

MEMBERSHIP GUIDE

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APG



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# YOUR HEALTH FIRST

What would happen to your family, career, and financial situation if you had an unexpected illness?

Our experience shows that long-term illness may have serious financial and social consequences. Bupa puts your health first by offering insurance plans suitable for customers requiring international health coverage and advise on health and wellbeing. To make sure that customers with special needs are not excluded in any way, we offer the choice of Braille, large print, or audio for your letters and literature. Please let us know should you require one of these.

## A COMPANY YOU CAN TRUST

Bupa is a leading and experienced health insurer, providing a variety of products and services to residents of Latin America and the Caribbean. Bupa began as a provident association in the United Kingdom in 1947 with just 38,000 members. Today, Bupa looks after the health and wellbeing of millions of individuals around the world, giving us a unique global advantage for the benefit of our members.

Since its inception more than 70 years ago, Bupa has maintained a sustained financial growth and continues to consolidate its credentials as a healthcare leader. Bupa has no shareholders, which allows for the reinvestment of all profits to optimize products and services in synergy with accredited healthcare providers. Trust in healthcare personnel

and services is critical for everyone. Our commitment to our members for over half a century is testament of our capacity to safeguard your health as the most important patrimony.

The expertise of our people is essential to deliver the best quality healthcare. Bupa employs over 85,000 people worldwide who live up to the highest quality standards of care, service, and expertise. Bupa Insurance Limited is authorized by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. The Financial Conduct Authority does not regulate the activities of Bupa Insurance Limited that take place outside of the United Kingdom.

## YOUR COVERAGE

APG offers excellent benefits and coverage both in and out of Bupa's provider network, giving you complete freedom of choice when deciding which hospital, clinic, or specialist to use.

This plan offers you comprehensive services and generous benefits for both in-patient and out-patient benefits. It also provides the possibility of choosing between coverage in Latin America only or worldwide coverage. There is an annual insurance sum of US\$2.5 million. Please see the Glossary for definition of Latin America.

### DEDUCTIBLE

There is only one deductible per person per policy year and this applies to all services. However, to help you reduce your costs, as a family you will only have to pay the sum of the two highest deductibles on your policy.

### CHILDREN

When a parent is eligible for maternity coverage, a newborn child is automatically enrolled in the parent's policy regardless of the child's state of health at birth (please see Art. 8.2 h).

### LIFETIME COVERAGE

You can be insured regardless of most conditions that you may have suffered from before taking out the insurance. Bupa's medical consultants will conduct an assessment of your

condition and decide the terms of your insurance policy. There may be an additional premium or exclusion for a given condition. In very rare cases a previous medical history may result in your application being rejected.

People of all nationalities under the age of 75 years can apply. Once accepted, we guarantee that the policy can be renewed for the rest of your life – regardless of your age and changes in your health. Even if you develop a long-term chronic illness, your coverage will remain unchanged.

### OCCUPATIONS AND ACTIVITIES

Whatever your work involves or wherever it may take you, you will be covered. There are no restrictions on hobbies or sports of any kind, even if conducted on a professional level.

## ONLINE TO MAKE YOUR LIFE EASIER!

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Log in to [www.bupasalud.com](http://www.bupasalud.com), search for "My Bupa" in our display options and follow the registration steps with your email to manage your policy from the comfort of your home or office. Enjoy our online services:

- Access to your policy documents and ID cards
- Changes request
- Claim request and update information
- Pre-authorization services request
- Customer Service
- Virtual Care (Telemedicine)

You are responsible for checking all documents and correspondence online.

## USA MEDICAL SERVICES

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### YOUR DIRECT LINE TO MEDICAL EXPERTISE

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As part of the Bupa group, USA Medical Services provides Bupa insureds with professional support at the time of a claim. We understand that it is natural to feel anxious at a time of ill health, so we will do everything we can to help coordinate your hospitalization and provide you with the advice and assistance you require.

USA Medical Services wants you to have the peace of mind that you and your

family deserve. In the event of a medical crisis, whether it is verifying benefits or the need of an air ambulance, our healthcare professionals at USA Medical Services are just a phone call away, 24 hours a day, 365 days a year. Our staff of healthcare professionals will be in constant communication with you and your family, guiding you through any medical crisis to the proper medical specialist and/or hospital.

### WHEN THE WORST HAPPENS, WE ARE JUST A PHONE CALL AWAY

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In the event of an emergency evacuation, USA Medical Services provides advanced alert of patient arrival to the medical facility and maintains continuous critical communication during transport. While treatment and initial care are being provided, USA Medical

Services monitors your progress and reports any change in your status to your family and loved ones.

When every second of your life counts... count on USA Medical Services.

## CONTACTING US

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### DO YOU NEED HELP?

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Our customer service team is available Monday through Friday from 9:00 A.M. to 5:00 P.M. (EST) to help you with:

- Questions about your coverage
- Making changes to your coverage
- Updating your personal information

Visit My Bupa in our display options  
[www.bupasalud.com/MyBupa](http://www.bupasalud.com/MyBupa)

**Tel: +1 (305) 270 3944**  
Fax: +1 (305) 270 3948

### MEDICAL EMERGENCIES

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In the event of a medical emergency outside of our usual business hours, please contact the USA Medical Services team at:

**Tel: +1 (305) 275 1500**

Fax: +1 (305) 275 1518

[www.bupasalud.com/MyBupa](http://www.bupasalud.com/MyBupa)

Mailing/Claims please submit your request through Mi Bupa,  
[www.bupasalud.com/MiBupa](http://www.bupasalud.com/MiBupa)



# YOUR REIMBURSEMENT

Reimbursement of costs incurred will be paid in accordance with the Table of benefits when the annual deductible has been met. In the event that a hospitalization takes place in the United States of America, co-insurance will be deducted from the reimbursement.

Please note that all reimbursements are paid in accordance with the Usual, Customary, and Reasonable (UCR) fees for the specific service. UCR is the maximum amount the company will consider eligible for payment, adjusted for a specific region or geographical area.

## WAITING PERIOD

In the event of an acute and, serious illness or injury, the coverage will start immediately from the policy commencement date. For other conditions, please consult your Table of Benefits for waiting periods in connections to but not limited to maternity, health checks, dental, optical and pre-existing medical conditions.

## CO-INSURANCE

Co-insurance is the part of the medical bills that you must pay for each hospitalization that takes place in the United States of America. Once the deductible and the specific reimbursement rates have been applied, Bupa will reimburse 80% of the first US\$10,000 and 100% of the remaining balance. This means that the maximum co-insurance you would have to pay for each hospitalization in the United States of America is US\$2,000. There is also a 20%

co-insurance on maternity and out patient services in the U.S. and Canada, please refer to your Table of Benefits.

## DAY-CASE AND IN-PATIENT/ HOSPITALIZATION TREATMENT IN AND OUT OF NETWORK

Please let us know of any admission to the hospital as soon as possible so that we can arrange for direct settlement of your bills and leave you to concentrate on getting better. When you contact us, please let us know:

- Date of admission
- Diagnosis
- Treatment
- Expected date of discharge

Expenses in connection with the notification of a hospital admission will be refunded by Bupa (for example, your call to USA Medical Services from another country).

You can freely choose to receive treatment in any hospital or clinic. Day-case and in-patient/hospitalization treatment

outside the United States of America will be reimbursed in full after any applicable deductible. If the treatment takes place in the United States of America within Bupa's network of providers, all day-case and in-patient/hospitalization benefits (after any deductible and co-insurance) will also be reimbursed in full. Please note that it is required that you pre-contact USA Medical Services for pre-approval of any treatment within Bupa's network of providers for reimbursement to be paid in full. In case of an emergency, if you are not reasonably able to contact us for pre-approval you must let us know of any admission to a network hospital within 72 hours.

If the provider of your choice in the United States of America is not part of Bupa's network of providers, the out-of-network limits in the valid Table of benefits will apply.

We have a quality assured network of providers including more than 400,000 hospitals, clinics, and medical practitioners. This means that you can rest assured that you will receive the very best treatment within Bupa's network of providers, and most of your expenses can be settled directly with your medical facility. You can get further information regarding Bupa's network of providers by contacting USA Medical Services or visiting [www.bupasalud.com](http://www.bupasalud.com).

## OTHER TREATMENT

You are also free to choose any provider for out-patient treatment, such as medical consultations and physiotherapy. These expenses should be paid by the insured before claiming reimbursement.

To claim reimbursement for expenses for out-patient treatment, please submit:

- Official, original and itemized bills and receipts
- A completed claim form

Upon receipt of the completed claim form, we will process your claim and reimburse you in U.S. dollars (US\$).

## MEDICAL EVACUATION

Regardless of the circumstances, you must inform us before the transportation takes place, either directly or through the treating physician. Medical evacuation services must be pre-approved and arranged by USA Medical Services. In consultation with the treating physician, our medical consultants will choose an alternative place of treatment. We will take care of every detail to ensure that the transportation and the hospitalization are managed as efficiently as possible.

# BENEFITS

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Expenses will be reimbursed according to the Table of Benefits. Benefits will be paid when the total reimbursable amount exceeds the selected deductible. The Table of benefits forms part of the Policy conditions. Please read both the Table of benefits and the Policy conditions carefully and review the glossary at the end of this Membership guide, where certain terms are defined or explained further.

All amounts are expressed in U.S. dollars (US\$).

All reimbursements are paid in accordance with the Usual, Customary, and Reasonable (UCR) fees for the specific service. UCR is the maximum amount the company will consider eligible for payment, adjusted for a specific region or geographical area.



# POLICY CONDITIONS

## ART. 1 ACCEPTANCE OF THE INSURANCE

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- 1.1** Bupa Insurance Limited, hereinafter called the company, shall decide whether the insurance can be accepted. In order for the insurance to be accepted and the company to become your insurer, the application must be approved by the company and the necessary premium paid to the company.
- 1.2** In order for the insurance to be accepted by the company, an application must be submitted prior to the applicant attaining the age of 75 (seventy-five). The company has the right to waive this requirement in exceptional cases.
- 1.3** In order for the insurance to be accepted by the company on standard terms, the applicant must be of sound health at the time of acceptance and must not suffer nor have suffered from any recurring disease, illness, injury, bodily infirmity or physical disability.
- 1.4** If the conditions in Art. 1.3 are not met, the company may offer the insurance on special terms. If the company decides to offer the insurance on special terms, the policyholder will receive a policy schedule in which these terms are stated.
- 1.5** In the event of a change in the applicant's state of health after the

application has been signed and before the company's approval thereof, the applicant shall be under the obligation to notify the company of such change immediately.

## ART. 2 COMMENCEMENT DATE

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- 2.1** The insurance shall be valid as of the date on which the application is approved by the company. The commencement date is stated in the policy schedule. The company may agree on another date with the policyholder.

## ART. 3 WAITING PERIODS IN CONNECTION WITH NEW INSURANCE CONTRACTS

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- 3.1** When a new insurance contract is entered into, the right to reimbursement under the new insurance contract shall only take effect 4 (four) weeks after the commencement date of the insurance. However, this does not apply when the policyholder can prove simultaneous transference from an equivalent insurance with another international health insurance company.
  - 3.1.1** In the event of acute and serious illness and/or serious injury, the right to reimbursement shall, however, take

effect concurrently with the commencement date of the insurance.

**3.1.2** However, for pregnancy and childbirth and consequences thereof the right to reimbursement shall only take effect according to the Table of Benefits.

**3.2** The insured may change his/her insurance coverage to another type of coverage as from a policy anniversary by giving 1 (one) month's written notice to the company and subject to proof of insurability according to Art. 1.

**3.3** The company will process an extension of coverage as a new application in accordance with Art. 1.

## ART. 4 WHO IS COVERED BY THE INSURANCE?

**4.1** The insurance shall cover the insured person(s) named in the policy schedule, including children registered therein.

**4.2** An application must be submitted for newborn children.

**4.2.1** If the insurance of one of the parents has been valid up to the minimum waiting period of maternity according to the Table of Benefits, newborn children of the parent can be insured, regardless of Art. 1.3, without submitting an application, please see Art. 8.2 h. A copy of the birth certificate must be submitted within 3 (three) months after the birth. If the birth certificate is not submitted to the company within 3 (three) months after the birth, a medical questionnaire must be submitted for the child, who has to undergo the standard underwriting procedure according to Art. 1. Registration of the child

will take place from the date the medical questionnaire has been signed.

**4.2.2** In case of adoption, the insured must submit a medical questionnaire for the adopted child.

## ART. 5 WHERE IS COVERAGE PROVIDED?

**5.1** The insurance shall provide coverage in the region stated in the policy schedule.

**5.2** We and/or our applicable related subsidiaries and affiliates will not engage in any transactions with any parties or in any countries where otherwise prohibited by U.S. law or other law applicable to the company. Please contact USA Medical Services for more information about this restriction.

## ART. 6 WHAT IS COVERED BY THE INSURANCE?

**6.1** The insurance shall cover the insured's medical expenses in accordance with the coverage chosen and the applicable reimbursement rates. The valid reimbursement rates are stated in the Table of benefits.

**6.2** Reimbursement shall be paid following the company's approval of the expenses as being covered by the insurance after a fully completed claim form with original, received and itemized bills enclosed has been submitted to the company.

**6.3** Once the covered expenses have met the annual deductible, the reimbursable amount will be paid. The deductible shall be reduced with amounts not exceeding the maximum reimbursement rates specified in the valid Table of benefits. The deductible shall apply per person, per policy year. However, a maximum of two deductibles per family, per policy year shall apply. The sum of the two highest deductibles on the policy is the maximum deductible drawn on the policy per

policy year. Each hospitalization in the United States of America is subject to co-insurance. Once the applicable deductible and specific limits have been met, the company will reimburse 80% (eighty percent) of the first US\$10,000 (ten thousand dollars) and 100% (one hundred percent) of sums in excess of US\$10,000 (ten thousand dollars) up to the relevant reimbursement rates.

- 6.3.1** When a benefit has a maximum reimbursement rate, the expenses will first be applied to the selected deductible. Once the expenses exceed the deductible amount, the company will pay the difference between the amount of expenses applied to the deductible and the total expenses up to the benefit limit stated in the Table of benefits.
- 6.3.2** In case of a serious accident that requires immediate hospitalization for 24 (twenty-four) hours or more, no deductible or co-insurance shall apply for the period of the first hospitalization only.
- 6.4** Physicians, specialists, etc. performing the treatment must have authorization in the country of practice. Furthermore, the method must be approved as being suitable for the given diagnosis by the public health authorities in the country where the treatment takes place. Methods of treatment not yet approved by the public health authorities, but under scientific research will only be covered if approved in advance by the company's medical consultants.
- 6.5** In no event shall the amount of reimbursement exceed the amount shown on the bill. If the insured receives compensation from the company in excess of the amount to which the insured is entitled, the insured shall be under the obligation to repay the company for the excess amount immediately, otherwise the company will set off the excess amount in any other account between the insured and the company.
- 6.6** Reimbursements shall be limited to the usual, customary and reasonable charges in the area or the country in which the treatment is provided.
- 6.7** Any discount, which has been negotiated directly between the company and providers, will be specifically used by the company for the overall benefit of the insured persons within the insurance product as a whole.
- 6.8** Any ex-gratia payments are entirely at the company's discretion. If the company decides to make a payment to which the insured is not entitled under the insurance, the insured accepts it as a one-time decision only. The company is not waiving any of the policy conditions, and the company is not obligated in any way to continue making payments for similar or identical treatments not covered under the insurance.
- Ex-gratia payments will still count towards the insured's annual maximum coverage, per person, per policy year.
- 6.9** Prostheses (excluding prosthetic limbs), corrective devices, and medical appliances will be covered 100% (one hundred percent) when they are medically required and implanted during surgery. Coverage for prosthetic limbs is limited to the maximum benefit described in Art. 6.9.1.
- 6.9.1** Prosthetic limb devices include artificial arms, hands, legs, and feet, and are covered up to a maximum specified in the Table of Benefits per person, per policy year, with a lifetime maximum specified in the Table of Benefits. The

benefit includes all the costs associated with the procedure, including any therapy related to the usage of the new limb.

Prosthetic limbs will be covered when the individual is capable of achieving independent functionality or ambulation with the use of the prosthesis and or prosthetic limb device, and the individual does not have a significant cardiovascular, neuromuscular, or musculoskeletal condition which would be expected to adversely affect or be affected by the use of the prosthetic device (i.e., a condition that may prohibit a normal walking pace).

Repair of the prosthetic limb is covered only when anatomical or functional change or reasonable wear and tear renders the item nonfunctional and the repair will make the equipment usable.

Replacement of the prosthetic limb is covered only when anatomical or functional change or reasonable wear and tear renders the item nonfunctional and non-reparable.

Initial coverage, repair, and/or replacement of prosthetic limbs must be pre-approved by the company.

**6.10** Coverage for transplantation of human organs, cells, and tissue is provided up to the maximum amount payable stated in the Table of benefits, after the applicable deductible. This transplant benefit begins once the need for transplantation has been determined by a physician, has been certified by a second surgical or medical opinion, and has been approved by the

company, and is subject to all the terms, provisions, and exclusions of the policy. This benefit includes:

- (a) Pre-transplant care, which includes those services directly related to evaluation of the need for transplantation, evaluation of the insured for the transplant procedure, and preparation and stabilization of the insured for the transplant procedure.
- (b) Pre-surgical workup, including all laboratory and X-ray exams, CT scans, Magnetic Resonance Imaging (MRI's), ultrasounds, biopsies, scans, medications, and supplies.
- (c) The costs of procurement, transportation, and harvesting of the organ, cells, or tissue, including bone marrow, stem cell, or cord blood storage or banking.
- (d) Post-transplant care including, but not limited to any medically necessary follow-up treatment resulting from the transplant and any complications that arise after the transplant procedure, whether a direct or indirect consequence of the transplant.
- (e) Any medication or therapeutic measure used to ensure the viability and permanence of the transplanted organ, cells, or tissue.
- (f) Any home health care, nursing care (e.g. wound care, infusion, assessment, etc.), emergency transportation, medical attention, clinic or office visits, transfusions, supplies, or medication related to the transplant.

## ART. 7 MEDICAL EVACUATION

**7.1** For coverage of medical evacuation the conditions listed below shall apply.

- 7.1.1** Reimbursement shall be paid for reasonable expenses

incurred by the insured for air ambulance transportation in the event of acute serious illness or serious injury. Transportation shall be to the nearest suitable place of treatment and only if no qualified treatment can be obtained locally.

- 7.1.2** The evacuation expenses for an eligible transportation is only covered if the transportation is arranged by the company.
- 7.1.3** Coverage shall be provided subject to the treating physician and the company's medical consultants agreeing on the necessity of transferring the insured, and agreeing on whether the insured should be transferred to his/her country of residence/home country or to the nearest suitable place of treatment.
- 7.1.4** The insurance shall cover reasonable and medically necessary transportation expenses only for one person accompanying the insured.
- 7.1.5** Only one transportation is covered in connection with one course of an illness.
- 7.1.6** Medical evacuation coverage shall only apply if the illness is covered under the insurance and if the insured's coverage includes the country to which the insured is being transported.
- 7.1.7** In the event that the insured is transported for the purpose of receiving treatment, he/she and the accompanying person, if any, shall be reimbursed for the expenses for a return journey to the place from where the insured was evacuated. The return journey shall be made

at the latest 90 (ninety) days after the treatment has been completed. Coverage shall only be provided for traveling expenses equivalent to the cost of an airplane ticket on economy class, as a maximum.

- 7.1.8** In the event that the insured has received treatment covered by the insurance, but has reached the terminal phase, he/she and the accompanying person, if any, shall be reimbursed for the expenses of the return journey to the insured's place of residence.
- 7.1.9** In the event of death, expenses shall be reimbursed for home transportation of the deceased and for the statutory arrangements such as embalming and a zinc coffin. The next-of-kin have the following options:
- a) cremation of the deceased and home transportation of the urn, or
  - b) home transportation of the deceased.
- 7.1.10** The company cannot be held liable for any delays or restrictions in connection with the transportation caused by weather conditions, mechanical problems, restrictions imposed by public authorities or by the pilot or any other condition beyond the company's control.

## ART. 8 EXCLUSIONS AND LIMITATIONS

- 8.1** The insurance shall not cover medical expenses incurred for any disease, illness or injury known to the policyholder and/or the insured at the time of application, unless agreed upon with the company.

- 8.2** Furthermore, the company shall not be liable to pay reimbursement for expenses which concern, are due to or are incurred as a result of:
- a) cosmetic surgery and treatment, unless medically prescribed and approved by the company;
  - b) obesity surgery;
  - c) venereal diseases, AIDS, AIDS-related diseases and diseases relating to HIV antibodies (HIV positive). However, diseases relating to AIDS and HIV antibodies (HIV positive) are covered if proven to be caused by a blood transfusion received after the commencement date. The HIV virus will also be covered if proven to be contracted as the result of an accident occurring during the course of the following occupations only: doctors, dentists, nurses, laboratory personnel, ancillary hospital workers, medical and dental assistants, ambulance personnel, midwives, fire brigade personnel, police officers, and prison officers. The insured shall notify the company within 14 (fourteen) days after such accident and at the same time provide a negative HIV antibody test;
  - d) abuse of alcohol, drugs and/or medicines;
  - e) intentional self-inflicted bodily injury;
  - f) contraception, including sterilization;
  - g) induced abortion unless medically prescribed;
  - h) any kind of fertility test and/or treatment, including hormone treatment, insemination, or examinations and any procedures related hereto. An application must be submitted for children born as a result of fertility treatment and/or born by a surrogate mother. The application will undergo the standard underwriting procedure, according to Art. 1;
    - i) treatment of sexual dysfunction;
    - j) any kind of care which is experimental or off-label use (not FDA approved), not part of a medical or surgical treatment, including stays in long-term care establishments, health resorts, convalescent homes and similar institutions;
    - k) treatment by naturopaths or homoeopaths and naturopathic or homoeopathic medications and other alternative methods of treatment, unless specified in the Table of benefits, and mental health in-patient stay that is purely for the purpose of treatment by a psychologist;
    - l) the issuing of medical certificates and attestations and examinations as to suitability for employment or travel;
    - m) treatment of diseases during military service;
    - n) treatment for sickness or injuries directly or indirectly caused while actively engaging in: war, invasion, acts of a foreign enemy, hostilities (whether war has been declared or not), civil war, terrorist acts, rebellion, revolution, insurrection, civil commotion, military or usurped power, martial law, riots or the acts of any lawfully constituted authority, or army, naval or air services operations, whether war has been declared or not;
    - o) nuclear reactions or radioactive fallout;
    - p) treatment performed by the spouse, parent, sibling, or child of any insured under this policy, or any enterprise owned by or connected with one of the aforesaid persons;
    - q) treatment for or arising from any epidemic and/or pandemic disease, and vaccinations, medicines, or preventive treatment for or related to any epidemic and/or pandemic disease;

- r) treatment by psychologists; unless specified in the Table of benefits;
- s) medicine, whether given by injection or otherwise, medical articles and auxiliary appliances , such as but not limited to cast and crutches, which have not been administered during hospitalization, unless specified in the Table of benefits;
- t) hospitalization if the sole purpose is administration of medicine, treatment by a therapist or complementary medical practitioner or any other treatment when this could take place as out-patient treatment;
- u) custodial care.

## ART. 9 HOW TO SUBMIT A CLAIM

- 9.1** A fully completed claim form must be submitted to the company for each claim. The claim form must be completed and signed by the treating physician and accompanied by the official, original and itemized bills and receipts for the treatment received. Bills received in currencies other than U.S. dollars (US\$) will be processed in accordance with the exchange rate determined on the date of service at the insurer's discretion. Additionally, the insurer reserves the right to issue the payment or reimbursement in the currency in which the service or treatment was invoiced.
- 9.2** Written proof of claim must be submitted to the company immediately and at the latest within 180 (one hundred eighty) days of the insured event for which the claim is brought.
- 9.2.1** Complaints regarding the company's claims handling shall be filed not later than 30 (thirty) days after receipt of the amount of reimbursement.
- 9.3** The company shall be notified immediately of any stays in hospital, and such notification must include the physician's diagnosis.

All notifications should be made by telephone, fax or e-mail; the company shall defray all expenses incurred in this regard.

**9.3.1** All day-case and in-patient/hospitalization treatment within Bupa's network of providers in the United States of America must be pre-approved by USA Medical Services. If USA Medical Services is not contacted for pre-approval, the expenses will be reimbursed according to the out of network limits stated in the valid Table of benefits. If, due to an emergency, the insured is not reasonably able to contact USA Medical Services for pre-approval, the insured must let USA Medical Services know of any admission to the hospital within 72 (seventy-two) hours.

**9.3.2** If, during the approval phase, it becomes evident that Bupa's network of providers in the United States of America cannot offer the treatment in question, the company will reimburse the expenses as if the treatment had taken place within the network of providers.

## ART. 10 COVERAGE BY THIRD PARTIES

- 10.1** Where there is coverage by another insurance policy or healthcare plan, this must be disclosed to the company when claiming reimbursement.
- 10.2** In these circumstances the company will coordinate payments with other companies and will not be liable for more than its ratable proportion.
- 10.3** If the claim has been covered in whole or in part by any scheme, program or similar, funded by any government, the company shall not be liable for the amount covered.
- 10.4** The policyholder and any insured

person undertake to cooperate with the company and to notify the company immediately of any claim or right of action against third parties.

- 10.5** Furthermore, the policyholder and any insured person shall keep the company fully informed and shall take any reasonable steps in making a claim upon another party and to safeguard the interests of the company.
- 10.6** The insurer has a right of subrogation or reimbursement from or on behalf of an insured to whom it has paid any claims, if such insured has recovered all or part of such payments from a third party. Furthermore, the insurer has the right to proceed at its own expense in the name of the insured, against third parties who may be responsible for causing a claim under this policy, or who may be responsible for providing indemnity of benefits for any claim under this policy.

## ART. 11 PAYMENT OF PREMIUM

- 11.1** Premiums are determined by the company and shall be payable in advance. The company adjusts the premiums once a year as from the anniversary date on the basis of changes in the coverage and/or the loss experience in the insurance class during the previous calendar year.
- 11.2** The premium is age-related and will be adjusted on the first anniversary date after the insured's birthday.
- 11.3** The initial premium shall fall due for payment on the commencement date.
- 11.4** Changes in the term of payment can only be made at 30 (thirty) days' written notice prior to the policy anniversary.
- 11.5** There are 30 (thirty) days of grace on each premium due date.
- 11.6** The policyholder shall be responsible for punctual payment to the company and, if a premium is not received by the company within the

30 (thirty) days' grace period at any premium due date, the company's liability shall lapse.

- 11.7** In the event of the death of a policyholder, who is also insured on the policy, the premium on the policy may be waived for a period of 12 (twelve) months from the upcoming premium due date. The death must have been caused by a condition which would have been covered under this policy had the policyholder survived. The waiver applies only to the spouse or partner and their children under the age of 24 (twenty-four) who remain insured under the existing policy and will automatically terminate in the event of marriage of the remaining spouse or partner. The waiver does not apply to any supplementary insurance.
- 11.8** The policyholder's attention is drawn to Art. 6.5 regarding payment of outstanding amounts.
- 11.9** Depending on your country of residency and type of policy purchased, you may be subject to applicable taxes or other charges which may be collected and included as part of your total invoiced premium.

## ART. 12 INFORMATION NECESSARY TO THE COMPANY

- 12.1** The policyholder and/or the insured shall be under an obligation to notify the company in writing of any changes of name or address and changes in health insurance coverage with another company, including a consolidated company. If the policyholder and/or the insured change address to a different premium zone, the premium applicable to the new zone will apply from the first coming anniversary date. The company must also be notified in the event of the death of the policyholder or an insured. The company shall not be liable for the consequences if the policyholder and/or the insured fail to notify the company of such events.

- 12.2** The insured shall also be under the obligation to provide the company with all obtainable information required for the company's handling of the insured's claims against the company.
- 12.3** In addition, the company is entitled to seek information about the insured's state of health and to contact any hospital, physician, etc. who is treating or has been treating the insured for physical or mental illnesses or disorders. Furthermore, the company is entitled to obtain any medical records or other written reports and statements concerning the insured's state of health.

## ART. 13 ASSIGNMENT, CANCELLATION AND EXPIRATION

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- 13.1** Without the prior written consent of the company, no party shall be entitled to create a charge on or assign the rights under the insurance.
- 13.2** The insurance is automatically renewed on each policy anniversary date.
- 13.2.1** The insurance can be cancelled by the policyholder as from the anniversary date with 3 (three) month's written notice. The insurance shall be effective for 12 (twelve) months as a minimum.
- 13.3** Where upon taking out the insurance or subsequently, the policyholder and/or the insured has fraudulently changed original documents or disclosed incorrect information or withheld facts which may be regarded as being of importance to the company, the insurance contract shall be void and shall not be binding on the company.
- 13.4** Where upon taking out the insurance or subsequently, the policyholder and/or the insured has disclosed incorrect information, the insurance contract shall be void, and the company shall not be liable if the company would not have accepted the insurance if the correct information had been disclosed. If the company would have accepted the insurance but on other terms, the company shall be liable to the extent to which the company would have undertaken the obligations in accordance with the agreed premium.
- 13.4.1** In the event that the insurance contract is considered void, according to Art. 13.3 or Art. 13.4, the company shall be entitled to a service charge which is set as a specified percentage of the premium paid.
- 13.5** Where upon taking out the insurance, the policyholder and/or the insured neither knew nor should have known that the information disclosed by him/her was incorrect, the company shall be liable as if such incorrect information had not been disclosed.
- 13.6** The company can stop or suspend an insurance product at 3 (three) month's notice prior to the policy anniversary, and offer the insured an equivalent insurance coverage.
- 13.7** The company's liability shall automatically cease at the end of the insurance period, including liability for ongoing treatment, consequential damages and after-effects of an injury or illness incurred during the insurance period. Accordingly, upon expiration of the insurance, the right to compensation shall cease, including the right to compensation for claims which are filed later than 6 (six) months after the termination of the insurance.

## ART. 14 COMPLAINTS

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- 14.1** If we have not met your expectations, we have a simple procedure

to ensure your concerns are dealt with as quickly and effectively as possible. If you have any comments or complaints, you can call Bupa's customer service through Mi Bupa, [www.bupalud.com/MiBupa](http://www.bupalud.com/MiBupa) or calling at +1 (305) 398 7400. If we are not able to resolve the problem and you wish to take your complaint further, please contact the Complaints Manager at +1 (305) 398 7400.

- 14.2** It is very rare that we cannot settle a complaint, but if this does happen, you may be entitled to refer your complaint to an independent organization for review. The organization will depend on the nature of the complaint and the location of the Bupa office where the cause of the complaint occurred. We will provide you with that information when needed. In most cases this will either be the Danish Insurance Complaints Board or the UK Financial Ombudsman Service.

If you would like further information about the Danish Insurance Complaints Board you can write to them at Anker Heegaards Gade 2, DK-1572 Copenhagen V, Denmark, call them at +45 (0) 33 15 89 00, or find details on their website at [www.ankeforsikring.dk](http://www.ankeforsikring.dk). If you would like further information about the UK Financial Ombudsman Service you can write to them at South Quay Plaza, 183 Marsh Wall, London E14 9JR, UK, call them at +0845 080 1800 or +44 (0) 20 7964 1000,

or find details on their website at [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk). Please let us know if you want a full copy of our complaints procedure. None of these procedures affect your legal rights.

## ART. 15 CONFIDENTIALITY

- 15.1** The confidentiality of patients and customer information is of paramount concern to the companies in the Bupa group. To this end, the insurer fully complies with the data protection legislation and medical confidentiality guidelines. The insurer sometimes uses third parties to process data on our behalf. Such processing, which may be undertaken outside the European Economic Area (EEA), is subject to contractual restrictions with regard to confidentiality and security in addition to the obligations imposed by the United Kingdom's Data Protection Act.

## ART. 16 APPLICABLE LAW

- 16.1** Your insurance policy is governed by Danish law. Any dispute that cannot otherwise be resolved will be dealt with by courts in Denmark. If any dispute arises as to the interpretation of this document, the English version of this document shall be deemed to be conclusive and taking precedence over any other language version of this document. You can obtain a copy at any time by contacting our Customer Service at +1 (305) 270 3944.

# GLOSSARY

**ACCIDENT:** An unfortunate incident that occurs unexpectedly and suddenly, provoked by an external cause, always without the insured's intention, which causes injury or bodily trauma and requires immediate ambulatory medical attention and/or patient's hospital admission. The medical information related to the accident will be evaluated by the insurer, and the compensability will be determined under the general policy's provisions.

**ACUTE AND SERIOUS ILLNESS:** An acute and serious illness requires immediate in-patient hospitalization for twenty-four (24) hours or more within the next few hours after the onset of the illness to avoid loss of life or physical integrity. It shall be determined to exist upon agreement by both the treating physician and the company's medical consultants after review of the triage notes and the emergency room and hospital admission medical records.

**ANNIVERSARY DATE:** 12 (twelve) months from the commencement date and the same date in each year thereafter.

**APPLICANT:** A person named on the application form and the medical questionnaire as an applicant for insurance.

**APPLICATION:** The application form and medical questionnaire.

**CLAIM:** The financial demand covered in whole or in part by the insurance. In the company's evaluation/determination of the claim, the time of treatment is decisive, not the time of the occurrence of the injury/illness.

**CO-INSURANCE:** The part of the medical expenses the insured must pay if hospitalized in the United States of America.

**COMMENCEMENT DATE:** The date indicated in the policy schedule on which the insurance commences, unless otherwise stated in the Policy conditions.

**COMPANY:** Bupa Insurance Limited, a company registered in England No. 3956433. Our address is 1 Angel Court, London, EC2R 7HJ, United Kingdom.

**CUSTODIAL CARE:** Assistance with the activities of daily living that can be provided by non-medical /nursing trained personnel (bathing, dressing, grooming, feeding, toileting, etc.).

**DAY-CASE:** Treatment which, for medical reasons, normally requires a patient to occupy a bed in hospital or clinic for less than 24 (twenty-four) hours.

**DEDUCTIBLE:** The amount of money noted in the policy schedule which each insured agrees to pay each policy year before being compensated by the company.

**DOCUMENTS:** Any written information related to the insurance including original bills, policy schedules, and the like.

**EPIDEMIC:** The occurrence of more cases than expected of a disease or other health condition in a given area or among a specific group of persons during a particular period, and declared as such by the World Health Organization (WHO), or the Pan American Health Organization (PAHO) in Latin America, or the United States Centers for Disease Control and Prevention (CDC), or a local government or equivalent body (i.e. local ministry of health) where the epidemic is developing. Usually, the cases are presumed to have a common cause or to be related to one another in some way.

**EXPERIMENTAL:** The service, procedure, device, drug, or treatment that does not adhere to the standard of practice guidelines accepted in the United States of America and/or the United Kingdom regardless of the place where the service is performed. Drugs must have approval from the Food and Drug Administration (FDA) in the United States of America for use for the diagnosed condition, or other federal or state government agency approval required in the United States of America, independent of where the medical treatment is incurred or where bills are issued.

**FAMILY:** Mother and/or father and children under the age of 24 (twenty-four). Children aged 24 (twenty-four) and older may transfer to a separate policy.

#### **IN-PATIENT/HOSPITALIZATION**

**TREATMENT:** Surgery or medical treatment in a hospital or clinic when it is medically necessary to occupy a bed overnight.

**IN-PATIENT REHABILITATION:** Treatment aimed at restoring physical health and/or mobility taking place during hospitalization or as in-patient treatment at an authorized rehabilitation center following hospitalization due to serious accident/illness.

**INSURANCE:** The Policy conditions and policy schedule representing the insurance contract with the company and setting out the scope of the insurance terms, the premium payable, deductible and reimbursement rates.

**INSURED:** The policyholder and/or all other insured persons as listed in the valid policy schedule.

**LATIN AMERICA:** The countries south of the United States of America (Central America, the Caribbean, and South America), excluding Mexico.

**NETWORK OF PROVIDERS:** The company's service partner in the U.S.A. This service partner operates a national network of hospitals, clinics, and medical practitioners. When eligible day-case and in-patient/ hospitalization treatment takes place using the Bupa's network of providers, benefits are paid at 100% after any deductible and co-insurance. Information regarding the network of providers can be obtained by contacting the company or visiting [www.bupasalud.com](http://www.bupasalud.com).

**OUT OF NETWORK:** Eligible treatment that takes place in the U.S.A. with other providers than those participating in the company's network of providers. When treatment takes place out of network, benefits are paid according to the valid Table of benefits after any deductible and co-insurance.

**PANDEMIC:** An epidemic occurring over a widespread area (multiple countries or continents) and usually affecting a substantial proportion of the population.

**POLICY CONDITIONS:** The terms and conditions of the insurance purchased.

**POLICY DUE DATE:** The date on which the premium is due and payable.

**POLICY SCHEDULE:** Policy details showing the type of insurance purchased, premium, deductible and any special terms.

**POLICYHOLDER:** The person identified as the policyholder on the application form.

**PRE-EXISTING CONDITION:** The medical history, including the illnesses

and conditions listed in the medical questionnaire, which may affect the company's decision to insure or not to insure or to impose special terms.

**REHABILITATION:** Medically prescribed rehabilitation at an authorized rehabilitation centre following hospitalization.

**REIMBURSEMENT RATES:** The maximum amount of money which will be paid by way of reimbursement of medical expenses in one year from the commencement date or from each anniversary date, as further detailed in the Policy conditions.

**RENEWAL:** The automatic renewal of the insurance as per the anniversary date.

**SERIOUS ACCIDENT:** An unforeseen trauma occurring without the insured's intention, which implies a sudden external cause and violent impact on the body, resulting in demonstrable bodily injury that requires immediate in-patient hospitalization overnight within the next few hours after the occurrence of the severe injury to avoid loss of life or physical integrity. Severe injury shall be determined to exist upon agreement by both the treating physician and the company's medical consultant, after review of the triage notes, emergency room and hospital admission medical records.

**SERIOUS INJURY:** A serious injury requires immediate in-patient hospitalization for twenty-four (24) hours or more within the next few hours after the occurrence of the serious injury to avoid loss of life or physical integrity. It shall be determined to exist upon agreement by both the treating physician and the company's medical consultants after review of the triage notes and the emergency room and hospital admission medical records.

**SPECIAL TERMS:** Restrictions, limitations or conditions applied to the company's standard terms as detailed in the policy schedule.

**STANDARD TERMS:** The company's insurance terms with no special restrictions, limitations or conditions.

**SUBROGATION:** The company's right to enforce a remedy which the insured has against a third party and the company's right to require the insured to repay the company if it has paid expenses recouped by the insured from a third party.

**SURGERY:** A surgical treatment/intervention, which does not include endoscopies and scans even though these examinations may require anesthesia.

**TERMINAL CARE:** Care that the insured receives following diagnosis of a terminal condition, including physical, psychological, and social care, as well as accommodation in a bed, nursing care and prescribed drugs. This care must be pre-approved by the company.

**TERMINAL PHASE:** When the advent of death is highly probable and medical opinion has rejected active therapy in favor of relief of symptoms and support of both patient and family. This decision must be confirmed by the company's medical consultant.

**USUAL, CUSTOMARY, AND REASONABLE (UCR):** The maximum amount the company will consider eligible for payment under a health insurance plan. This amount is determined based on a periodical review of the prevailing charges for a particular service adjusted for a specific region or geographical area.

**WAITING PERIOD:** A period of time from the commencement date where the insurance provides no coverage unless as specified in Art. 3.

**WE/US/OUR:** Bupa Insurance Limited or USA Medical Services acting on behalf of Bupa Insurance Limited.



## EUROPEAN ADDRESSES

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Registered in England No. 3956433.  
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