LONPAC INSURANCE BHD (Co. No: 307414-T) (GST Reg. No: 002013003776)

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PRE-AUTHORISATION FORM / BORANG PRA-KEBENARAN

(Private and Confidential/Sulit dan Persendirian)

Part 1 (To be completed by Patient / Claimant) / ***Bahagian 1*** *(Untuk diisi oleh Pesakit / Penuntut)*

1. Patient Name / *Nama Pesakit:*

2. NRIC / Passport No. / *No. K.P / No. Pasport:*

3. a. Date of Birth / *Tarikh Lahir:* b. Age / *Umur:* c. Sex / *Jantina:* ☐ Male / *Laki-laki* ☐ Female / *Perempuan*

d. Marital Status / *Status Perkahwinan:* e. Occupation / *Pekerjaan:*

4. Policy No. / Member ID / Certificate No. / Plan:
No. Polisi / No. Ahli / No. Sijil / Pelan:

5. Admission / Planned Admission Date / *Tarikh Kemasukan Hospital:*

6 Insured Name / Company Name:
Nama Pihak Diinsuranskan / Nama Syarikat:

7. ☐ Self / *Diri Sendiri* ☐ Spouse / *Pasangan* ☐ Child / *Anak*

Admission Reason / *Sebab Kemasukan Hospital*
Please tick (✓) and answer accordingly / *Sila tanda (✓) dan jawab soalan yang berkenaan*

☐ 8. Accident
Kemalangan

a. Occurred on / *Berlaku pada:* Date / *Tarikh* _____ /_____/_____ Time / *Masa* _____ ☐ am / *pagi* ☐ pm / *petang*

b. Details of Accident / *Butir-butir Kemalangan:*

☐ 9. Illness
Penyakit

a. Symptoms first appeared on / *Simptom tersebut bermula:* Date / *Tarikh* _____ /_____/_____

b. Doctor(s) consulted for this condition / *Doktor-doktor yang dilawati bagi penyakit ini:*

c. Doctor's or Clinic Contact (Address & Telephone):
Alamat & Telefon Doktor

Goods and Services Tax (GST) Information / *Maklumat Cukai Barang dan Perkhidmatan*
Please tick (✓) and answer accordingly / *Sila tanda (✓) dan jawab soalan yang berkenaan*

10. Are you GST registered? ☐ Yes / *Ya* ☐ No / *Tidak*
Adakah anda berdaftar di bawah GST?

If "Yes", please provide your GST Registration Number:
Sekiranya "Ya", sila nyatakan nombor pendaftaran GST anda:

Lonpac Insurance Bhd shall rely on the above information provided by you for tax credit purposes provided under the GST Act. Lonpac Insurance Bhd shall not be liable for any liability or any fine, charge or penalty as a result of relying on your incorrect advice. Should action be taken against Lonpac Insurance Bhd and / or penalties be imposed on Lonpac Insurance Bhd by any tax authority for relying on the same, Lonpac Insurance Bhd reserves its right to be indemnified by you to the fullest extent permitted by law and any GST liability arising from your incorrect advice shall be payable by you.

Lonpac Insurance Bhd akan bergantung kepada maklumat yang anda berikan untuk kredit cukai yang diperuntukkan di bawah Akta GST. Lonpac Insurance Bhd tidak bertanggungjawab terhadap sebarang liabiliti atau denda, penalti atau caj jika maklumat yang diberikan oleh anda tidak betul. Sekiranya tindakan dan / atau penalti dikenakan ke atas Lonpac Insurance Bhd oleh mana-mana pihak berkuasa, Lonpac Insurance Bhd berhak menuntut kerugian daripada anda sehingga tahap yang dibenarkan oleh undang-undang dan sebarang liabiliti GST yang wujud berdasarkan maklumat yang tidak betul.

11. Declaration and Authorisation

I declare that the answers given above are true and complete to the best of my knowledge and belief.

I, the undersigned, understand the delivery of this form is in no way an admission of Lonpac Insurance Bhd's liability and payment to the hospital by Lonpac Insurance Bhd or its representatives shall not be construed as final admission of Lonpac Insurance Bhd's liability and for this and any further claims arising, Lonpac Insurance Bhd reserves all rights for evaluation as appropriate.

I am fully aware of the limits as to my / Insured's medical insurance under the above-mentioned policy. I hereby undertake to settle and reimburse Lonpac Insurance Bhd for any and all medical expenses exceeding my entitlement under the said policy contract, or that is not covered by the same.

I, undersigned hereby irrevocably authorise any organisation, institution, or individual that has any record or knowledge of my health and medical history or treatment or advice that has been or may hereafter be consulted, other personal information or details of related accident / injury, to disclose to Lonpac Insurance Bhd or its representatives such information. I agree that Lonpac Insurance Bhd or its representatives may use or disclose any of the information collected or held to third parties (within or outside Malaysia, including Lonpac Insurance Bhd's parent company, subsidiaries or any other associated companies within Lonpac Insurance Bhd's Group, reinsurers, medical examiners, claims investigators and industry associations / federations etc.) in relation to this claim. This authorisation shall bind my / the Insured's successors and assigns and remain valid notwithstanding my / Insured's death or incapacity in so far as legally possible. A photocopy of this authorisation shall be valid as the original.

I agree that in the event I make, or have in the past made, any false or untrue statement and / or suppressed and / or concealed any material facts in respect of my / the Insured's condition, Lonpac Insurance Bhd shall absolutely forfeit my / the Insured's right to compensation and further reserves the right to recover any amounts paid earlier as a result thereof.

Pengisytiharan dan Pemberikuasa

Saya mengisytiharkan bahawa jawapan yang diberikan di atas adalah benar dan lengkap setakat pengetahuan dan kepercayaan saya.

Saya yang bertandatangan di bawah, memahami bahawa penyerahan borang ini, tidak sama sekali boleh dianggap sebagai pengakuan liabiliti Lonpac Insurance Bhd ke atas tuntutan saya / Orang Yang Diinsuranskan dan saya bersetuju bahawa bayaran kepada hospital oleh Lonpac Insurance Bhd atau wakilnya tidak akan ditafsirkan sebagai pengakuan muktamad liabiliti Lonpac Insurance Bhd dan Lonpac Insurance Bhd berhak menjalankan penilaian sewajarnya berhubung tuntutan ini atau apa-apa tuntutan yang timbul selanjutnya.

Saya memahami sepenuhnya had-had insurans perubatan saya di bawah polisi yang tersebut di atas. Saya dengan ini berjanji akan menyelesaikan dan membayar balik kepada Lonpac Insurance Bhd sebarang dan segala perbelanjaan perubatan (sekiranya perbelanjaan tersebut telah dibayar bagi pihak saya) yang melebihi had kelayakan saya di bawah kontrak polisi tersebut, atau sebarang perbelanjaan yang tidak dilindungi oleh kontrak polisi yang sama.

Saya yang bertandatangan di bawah, dengan ini membenarkan pada setiap masa, mana-mana organisasi, institusi atau individu yang mempunyai apa-apa rekod atau pengetahuan tentang kesihatan dan latar belakang atau rawatan atau nasihat perubatan saya / Orang Yang Diinsuranskan, yang telah atau mungkin kemudian dari ini dirujuk untuk mendedahkan kepada Lonpac Insurance Bhd atau wakilnya segala maklumat tersebut. Saya bersetuju membenarkan Lonpac Insurance Bhd atau wakilnya untuk mengguna dan mendedahkan apa-apa maklumat yang dikumpul atau dipegang kepada pihak ketiga (di dalam atau di luar Malaysia, termasuk syarikat induk, anak syarikat atau syarikat berkait dalam Lonpac Insurance Bhd, reinsurer, pemeriksa perubatan, penyiasat tuntutan dan pertubuhan/persekutuan industri dll.) berkaitan dengan tuntutan ini. Pengesahan ini hendaklah mengikat waris-waris dan penama saya / Orang Yang Diinsuranskan dan kekal sah meskipun setelah kematian saya / Orang Yang Diinsuranskan setakat yang dibenarkan di sisi undang-undang. Salinan pengesahan ini adalah sah. Saya bersetuju sekiranya saya membuat, atau pada masa yang lalu telah membuat sebarang penyataan yang palsu atau tidak benar, dan / atau tidak mendedahkan dan / atau menyembunyikan sebarang fakta material berkaitan dengan keadaan Orang Yang Diinsuranskan / Orang Yang Dilindungi, Lonpac Insurance Bhd berhak membatalkan hak tuntutan Orang Yang Diinsuranskan / Orang Yang Dilindungi dan berhak menuntut balik sebarang amaun yang telah dibayar akibat daripadanya.

Signature of Patient *Tandatangan Pesakit*	Signature of Assured / Claimant *Tandatangan Pemilik Polisi / Penuntut*	Signature of Witness *Tandatangan Saksi*
Full Name / *Nama Penuh:* IC No. / *No. KP:* Date / *Tarikh:* Contact No. / *No. Telefon:* *E-Mail Addr./ Alamat E-Mail:*	*(Accompanied by Co's rubber stamp – if applicable) Full Name / *Nama Penuh:* IC No. / *No. KP:* Date / *Tarikh:* Contact No. / *No. Telefon:* *E-Mail Addr./ Alamat E-Mail:* Relationship to Patient / *Hubungan dengan Pesakit:*	*(Accompanied by Co's rubber stamp – if applicable) Full Name / *Nama Penuh:* IC No. / *No. KP:* Date / *Tarikh:* Contact No. / *No. Telefon:* *E-Mail Addr./ Alamat E-Mail:*

NOTE: COMPLETION OF THIS PRE AUTHORISATION FORM DOES NOT GUARANTEE THE ISSUANCE OF GUARANTEE LETTER.
NOTA: Melengkapkan borang permintaan ini tidak semestinya menjamin bahawa Surat Jaminan akan dikeluarkan.

Part 2 ADMISSION SECTION *(To be completed upon admission by Doctor)*

1. a. Patient Name: b. NRIC: c. Age: d. Sex: ☐ Male ☐ Female

2. Policy No. / Member ID/Certificate No/Plan/ Company Name:

3. Admission No. / MRN and Hospital Name / Hospital Contact and Fax No.:

4. Admission Date and Time:

5. Expected Days of Stay / Discharge Date:

6. a. Symptoms / Conditions requiring admission:

b. How long is patient aware of the condition:

c. Patient's BP/ Temp./ Pulse:

d. Date symptoms first appeared: _____/_____/_____

e. Date first consulted: _____/_____/_____

7. a. Any previous consultation / treatment / hospitalisation for this symptom / illness or related conditions, or other disorders whether in this hospital or any other facilities? ☐ Yes ☐ No

b. Was this patient referred? If yes, please provide details below:

c. If this condition existed before symptoms became apparent to the patient, please indicate in your professional opinion how long has the condition existed :

Date	Disease / Disorder	Details of Treatment / Hospitalisation	Doctor / Hospital/Clinic

d. Can the condition be managed under the Outpatient basis: ☐ Yes ☐ No
If no, please provide reasons of admission:

8. a. ☐ Admitting Diagnosis:
or
b. ☐ Provisional Diagnosis:

c. Diagnosis confirmed on _____/_____/_____
Advised patient on _____/_____/_____

d. Cause and pathology underlying the present diagnosis:

9. Estimated Total Costs : RM _____

e. Any possibility of relapse? ☐ Yes ☐ No

10. Admission requires:
☐ Hospitalisation
☐ Day Care
☐ On Patient's Request

11. Is the illness / condition related to: (please tick (✓) if YES): Please provide details:
a) ☐ Pregnancy / Childbirth / Infertility/ Caesarean Section/ Miscarriage Or any complications arising therefrom.
b) ☐ Congenital / Hereditary Diseases
c) ☐ Influence of Drugs / Alcohol
d) ☐ Nervous / Mental / Emotional / Sleeping Disorder
e) ☐ Cosmetic Reason / Dental Care / Refractive Errors Correction
f) ☐ AIDS / STD / VD / HIV
g) ☐ Self-inflicted Injuries / Violation of Laws / Strike / Riots
h) ☐ None of the above

12. Medical treatment, investigation and surgical procedure to be performed, if any (please supply copy of all investigation results):

13. Any other medical/surgical conditions present? ☐ No ☐ Yes, details below:
a. _____ since _____/_____/_____
b. _____ since _____/_____/_____

14. Was the patient pregnant at the time of hospitalisation? (For Female Only)
☐ No ☐ Yes, _____ months

15. a. If hospitalisation was due to injury, please describe circumstances and cause of injury:

b. Please indicate date/time of accident: (dd/mm/yy) _____/_____/_____ (hrs) _____ ☐ am ☐ pm

16. I hereby certify that I have personally examined and treated the Patient for his / her injuries / illness described above and that the facts as stated above represent my medical opinion of his / her condition.

Date	Name & Signature of Attending Doctor DR's Contact No. and Email Addresss:	Doctor / Hospital Stamp

Part 3 DISCHARGE SECTION *(To be completed upon discharge by Doctor)*

17. Undertaking Letter Ref. No. (If available):

18. Date of Discharge:

19. a. Final Diagnosis:
ICD code:

b. Cause and pathology of the diagnosis:

20. Treatment given / Investigation done (please supply copy of all investigation results):

21. a. Surgical procedures performed:
MMA code / PHFSR code:

b. Date of Surgery / Procedure:

22. a. Recovery complication that arose (if any):

b. In the case of DEATH, please advise Date/ Time and Cause of death:

23. I hereby certify that I have personally examined and treated the Patient for his / her injuries / illness described above and that the facts as stated above represent my medical opinion of his / her condition.

Date	Name & Signature of Attending Doctor	Doctor / Hospital Stamp