

How do I submit a claim for my helper and what are the documents required?

Please download the “UOI MDW Insurance Claim Form” and fill up the form. You are also required to provide the following supporting documents:

1. Outpatient Medical Expenses due to an accident
 - a. Tax Invoice
 - b. Doctor's Memo stating the nature and extent of Accident
2. Hospital & Surgical Expenses (accident or illness)
 - a. Inpatient Discharge Summary/Discharge Summary.
 - b. Final Hospital Tax Invoice (note that interim bill will not be accepted)
 - c. Hospitalization Leave or Medical Leave (if available)
 - d. Pre and/or Post Hospitalization Tax Invoice(s) for the same diagnosis, if any.

You may scan the supporting documents (in pdf format) and email together with the claim form to atria-claims@atriainsurance.com. You can contact us at this email too or call/whatsapp +65 96964095 for more queries.

Please ensure that the scanned copies can be clearly seen. You are also required to keep all the original invoices/documents as UOI may need them to be produced for verification.

Choo Boon Siong
Atria Insurance Agency Pte Ltd