



### Claiming Fees Direct from Insurance Companies

Name.....

Address.....

Pet's Name..... Species.....

In some circumstances **The Grove Orthopaedic Referrals** are able to claim fees direct from the insurance company. Please read the conditions associated with this process and sign the form to indicate your acceptance of these conditions:

- We will only make direct claims from companies who have a good record of paying reliably. The Practice shall be the sole judge of which companies these are;
- We will not make a direct insurance claim for sums of less than £500;
- You must provide us with a copy of the insurance certificate;
- You warrant that the insurance cover has been in place with this company for a period of time at least 30 days longer than the symptoms of the illness to which the claim refers;
- You undertakes to pay the insurance excess at the time of your pets treatment;
- You acknowledge that if, for whatever reason, the insurance claim remains unpaid 60 days following submission of the insurance claim, then the practice will be entitled to recover the sum from you;
- By signing this form you give permission for The Grove to contact the insurance company on your behalf.
- We make a charge of **£20.00 inc. VAT per initial direct claim** to cover the administrative costs of this.

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I acknowledge that I have read the conditions above and agree to be bound by them.

Signed.....

Date.....

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For staff use:

Company.....Policy

No.....Limit.....

Excess..... Inception date.....