**.
- (c) All cover ends when the **policyholder** stops working for the **company** or if the **company** decides to end the cover.

### 14.3 AXA PPP healthcare's rights and responsibilities

- (a) **We** will tell the **policyholder** in writing the date the **policy** starts and any special terms which apply to it. **We** can refuse to give cover and will tell **you** if **we** do.
- (b) **We** can refuse to add a **family member** to the **policy** and **we** will tell the **policyholder** if **we** do.
- (c) **We** will pay for **eligible** costs incurred during a period for which the premium has been paid.
- (d) If **you** break any of the terms of the **policy** which **we** reasonably consider to be fundamental, **we** may (subject to 14.3(e)) do one or more of the following:
  - refuse to make any benefit payment or if **we** have already paid benefits **we** can recover from **you** any loss to **us** caused by the break;
  - refuse to renew your **policy**;
  - impose different terms to any cover **we** are prepared to provide;
  - end your **policy** and all cover under it immediately.
- (e) If **you** (or anyone acting on your behalf) make a claim under your **policy** knowing it to be false or fraudulent, **we** can refuse to make benefit payments for that claim and may declare the **policy** void, as if it never existed. If **we** have already paid benefit **we** can recover those sums from **you**. Where **we** have paid a claim later found to be fraudulent, (whether in whole, or in part), **we** will be able to recover those sums from **you**.
- (f) **We** can change all or any part of the **policy** from any renewal date. **We** will give **you** reasonable notice of changes to your **policy** terms.
- (g) This **policy** is written in English and all other information and communications to **you** relating to this **policy** will also be in English unless **we** have agreed otherwise in writing.

## 15. Glossary

Throughout this handbook certain words and phrases appear in **bold**. Where these words appear they have a special medical or legal meaning. These meanings are set out below.

To aid customer understanding certain words and phrases in this glossary have been approved by the Association of British Insurers and the Plain English Campaign. These particular terms will be commonly used by most medical insurers and are highlighted below by a ♦ symbol.

**acute condition** ♦ – a disease, illness or injury that is likely to respond quickly to **treatment** which aims to return **you** to the state of health **you** were in immediately before suffering the disease, illness or injury, or which leads to your full recovery.

**Agreement** – an agreement **we** have with each of the **hospitals, day-patient units and scanning centres** listed in the **UK** section of the **International Directory of Hospitals**. Each **Agreement** sets out the standards of clinical care, the range of services provided and the associated costs.

**appointed doctor** – a **medical practitioner** chosen by **us** to advise **us** on your **medical condition** and need for the **evacuation or repatriation service**.

**area** – one of the following:

**area 1:** worldwide

**area 2:** worldwide excluding the USA and Canada

**area 3:** Europe and other specified countries – Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Channel Islands, Croatia, Republic of Cyprus (including Akrotiri and Dhekelia SBAs), Czech Republic, Denmark, Estonia, Faroe Islands, Finland, France, Georgia, Germany, Gibraltar, Greece, Greenland, Hungary, Iceland, Ireland, Isle of Man, Italy, Kazakhstan, Kyrgyzstan, Latvia, Liechtenstein, Lithuania, Luxembourg, FYR Macedonia, Malta, Moldova, Monaco, Netherlands, Norway, Poland, Portugal (including Madeira), Romania, Russian Federation, San Marino, Serbia and Montenegro, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Tajikistan, Turkey, Turkish Republic of Northern Cyprus, Turkmenistan, Ukraine, United Kingdom of Great Britain and Northern Ireland, Uzbekistan, Vatican City State.

**area of cover** – the **area** (1, 2 or 3) your **principal country of residence** is situated in.

**benefits table** – the table applicable to this **policy** showing the maximum benefits **we** will pay **you**.

**cancer** ♦ – a malignant tumour, tissues or cells, characterised by the uncontrolled growth and spread of malignant cells and invasion of tissue.

**chronic condition** ♦ – a disease, illness or injury that has one or more of the following characteristics:

- it needs ongoing or long-term monitoring through consultations, examinations, check-ups and/or tests
- it needs ongoing or long-term control or relief of symptoms
- it requires your rehabilitation or for **you** to be specially trained to cope with it
- it continues indefinitely
- it has no known cure
- it comes back or is likely to come back.

**company** – your employer

**company agreement** – an agreement **we** have with the **company** which allows the **policyholder** to be registered as the **policyholder**. This agreement sets out who can be covered, when cover begins, how it is renewed and how the premiums are paid.

**complementary practitioner** – where **treatment** is given outside the **UK**, a qualified practitioner who is registered to practice as a homeopath, acupuncturist, osteopath or chiropractor where the **treatment** is given.

For **treatment** in the **UK** only:

a **medical practitioner** with full registration under the Medical Acts, who specialises in homeopathy or acupuncture or a practitioner in osteopathy or chiropractic who is registered under the relevant Act; and who, in all cases, meets **our** criteria for **complementary practitioner** recognition for benefit purposes in their field of practice, and who **we** have told in writing that **we** currently recognise them as a **complementary practitioner** for benefit purposes in that field for the provision of **out-patient treatment** only.

A full explanation of the criteria **we** use to decide these matters is available on request.

**day-patient** ♦ – a patient who is admitted to a **hospital** or **day-patient unit** because they need a period of medically supervised recovery but does not occupy a bed overnight.

**day-patient unit** – a centre in which **day-patient treatment** is carried out. The units **we** recognise for benefit purposes for **treatment** in the **UK** are listed in the **UK** section of the **International Directory of Hospitals**.

**diagnostic tests** ♦ – investigations, such as x-rays or blood tests, to find or to help to find the cause of your symptoms.

**eligible** – those **treatments** and charges which are covered by your **policy**. In order to determine whether a **treatment** or charge is covered all sections of your **policy** should be read together, and are subject to all the terms, benefits and exclusions set out in this **policy**.

**evacuation or repatriation service** – moving **you** to another **hospital** which has the necessary medical facilities either in the country where **you** are taken ill or in another nearby country (evacuation) or bringing **you** back to your **principal country of residence** or your **home country** (repatriation). The service includes any necessary **treatment** administered by the international assistance company appointed by **us** whilst they are moving **you**.

**facility** – a **hospital** or a centre with which **we** have an agreement to provide a specific range of medical services and which is listed in the **UK** section of the **International Directory of Hospitals**.

In some circumstances **treatment** may be carried out at an establishment which provides **treatment** under an arrangement with a **facility** listed in the **UK** section of the **International Directory of Hospitals**.

**family member** – (1) the **policyholder's** current spouse or civil partner or any person (whether or not of the same sex) living permanently in a similar relationship with the **policyholder** and (2) any of their or the **policyholder's** unmarried children. Unmarried children cannot stay on your **policy** after the renewal date following their 25<sup>th</sup> birthday.

**home country** – a country for which **you** hold a current passport. This is the country to which **you** may choose to be repatriated under the **evacuation or repatriation service**.

**hospital** – any establishment which is licensed as a medical or surgical **hospital** in the country where it operates, except the **UK** when it is an establishment listed as a **hospital** in the **UK** section of the **International Directory of Hospitals**.

**in-patient** ♦ – a patient who is admitted to **hospital** and who occupies a bed overnight or longer, for medical reasons.

**International Directory of Hospitals** – a document **we** publish which lists those **hospitals** where **we** have a direct settlement agreement. It also lists the private **hospitals**, **day-patient units** and **scanning centres** in the **UK** covered by the **policy**. The facilities listed may change from time to time so **you** should always check with **us** before arranging any **treatment**.

**medical condition** – any disease, illness or injury, including psychiatric illness.

**medical practitioner** – where **treatment** is given outside Great Britain and Northern Ireland, including the Isle of Man, a person who has the primary degrees in the practice of medicine and surgery following attendance at a recognised medical school and who is licensed to practice medicine by the relevant licensing authority where the **treatment** is given. By 'recognised medical school' **we** mean 'a medical school which is listed in the current World Directory of Medical Schools published by the World Health Organisation'.

Where **treatment** is given in Great Britain and Northern Ireland, including the Isle of Man, a medical or dental practitioner with full registration under the Medical Acts, who meets **our** criteria for specialist recognition for benefit purposes, and who **we** have told in writing that **we** currently recognise him/her as a specialist for benefit purposes in his/her field of practice.

For **out-patient treatment** in the UK only:

a **medical practitioner** with full registration under the Medical Acts, who specialises in psycho-sexual medicine, musculoskeletal or sports medicine, or a practitioner in podiatric surgery who is registered under the relevant Act; and who, in all cases, meets **our** criteria for limited specialist recognition for benefit purposes in his/her field of practice, and who **we** have told in writing that **we** currently recognise him/her as a specialist for benefit purposes in that field for the provision of **out-patient treatment** only.

**out-patient** ♦ – a patient who attends a **hospital**, consulting room, or **out-patient** clinic and is not admitted as a **day-patient** or an **in-patient**.

**physiotherapist** – a person who is qualified and licensed to practice as a **physiotherapist** where the **treatment** is given.

**policy** – the insurance contract between **you** and **us**. Its full terms are set out in the current versions of the following documents as sent to **you** from time to time:

- any application form **we** ask **you** to fill in
- these terms and the **benefits table** setting out your cover
- your membership statement and **our** letter of acceptance
- any Statements of Fact **we** have sent **you**
- the **International Directory of Hospitals**.

Please note: this membership handbook contains the terms and benefits tables for International Health Plan Standard, Comprehensive and Prestige.

**policyholder** – the first person named on the **policy** membership statement.

**principal country of residence** – the country where the **policyholder** lives or intends to live for most of the **year**. It must be outside the **UK** and will be shown as your address in **our** records.

**scanning centre** – a centre in the **UK** in which **out-patient** computerised tomography (CT), magnetic resonance imaging (MRI) and positron emission tomography (PET) is performed.

The centres **we** recognise for benefit purposes are listed in the **UK** section of the **International Directory of Hospitals**.

**specified chronic condition** – angina, asthma, **cancer**, chronic obstructive pulmonary disease, Crohns disease, diabetes, epilepsy, heart valve problems, high blood pressure,

high cholesterol, glaucoma, osteoarthritis, rheumatoid arthritis, thyroid problems and ulcerative colitis.

**surgical procedure** – an operation or other invasive surgical intervention listed in the schedule of procedures and fees.

**terrorist act** – any clandestine use of violence by an individual terrorist or a terrorist group to coerce or intimidate the civilian population to achieve a political, military, social or religious goal.

**treatment** ♦ – surgical or medical services (including **diagnostic tests**) that are needed to diagnose, relieve or cure a disease, illness or injury.

**United Kingdom (UK)** – Great Britain and Northern Ireland, including the Channel Islands and the Isle of Man.

**we/us/our** – AXA PPP healthcare.

**year** – twelve calendar months from when your **policy** began or was last renewed unless **we** have agreed something different with your **company**.

**you** – the **policyholder** and any **family member** named on the **policyholder's** membership statement.

## Notes

At AXA PPP healthcare we are dedicated to supporting you.

**International medical insurance**

Travel insurance

**[www.axapphealthcare.com](http://www.axapphealthcare.com)**

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