

Information for parents and the victim

Dear Madam/Sir

The school that the victim was attending at the time of the accident listed overleaf, has effected, through us, an insurance providing involvement in the reimbursement of medical, paramedical, hospital and pharmaceutical expenses resulting from the accident, following the involvement, in priority, of your Mutual insurance (law of 09/08/1963).

We are at your disposal to help you as far as possible in recovering your expenses and, in sending our best wishes for a speedy recovery, we ask you, in order to expedite the recovery procedure as far as possible:

A. IF YOU ARE A MEMBER OF A MUTUAL INSURANCE COMPANY:

1. To pay, yourself, the invoices which are presented to you by the doctor, clinic, pharmacist or others.
2. To contact your Mutual Insurance Company with the invoices, proof of payment and the INAMI [National Institute for Sickness and Invalidity Insurance] coupons (if medical benefits) in order for the share payable by the mutual insurance to be reimbursed to you.
To have the "ATTESTATION D'INTERVENTION MUTUELLE" [CERTIFICATE OF MUTUAL INVOLVEMENT] form completed by the representative of the Mutual Insurance Company. N.B. If the persons referred to in point 1 recover a share of the fees or expenses themselves directly from your Mutual Insurance, you should send us, following payment, the **ORIGINAL** invoice for the share not reimbursed by the Mutual Insurance Company (e.g. invoice for hospital fees).
3. Then to send us:
 - The "Attestation d'intervention mutuelle" [Certificate of Mutual Involvement] duly signed and completed by such organisation and by yourselves;
 - Proof of your expenses (**original** fee notes, invoices etc)
 - the original fee notes not reimbursed by the Mutual Insurance Company.
 - Form 704F for invoices for pharmaceutical expenses.

B. IF YOU ARE NOT A MEMBER OF A MUTUAL INSURANCE COMPANY:

1. To pay, yourself, the invoices which are presented to you by the doctor, clinic, pharmacist or others.
2. Then to send us:
 - The original invoices, the original proof of payment, and the original INAMI coupons for the medical benefits.

As soon as we receive all the documents required, we will ask the Insurance Company to pay the amount of its involvement, up to the amounts specified in the policy.

Of course, the benefit of the provisions above will apply to you to the extent that it is established that your accident falls within the scope of the policy.

Please do not hesitate to contact us should you require any further information.

• Membre de



• Agréé BROCOM

THE MANAGEMENT

03/2012