

Submitting your Insurance Claim through Adelaide University Sport

1: Complete Accident/Illness Report Form

-Ensure that page 5 of this document has been filled out and signed by your Adelaide University Club Secretary/Administrator confirming that you are a paying member of AU Sport and the club

2: Attending Physician Statement is completed by either your GP or Surgeon

3: Provide an Incident Report Form from when your injury was sustained

-This needs to be signed by yourself and the witness of when the injury occurred

4: If you are having surgery, please provide a statement from your surgeon on what further treatment you will require after surgery.

5: Provide all relevant receipts from treatments for your injury that are;

-NON MEDICARE REBATE ABLE (It is recommended that you discuss this with your GP/Surgeon on what costs are associated with Medicare and what costs can be claimed through private health)

-Ensure that the non Medicare rebate able treatment has been claimed through your Private Health insurance first and provide the HCAPS receipt or Private Health Insurance statement with the relevant treatments claimed. Make sure you provide the receipt from the health professional also

7: It is possible to claim for loss of wages if your injury has meant that you are unable to work for a period of time. Please complete page 5 of the Accident/Illness Report Form and provide the following:

-4x previous payments slips

-Statement from your employer that you are unable to work due to your injury and have lost work due to this

*If you are self-employed please get in contact with the below details to discuss this further.

6: Once you have all of this information, please scan a *clear copy* through to [adminofficer @heblacks.com.au](mailto:adminofficer@heblacks.com.au)

If you have any questions in regards to the above information please send all queries to Charlie at [adminofficer @heblacks.com.au](mailto:adminofficer@heblacks.com.au) or call 8313 5403