

Medical Malpractice Liability Claims Procedures

for Special Schools

特殊學校 - 醫療失誤責任索償程序

[As per Education Bureau's instruction that agreed by Asia Insurance Co., Ltd. ("Asia") and Jardine Lloyd Thompson Limited ("JLT")]

按照教育局的指示及獲得亞洲保險有限公司(下簡稱「亞洲保險」)和怡和保險顧問有限公司(下簡稱「怡和保險」)的同意

In the event of a claim for medical malpractice; or any medical incident which could reasonably be expected to give rise to a claim, the Insured should contact JLT for assistance immediately.

如有醫療失誤索償的事件，或任何可以合理地預期導致可能引起索償的醫療事故發生，受保人應立即通知怡和保險。

IMPORTANT

重要事項

“DO” - The Insured shall pass to Asia through JLT a copy of any notice of claim and all correspondences received from the third party, **UNANSWERED**.

當受保人收到任何索償或投訴文件時，受保人須透過怡和保險給予亞洲保險一份副本。請勿自行回覆任何信件或作出回應。

“DO” - The Insured shall immediately forward to Asia through JLT a copy of any writ, summons, charge sheets, indictments or related court documents upon receipt, **UNANSWERED**.

當受保人收到民事訴訟程序當中的投訴書、傳票、索償陳述書、刑事訴訟程序中的傳票、控罪或有關狀書等，受保人須立即透過怡和保險給予亞洲保險一份副本。請勿自行回覆任何訴狀或傳票。

“DO NOT” – do not admit liability or make any offer, promise or payment of settlement to third party without written consent of Asia.

如未取得亞洲保險書面同意，受保人切勿承認責任或提出，承諾或繳付賠償予第三方。

“DO NOT” – do not answer correspondence from third party but pass onto Asia through JLT for handling.

受保人切勿自行回覆任何書信文件及應盡快透過怡和保險通知亞洲保險，交由亞洲保險處理。

“DO NOT” – do not accept any payment or arrangement of indemnity offered by any third party held responsible for the loss or damage.

受保人切勿接受任何需負責任的第三方提供的任何賠償款項或賠償的安排。

“DO” – Please contact JLT immediately if you have any query or hesitation to report any incident.

如有任何疑問或猶豫應否報告事故，請立即向怡和保險查詢。

Contact Persons 聯絡人

Jardine Lloyd Thompson Limited			
怡和保險顧問有限公司			
理賠服務 (Claim Services)		一般及保單內容查詢 (General / Policy Enquiry)	
Ms Amy Chan / Mr Sader Ho		Ms Amanda Lau / Ms Mabel Chiu	
陳翼敏女士 / 何頌勳先生		劉愛珍女士 / 趙美寶女士	
Tel 電話:	2864 5365 / 2864 5343	Tel 電話:	2864 5514 / 2864 5348
Fax 傳真:	2161 0112	Fax 傳真:	--
Email 電郵:	Amy.Chan@marsh.com / Sader.Ho@marsh.com	Email 電郵:	Amanda.Lau@marsh.com / Mabel.Chiu@marsh.com

Remarks

This document is furnished to the Insured as a matter of information and guideline only, and is subject to all the terms and conditions under Policy No. [ABK/APY/19-1150010130](#).

此文件只供受保人作參考及指引，詳細索償程序一概以保單號碼 [ABK/APY/19-1150010130](#) 的條文及細則為依歸。