

## This document is intended to make it easy to report a claim. You may wish to give a copy of this to your dependents.

For non-emergency claims you can notify us through the claims link on our website:

## Insuranceforgroup.com/claims

For immediate assistance contact Collinson Assistance Services

Telephone: +44(0) 207 902 7131 Email: opsassist@collinsgroup.com

Should you need medical treatment they will arrange this for you. They will also place a guarantee of payment, so you do not have to pay for any treatment. They deal with everything from out-patient appointments through to evacuations.\*

You will be given a case number which you will need to quote each time you contact us. The team will liaise with your insurance company and oversee your case management.

Collinson Assistance Services Ltd must be informed that this contract covers the person concerned and the following details must be provided:

- · Scheme reference: Insurance for Journalists
- Your name and address
- · Your location and nature of the medical emergency.
- The name and phone number of the doctor and the hospital treating you

Failure to contact Collinson Assistance Services Ltd and obtain authorization may prejudice the claim and could mean that some or all of the costs involved may not be paid.

In the event that liability cannot be established at the outset of an emergency, it is agreed that the first named insured will guarantee payment until such time that liability can be accepted by the insurers.

\*subject to policy terms and conditions

## Do you need any help?

- If you have any questions concerning an ongoing claim then please contact Collinson Assistance Services Ltd.
- If you have any questions concerning the purchase of a policy, or an existing policy, then please contact us using the details below.





































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