



A GUIDE TO YOUR COMPANY PLAN

A COLLABORATION BETWEEN TWO OF THE MOST RESPECTED NAMES IN GLOBAL HEALTHCARE

Membership Guide

This Membership Guide explains the terms and conditions of the Company Plan. Detailed information such as pre-authorising **treatment**, making a claim and moving country can be found in this guide. It also explains **your** benefits, limits and exclusions with detailed rules on how to use them.

From 1 June 2024

bupaglobal.com



WELCOME TO YOUR HEALTH PLAN

Two of the most respected names in healthcare, **Bupa Global** and **Blue Shield Global**, are teaming up to deliver high-quality healthcare products and services. This partnership was born out of a shared ambition to champion and deliver access to world-class healthcare and meet the healthcare needs of globally minded and globally mobile customers.

Customers with U.S. cover will have access to one of the largest **networks** of healthcare providers and facilities worldwide, utilising both **Blue Shield networks** in the U.S. and **Bupa's networks** outside the U.S.

This combined strength, scale and expertise means customers can be confident in knowing that they have access to quality healthcare when and where they need it.

Within this **membership guide**, you'll find easy to understand information about **your** health plan.

This includes:

- advice on what to do when **you** need **treatment**
- simple steps to understanding the claims process
- a 'Table of Benefits' and list of 'General Exclusions' which outline what is and isn't covered along with any benefit limits that might apply
- a 'Glossary' to help **you** understand the meaning of some of the terms used

You should read this guide with **your** insurance certificate and application for cover. These set out the terms and conditions of **your** cover. To make the most of the plan, please read these sections:

- 'Table of benefits'
- 'What is not covered' and
- 'The lifecycle of your plan'.

They explain what the plan covers **you** for.

Please keep this guide in a safe place. If **you** need another copy, **you** can call **us**, or view and download it any time in MembersWorld.

Remember **we** can offer a second medical opinion service. The solution to health problems isn't always black and white. That's why **we** offer **you** the opportunity to get another opinion from leading international **specialists**.

BEFORE WE GET STARTED, THERE ARE A FEW THINGS WE WOULD LIKE TO BRING TO YOUR ATTENTION...

YOUR INSURER

Bupa (Asia) Limited is the sole insurer of this plan

YOUR GEOGRAPHICAL AREA FOR COVERAGE IS DEPENDENT ON YOUR LEVEL OF COVER

As long as it is covered by **your health plan**, **you** can have **your treatment** at any recognised **medical practitioner, provider** or **facility**. To confirm **your** level of cover please see **your** insurance certificate.

To view a summary of **hospitals** visit Facilities Finder at www.bupaglobal.com/facilitiesfinder

BOLD WORDS

Some words in this guide appear in **bold** type. These are words that have special meanings in this guide. **You** can find these meanings in the Glossary.

TREATMENT THAT WE COVER

Your health plan covers the **treatment** cost for a disease, illness or injury that leads to the conservation of **your** condition, **your** recovery or **you** getting back to **your** previous state of health.

Your treatment is covered if it is:

- covered under the **health plan**
- at least consistent with generally accepted standards of medical practice in the country in which **treatment** is being received
- clinically appropriate in terms of type, duration, location and frequency

Your health plan also provides preventive benefits to help keep **you** healthy. **You** can find these in the 'Table of Benefits'.

ACCESSING CARE IN THE U.S.

If **you** have U.S. cover as part of **your health plan**, **you** have access to the broadest coverage in the U.S. via **Blue Shield networks**.

To find out more please visit www.bupaglobalaccess.com

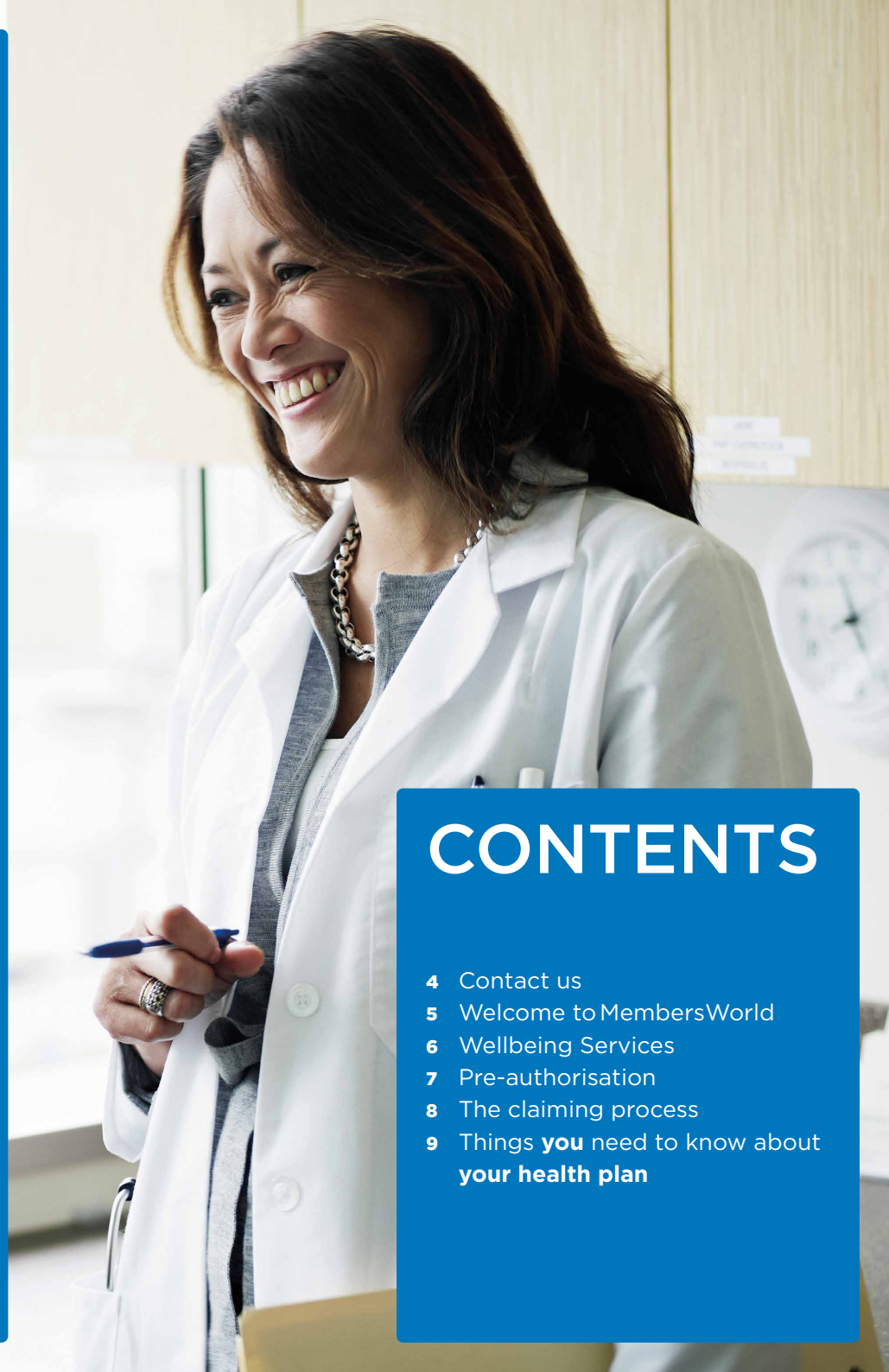
Please call **our** dedicated team on +1 844 369 3797 (from inside or outside the U.S.) to arrange any **treatment** in the U.S.

ANY QUESTIONS?

We'll be happy to help. Get in touch using the details printed on **your** membership cards.

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- 5 Welcome to MembersWorld
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- 8 The claiming process
- 9 Things **you** need to know about **your health plan**



CONTACT US

Open 24 hours a day, 365 days a year

You can access details about **your** plan any time of the day or night through MembersWorld.

You can also call **us** at any time for advice and support from people who can help **you**.

Healthline +852 2531 8503

You can ask **us** for help with:

- finding places and people to treat **you**.
We try to do this within 48 hours
- access to a second medical opinion
- information on vaccines and visas
- interpreter and embassy referral.

We get information from a number of sources.
You should check this as **we** can't verify it. **We** can't be held responsible for any errors or omissions, or any loss, damage, illness or injury that may occur as a result of this information.

You can ask us to arrange a medical evacuation if **you** have cover for this. This can include:

- air ambulance
- commercial flights, with or without medical escorts
- stretcher transport
- transport for a body or ashes
- travel for relatives and escorts.

We believe that every person and situation is different and **we** focus on finding answers and solutions that work for **you**.

Our team will help **you** from start to finish, so **you** always talk to someone who knows what is happening.

Question about your plan?

MembersWorld is the first place to go for information about:

- cover details
- pre-authorisation
- claims
- membership and payment questions.

It's often the quickest way to contact **us** too.

You can also:

Phone: +852 2531 8503

Email: service.hk@bupaglobal.com

Write to:

Bupa (Asia) Limited,
6/F, Tower 2,
The Quayside,
77 Hoi Bun Road,
Kwun Tong,
Kowloon,
Hong Kong

We may record or monitor **your** calls.

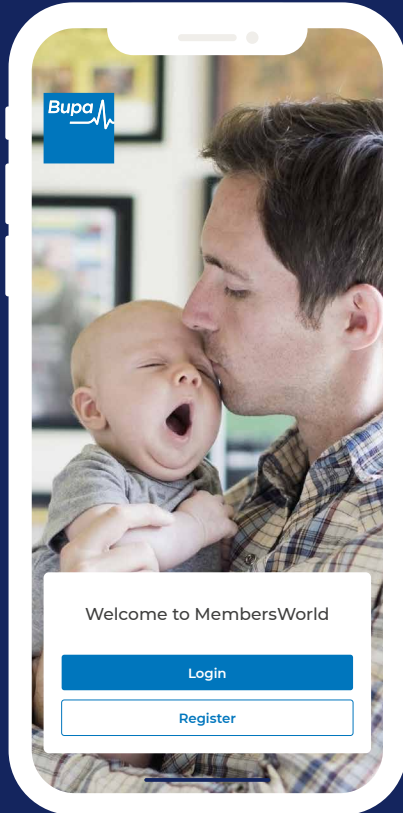
Sight or hearing difficulties?

We have documents in braille, large print or audio. Please let **us** know if **you** would like **us** to send **you** some.

Contact details changed?

It's very important that **you** let **us** know when **you** change **your** contact details (postal or email address or phone number). **We** need to keep in touch with **you** so **we** can give **you** important information about **your** plan or **your** claims. To update **your** details, simply log onto MembersWorld or call, email or write to **us**.

WELCOME TO MEMBERSWORLD



MembersWorld connects **you** to **Bupa Global** when **you** need **us**.

You can join at:
<https://membersworld.bupaglobal.com>

MembersWorld is for anyone on the plan aged 16 or over. If **you** are the **main member** and want to see details of **your dependants**, they will need to join MembersWorld and give their permission for **you** to do this.



How to access MembersWorld

You can access and register online at
<https://membersworld.bupaglobal.com>
with **your** favourite web browser or via **our** app.

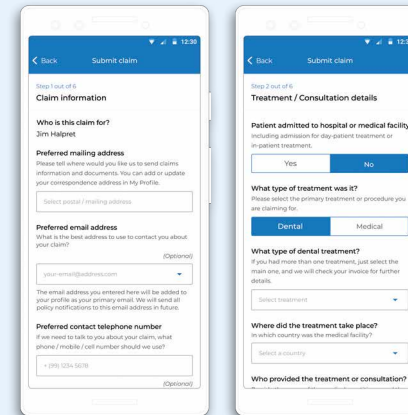
Search for “MembersWorld” on the App Store or Google Play and download to **your** device for access to **your** account on-the-go



Claims and pre-authorisations

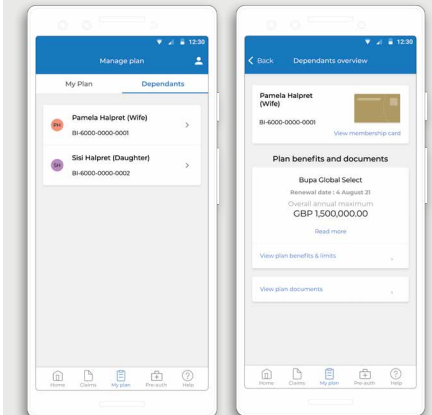
- Request pre-authorisation
- Submit claims*
- View and track their progress*
- Review and send **us** more or missing information

*MembersWorld may not track claims in the U.S.



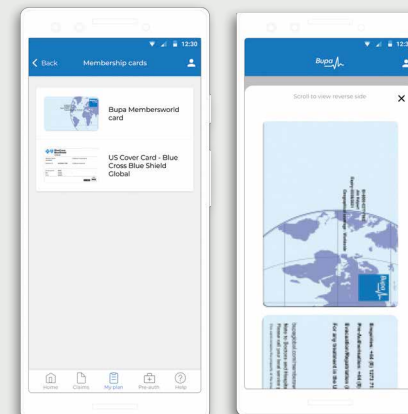
Dependants

- View **dependants'** plans, documents and membership cards
- Submit and view claims*
- **Main members** can manage a **dependant's** account



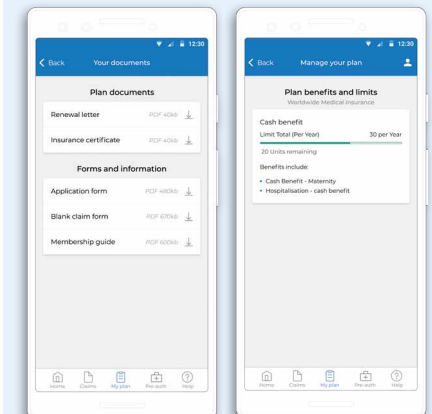
Membership cards

- Access to **your** membership cards any time **you** need them



Policy documents

- View and download **your** plan documents



WELLBEING SERVICES

At Bupa Global, **we** care about more than just physical health. **We** offer wellbeing programmes to support **you** and **your** family whenever **you** need them and **you** can use them right away!

They are free to use as soon as **your** plan starts. Using them does not use any of **your** benefit limits. If **you** have any questions, please contact **us** to talk.

Your Wellbeing

You can find more about **your** health and lifestyle at <https://www.bupaglobal.com/en/your-wellbeing>

You can also find news, articles and simple tips to help **you** and **your** family live longer, healthier, happier lives.

Second Medical Opinion*

With **Bupa Global**, **you** can always ask for a second medical opinion from leading **specialists**.

This gives **you** the peace of mind that **your treatment** is right for **you**. An independent team of **specialists** will look at **your** medical history and treatment and give **you** a detailed report on what should happen next.

You can ask for a second medical opinion on **your** MembersWorld app or by email at service.hk@bupaglobal.com

* These are not **Bupa Global** services - **we** have contracts with other companies to provide them to **you**. We can change or remove them at any time.

We are not responsible:

- o for any information they give **you**
- o if, for any reason, they are not available.

Global Virtual Care*

You can access a network of international doctors right in **your** pocket! They can help **you** get the best available care, wherever **you** are

Global Virtual Care offers:

- o Video and telephone consultations
- o Doctors' notes
- o Self-care
- o Referrals
- o Prescriptions



You can book appointments any time of the day or night in **your** MembersWorld app.

Bupa LifeWorks*

Bupa LifeWorks is here to help **you** with all of life's challenges.

You can get advice about **your** mental, financial, physical and emotional health, including short-term counselling, any time of the day or night. Just use the mobile app or call. There are also lots of articles, podcasts, videos and more.

It's easy to start. Just visit <https://app.lifeworks.com/> or search "TELUS Health One" in the App Store or Play Store then use with the code "Bupa" and your MembersWorld login details.

PRE-AUTHORISATION

The importance of pre-authorisation

We want everything to run smoothly when **you** need **treatment**. That way **you** can focus on getting better.

Why you should pre-authorise treatment

So that **you** can tell **us** about **treatment** that **you** need to have. **You** should contact **us** before **you** have **your treatment** to give **us** the details.

We can then:

- check if **we** cover **your treatment**
- check if the provider is part of **our network**
- help **you** find a provider within **our network**
- explain any limits that apply
- tell the provider that **you** are a **Bupa Global** member. **We** have agreements with **our network** providers for **treatment** charges
- case-manage complex **treatment**. The table of benefits clearly shows the complex **treatments we** want **you** to tell **us** about. Please contact **us** if **you** need any of these. **We** may ask for more information (for example to check if any policy exclusion applies)
- see if **we** can pay any bills directly to the provider. This will mean **you** don't have to pay and claim the costs from **us**.

If **you** have **treatment** with a provider that is not in **our network**, **we** may only pay costs that are **reasonable and customary**. This could leave **you** with a shortfall to pay.

Before **we** can approve **treatment** or pay a claim **we** may ask for more information, for example a medical report. If **we** don't receive this promptly, there may be a delay to pre-authorisation and to paying **your** claim. If **we** do not receive this at all, **we** may not be able to pay **your** claim.

We may appoint an independent medical professional and ask **you** to have a medical examination with them (at **our** cost). They will then give **us** a medical report.

When **you** have pre-authorised **treatment** with a provider that is in **our** network, **we** will cover the costs if, when **you** have it:

- the policy is in force
 - **you** are covered by the policy
 - premiums are paid up to date
 - the pre-authorisation is still valid.
- When **we** authorise **treatment**, **we** will tell **you** how long it is valid for.

How to pre-authorise treatment

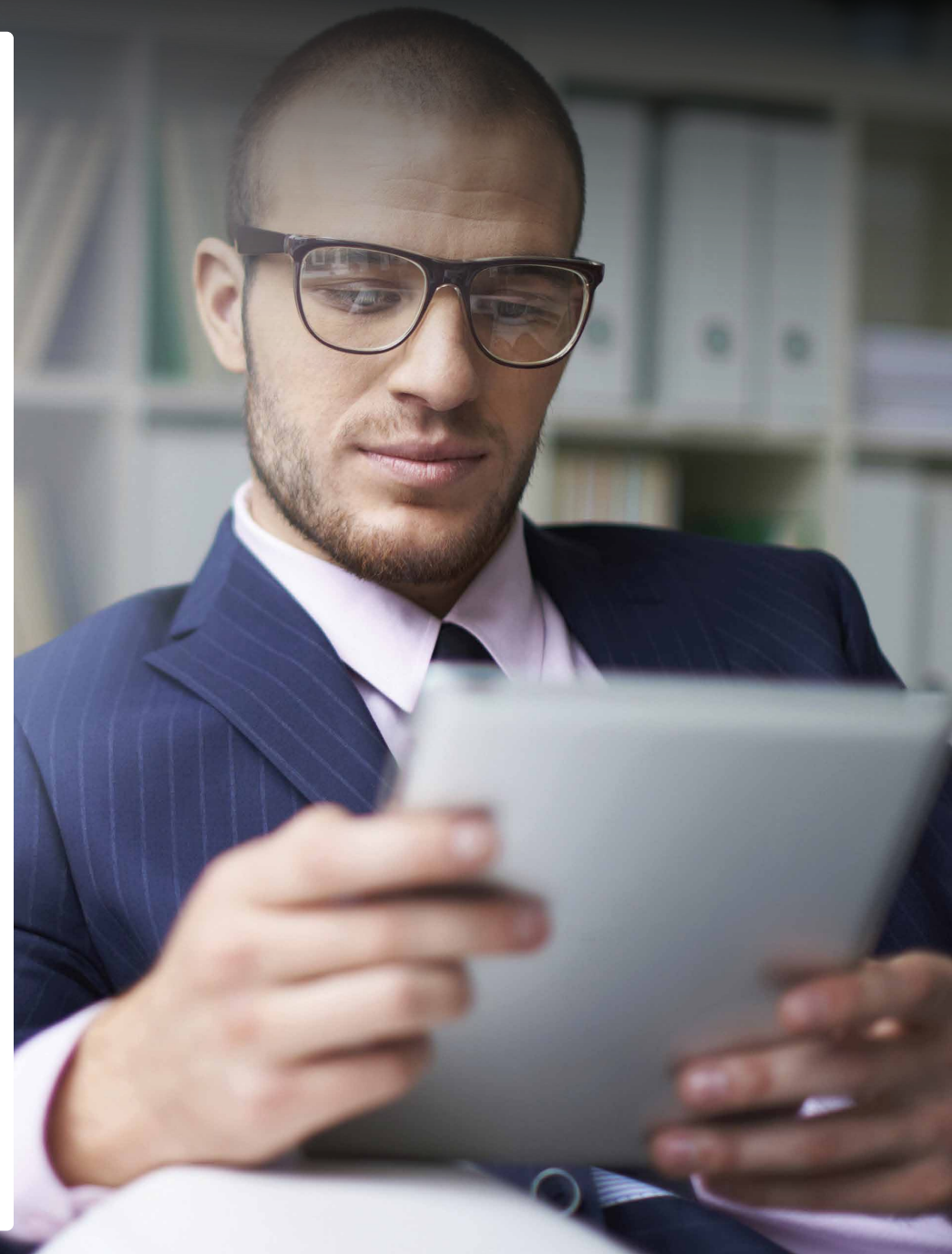
Login to the MembersWorld app, go to <https://membersworld.bupaglobal.com> or contact **us** by phone or email. When **we** have the details, **we** will send **you** and the provider a pre-authorisation statement.

If your pre-authorisation is no longer valid

Just follow the process again.

If you need to go to hospital in an emergency

In an emergency there might not be time to contact **us**. If this happens, it is important that the hospital contacts **us** within 48 hours.



THE CLAIMING PROCESS

If **you** need help with a claim **you** can

- use MembersWorld
- call **us** on +852 2531 8503
- email service.hk@bupaglobal.com

Whether **you** choose direct settlement or 'pay and claim' **we** provide a quick and easy claims process. **We** aim to arrange direct settlement wherever possible, but it has to be with the agreement of whoever is providing the **treatment**. In general, **we** can only arrange direct settlement for **in-patient treatment** or **day-case treatment**. Direct settlement is easier for **us** to arrange if you pre-authorise **your treatment** first, or if **you** use a hospital or healthcare facility in **our network**.

How to make a claim

The quickest way to make a claim is by using **your** MembersWorld account. **You** have the choice of making an on-line claim or uploading any completed claim form.

Make sure **we've** got all the information **we** ask for. The biggest delays to paying a claim are incomplete, missing or unreadable information.

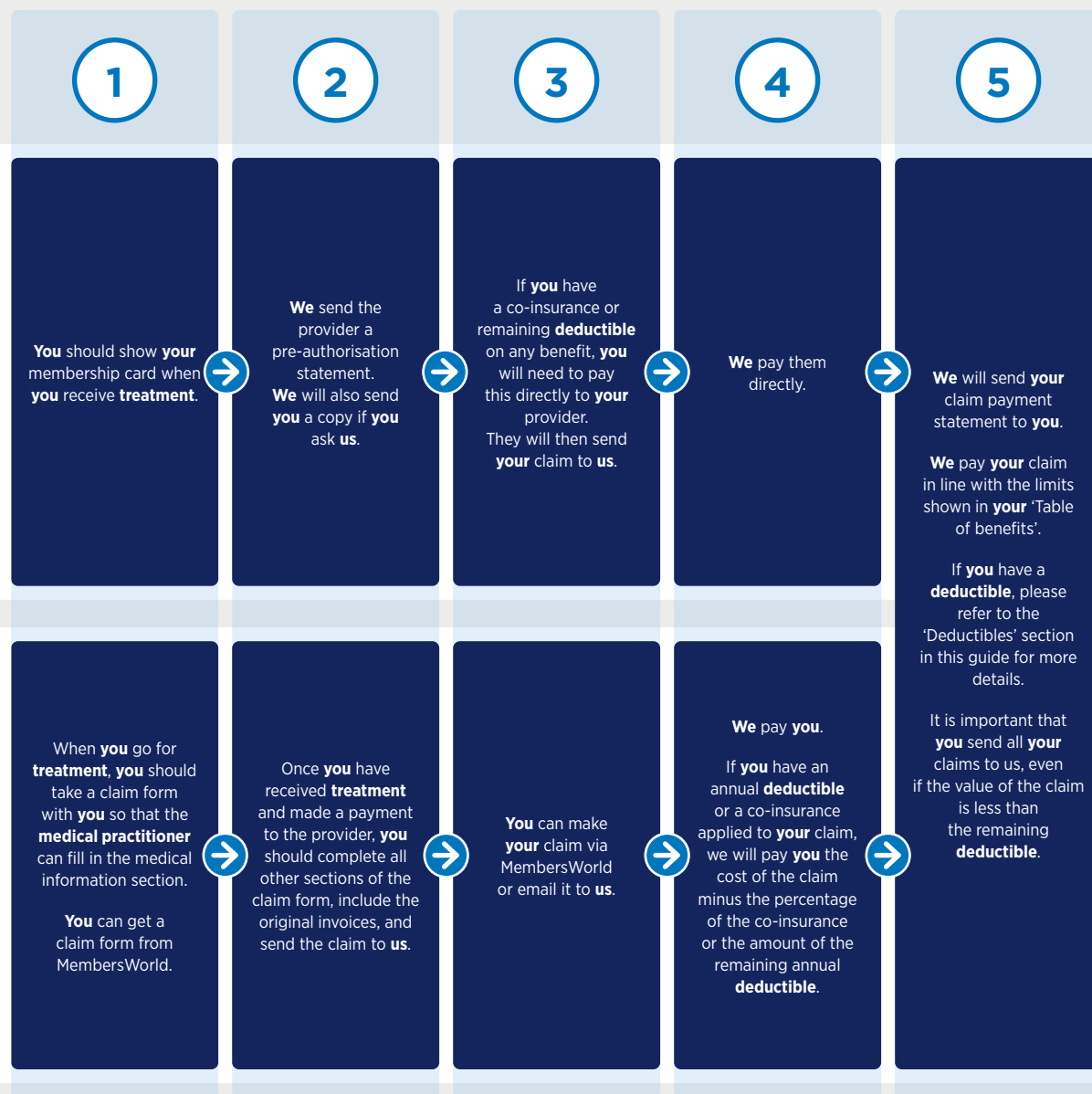
Make sure **you** give **us** **your** correct bank details. Bank transfer is by far the quickest way to receive **your** payment.

Direct Settlement

Direct settlement is where the provider of **your treatment** claims directly from **us**. This means that **you** do not have to pay and then claim the costs back from **us**.

Pay and Claim

The alternative is for **you** to pay and then claim back the costs from **us**.



Things you need to know about your health plan

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About your membership

This is a group insurance plan. This means that **you** are one of a group of members which has a **sponsor** (the company that the **main member** works for).

This plan is governed by an **agreement** between the **sponsor** and Bupa (Asia) Limited. It covers the terms and conditions of **your** membership.

There is no legal contract between **you** and Bupa (Asia) Limited. Only the **sponsor** and Bupa (Asia) Limited have legal rights under the **agreement** relating to **your** cover. Only they can enforce the **agreement**.

There are three documents that set out the terms of **your** membership:

- **your** application for cover. This includes quote requests, forms for anyone covered, and anything declared when **you** applied for cover
- **your** rules and cover shown in this guide
- **your** insurance certificate. This shows the name of the insurer.

Pre-authorisation

When **you** need **treatment we** want to make sure that everything runs as smoothly as possible. If **you** contact **us** before having **treatment**, **we** can explain **your** benefits and confirm if the **treatment** is covered by **your** plan. **We** can also offer any help or advice **you** may need, such as suggesting **hospitals**, clinics and doctors.

If **you** need **hospital treatment (in-patient treatment or day-case treatment)**, contacting **us** also means that **we** can get in touch with the **hospital** or clinic and make sure they have everything they need to go ahead with **your treatment**. If possible, **we** will arrange to pay them directly too.

There are certain benefits which **you** must receive pre-authorisation for. **You** can see these in the 'Table of benefits'. **We** may not pay for **your treatment** if **you** haven't pre-authorised it first.

Direct settlement is where **we** pay the provider of **your treatment** directly. This makes things easier for **you** as **you** do not have to pay and then claim the costs back from **us**. **We** try to do this whenever possible, and the provider of the **treatment** has to agree to it. Direct settlement is usually only available for in-patient or **day-case treatment**.

Direct settlement is easier for **us** to arrange if **you** pre-authorise **your treatment** first, or if **you** use a **hospital** or clinic that is in **our network**.

If direct settlement is not possible, **you** will need to pay for **your treatment** and claim the costs back from **us**.

There are some benefits which **you** must pre-authorise. These are detailed in **your** 'Table of benefits'. **We** may not pay a claim if **we** have not pre-authorised it.

How to pre-authorise

You can pre-authorise **your treatment** on the MembersWorld app, by email, or by phone. When **we** have the details **we** need, **we** send a pre-authorisation statement to **your hospital** or clinic. **We** will send **you** a pre-authorisation statement if **you** ask **us** to.

When **you** contact **us**, please have **your** membership number ready. **We** will ask **you** questions. These could include:

- do **you** know the condition **you** have?
- when did **your** symptoms first start?
- when did **you** first see **your family doctor** about them?
- what **treatment** do **you** need?
- when will **you** have the **treatment**?
- what is the name of **your specialist**?
- where will **your** proposed **treatment** take place?
- how long will **you** need to stay in **hospital**?

If **we** pre-authorise **your treatment**, **we** will pay up to the limits of **your** plan if:

- the plan covers the **treatment**. **We** may ask **you** for more details. This could be, for example, to rule out any link to a **pre-existing condition**
- **you** are covered when the **treatment** takes place
- the premiums are paid up-to-date
- the **treatment you** have matches the **treatment we** authorised
- **you** have given **us** all the details of the condition and **treatment you** need
- **you** have enough benefit to cover the cost of the **treatment**
- the **treatment** is not for a **pre-existing condition** (see the 'What is not covered' section)
- the **treatment** is **medically necessary**.

If **we** do not receive the information **we** need, this may delay pre-authorisation and claims payment. **We** may ask an independent **medical practitioner** to examine **you** and give **us** a report. **We** will pay for this.

Staying in hospital

The pre-authorisation will include the number of nights in **hospital** that **we** will cover for **your in-patient treatment**. If **you** need to stay longer, **you** or **your** doctor must contact **us** to extend the pre-authorisation.

Important

Pre-authorisation is only valid if all the details of the **treatment we** authorise match the **treatment you** have. This includes when and where **you** have the **treatment**. If any detail changes, or **you** need more **treatment**, **we** need to pre-authorise the change. This means that **you** or **your** doctor must tell **us** the details. **We** can only approve **your treatment** based on the information **we** receive.

We may change **our** decision if the information **we** receive differs from what **we** were told when **we** first assessed **your treatment**. If **we** do not receive details that **we** have asked for, **we** may treat this as a sign of fraud. If this happens, **we** may pass information to third parties, which may include

other insurers. The aim of this is to prevent and detect fraud.

Using our network

If **you** choose to have **treatment** from a person or place (for instance a doctor or clinic) that is in **our network**, **we** will pay the costs (after taking into account any benefit limits, co-insurance or a **deductible** that may apply to the plan).

We can help **you** find a person or place that is in **our network**. **You** can also find **our network** at bupaglobal.com/en/facilities/finder

If **you** choose to have **treatment** from someone or in a place that is not part of **our network**, **we** will only cover costs that are **reasonable and customary**. This applies whether **we** pay them directly, or **you** pay the costs and claim this back from **us**. To calculate this **we** look at:

- costs that are the usual, or accepted standard amount payable for the **treatment you** have
- the quality and experience of the person or place that treated **you**
- the region where **you** have the **treatment**.

We may look at the usual and most common charges that **we** pay in that region. Some governments, medical bodies or insurance industry groups publish guidelines for fees and medical practice. These can include standard **treatment** plans which outline the best course of care for a given illness or **treatment**.

We may refer to these global guidelines when **we** assess and pay claims.

We will not pay costs from a provider that is not part of **our network** and which are higher than what is **reasonable and customary**. This means that:

- **you** will have to pay any costs which are higher than what is **reasonable and customary**. **You** will need to pay the provider directly
- **we** cannot control what the provider will charge **you**.

There may be times when it is not possible for **you** to be treated by a provider in **our network**, for instance in an **emergency**. When this happens, **we** ask that **you** or the provider, contact **us** within 48 hours (or as soon as possible afterwards). **We** may arrange for **you** to move and have **treatment** from a provider that is in **our network**. **We** will only do this if it is safe for **you**. If **you** decide not to move, **we** will pay **reasonable and customary** costs for **your treatment**.

In some countries there may be other processes that apply if **you** have **treatment** from a provider that is not part of **our network**.

Treatment in the U.S.

All **in-patient treatment** and **day-case treatment**, cancer **treatment** and MRI, and CT and PET scans in the U.S. must be pre-authorised. If **you** are going to receive any of these **treatments**, ask **your** medical provider to contact the U.S. service centre for pre-authorisation. All the information they need is on **your Blue Shield Global** membership card.

We have made special arrangements if **you** need to have **treatment**, be admitted to **hospital**, or visit a doctor in the U.S. These include access to a select **network** of quality medical providers and direct settlement of all covered expenses when **you** receive **treatment** in a **hospital** in **our network**. To find providers or **hospitals** that are in **network**, **you** can contact the U.S. service centre or use the website listed on **your Blue Shield Global** membership card. In addition, **you** will need to present **your Blue Shield Global** membership card to providers and **hospitals** when **you** access care.

Treatment that has not been pre-authorised

If **you** choose not to get **your in-patient treatment** and **day-case treatment**, cancer **treatment** and MRI, CT or PET scans in the U.S. pre-authorised, **we** will pay 50% towards the cost of covered **treatment**.

We know that there are times when **you** can't pre-authorise **your treatment**, for example in an **emergency**. If **you** go to **hospital** in an **emergency**, it is important that the **hospital** contacts **us** within 48 hours. If this isn't possible, they should contact **us** as soon as they can. **We** can then make sure **you** are getting the right care and are in the right place. If **you** are in a **hospital** that is not part of **our network**, **we** may arrange for **you** to move and have **your treatment** in a **hospital** that is in **our network**. **We** would only do this when **you** are stable and if it is the best thing for **you**. If **you** decide to stay where **you** are, **we** will pay the **reasonable and customary** costs of any covered **treatment** or services that **you** have after the proposed date of the transfer.

If **we** have been notified within 48 hours of **your emergency** admission to a **hospital** that is in **our network**, **we** will not ask **you** to share the cost of **your treatment**.

Treatment outside our network

Even if **your treatment** in the U.S. has been pre-authorised, if **you** choose to use a **hospital**, clinic or **medical practitioner** that is not part of **our network**, **we** will pay **reasonable and customary** costs. Please see 'Using **our network**' in the Pre-authorisation section of this membership guide.

There may be times when **you** cannot be treated at a **hospital** in **our network**. These include:

- where there is no **hospital** in **our network** within 30 miles of **your** address, and
- when the **treatment you** need is not available in at a **hospital** in **our network**.

When this happens, **we** will not ask **you** to share the cost of **your treatment**.

Deductibles

Please read this section if **you** have a **deductible** on **your** plan.

What is a deductible?

The **deductible** is the total value that **your** covered claims must reach each **membership year** before **we** will start to pay any benefit. For example, if **you** have a **deductible** of USD 500, the total value of **your** covered claims must reach USD 500 before **we** will pay any benefit.

The **deductible** applies to each person covered.

The amount of the **deductible** is shown on **your** insurance certificate. **You** can see this in MembersWorld. If **you** want to know the amount of **your** remaining **deductible**, please contact **us**.

Annual **deductibles** are only available on the following levels of cover:

- Essential
- Classic
- Gold

The following levels of cover do not qualify for annual **deductibles**:

- Classic with dental
- Gold with dental
- Gold Superior
- Gold Superior with optical and dental

How an annual deductible works

If a claim is smaller than any remaining **deductible**, **you** should still make a claim. **We** will not pay the claim, but it will count towards reaching **your deductible**. **We** will send **you** a statement to tell **you** how much is left.

If a covered claim is more than **your** remaining **deductible**, **we** will pay the amount of the claim minus the remaining **deductible**.

When **you** have paid the full **deductible**, **we** will pay all covered claims up to the limits of the plan.

How claims are paid to you

If **you** make a claim and have asked **us** to pay **you**:

- **we** will take the **deductible** from any payment **we** make
- **we** will send **you** a statement showing how **your** claim has been settled, including any amounts set against the **deductible**.

How we pay claims to a medical provider

If **you** have asked **us** to pay a medical provider directly:

- **we** will send payment to them for the covered claim. **We** will subtract any remaining **deductible** on **your** cover from this payment
- **we** will confirm the amount **we** have paid towards **your** claim
- **you** must pay any shortfall to them.

You must pay the **deductible** in all circumstances.

Important

- the **deductible** applies separately to each person covered
- even if **your treatment** cost is less than the **deductible**, **you** should still make a claim
- this **deductible** applies each **membership year**. If **your** first claim is towards the end of a **membership year** and continues after **your renewal date**, **you** must pay the **deductible** again for that **treatment**. This is because it will be a new **membership year**
- if **your** claims are paid directly to the person who treated **you**, **you** must pay them any shortfall after **we** have assessed and paid the claim.

Making a claim

We want it to be simple for **you** to make a claim.

We try to pay providers directly but sometimes this isn't possible.

Claim forms

The claim form gives **us** the information **we** need to check that the plan covers **your** claim. Please make sure that **you** complete the form. If **we** have to ask for more information, this can take time and delay any payment.

You can:

- complete a claim form on the MembersWorld app or website, or
- contact **us** and **we** will send **you** one.

You must make a separate claim for each:

- member
- condition
- in-patient or day-case stay, and
- currency of claim.

What we need for your claim

As well as **your** completed claim form, **we** need original versions of any invoices, receipts and prescriptions for the claim. **You** can send **us** copies. **We** can't send these original documents back to **you**. If **you** do send an original document, **we** can send **you** a copy if **you** ask **us**.

You must make a claim within two years of having the **treatment**. **We** only pay claims for **treatment** after two years if there is a good reason why **you** couldn't make the claim earlier.

We may ask for more information about **your** claim. For example:

- medical reports or other information about **your treatment** or condition
- the results of any medical examination by a **medical practitioner** who **we** appoint and pay for.

If **we** don't have the information **we** ask for, **we** may not be able to pay **your** claim.

Important

We pay for **treatment**:

- **you** have while **you** are on the plan
- up to the benefit limits that apply at the time **you** have it
- costs that are **reasonable and customary**.

Paying your claim

Where possible, **we** follow the instructions in the 'Payment details' section of the claim form.

Who **we** will pay

We can make payments to the:

- member who received the **treatment**
- provider of the **treatment**
- **main member**
- executor or administrator of the member's estate.

We can pay a **dependant** if:

- they received the **treatment**
- they are aged 16 or over, and
- **we** have their bank details.

We do not make payments to anyone else.

If **you** are aged 16 or over, **we'll** explain to **you** how **we** have dealt with **your** claim. For **dependants** aged 15 and under, **we** will contact the **main member**.

Payment method

We can transfer payment to **your** bank account. This is quick and secure. However, **we** can send a payment only if **we** know details of where to send the payment, for example the full account number, SWIFT code, bank address and (in Europe only) IBAN number.

If **your** bank charges **you** for a transfer **we** make, **we** will try to refund this as well. **We** do not pay any other bank charges, for example currency exchange fees.

We can also pay by cheque. **You** should cash a cheque within six months. If **you** have an out-of-date cheque, please contact **us** and **we** will replace it.

Payment currency

We will reimburse **you** in the currency:

- in which **we** receive the premium, or
- of the invoices **you** send **us**, or
- of **your** bank account.

Sometimes banking rules may not let **us** pay in the currency **you** would like. So, **we** will pay in the currency in which **we** receive the premium.

Very rarely, paying in a certain currency may be illegal or expose **us** (or the **Bupa Group**) to sanctions. If so, **we** may not be able to pay **you** straight away. Or **we** will pay **you** in a currency which **we** are able and allowed to use.

How we convert one currency to another

We use the rate that is in place in the UK on the invoice date. If there is no invoice date, **we** will use **your treatment** date. The exchange rate **we** use will be from a leading market provider of rates. Please call **us** if **you** would like more details.

Other claim information

Payment of claims in error

This is if **we** pay too much for a claim, or pay a claim that is not covered. **We** can deduct from future claims the extra amount **we** have paid, or ask **you** to pay **us** back.

Discretionary payments

If **we** make a payment for a benefit **your** plan doesn't cover, **we** don't have to pay the same or similar costs in the future. The payment will count towards the overall annual maximum that applies to **your** cover.

Claiming for treatment when others are at fault

You may need to claim for **treatment** that **you** need because something has happened that is someone else's fault, for example a road traffic accident. **You** will need to complete the relevant section of the claim form and take any reasonable steps **we** ask of **you**. This could be to help **us**:

- recover from the person at fault the cost of the **treatment we** paid for. This could be through their insurance company
- claim interest if **you** are entitled to do so.

We may make a claim in **your** name. **You** must give **us** any help **we** reasonably need to do this, or example:

- giving **us** any documents or witness statements
- signing court documents, and
- having a medical examination.

You must not:

- take any action
- settle any claim or
- do anything which has a negative effect on **our** right to claim in **your** name.

Claiming with joint or double insurance

If **you** have other insurance for costs **you** have claimed from **us**, **you** must:

- tell **us** about this when **you** make a claim from **us**
- complete the appropriate section of the claim form.

We will only pay **our** share of the costs.

Detecting and preventing fraud

We check **your** details with:

- fraud prevention agencies
- other insurers, and
- other relevant third parties.

If **you** give **us** false or inaccurate information, **we** may suspect fraud and **we** may record this with a fraud prevention agency. **We** and other organisations may also use these records to:

- help make decisions about cover for **you** and members of **your** plan
- help make decisions on other insurance proposals and claims for **you** and members of **your** plan or group
- trace debtors, recover debt, prevent fraud and manage **your** insurance plans
- find or confirm **your** identity
- run credit searches and other fraud searches.

Fraudulent claims

If a claim on the plan is fraudulent in any way, **we** can:

- refuse to pay it and any later claim
- recover any payments **we** have already made for it and for any later claim.

If the **main member** makes a fraudulent claim, **we** can cancel the plan from the date of that claim.

If a **dependant** makes a fraudulent claim, **we** can cancel their cover from the date of that claim. In either case **we** don't have to refund any premium already paid to **us**.

Examples of fraudulent claims include:

- making a false or exaggerated claim
- giving **us** false information, for example forged, falsified or manipulated documents
- not giving **us** information which **we** need to assess a claim
- refusing to give **us** information which **we** have reasonably asked for to assess a claim. For example, medical history reports, proof of payment and original invoices.

The lifecycle of your plan

This section sets out the rules about **your** cover including when it will start, renew and end, and how **you** can change it.

Paying premiums and other charges

Your sponsor has to pay the premiums that are due as well as any other charges (such as taxes) that may be payable. **You** have to pay any **deductible** amount that applies to **your** plan.

Starting and renewing your cover

Your cover starts on the 'effective date'. This is shown on the first insurance certificate that **we** sent the **main member**, as long as there has been no break in cover since.

The **sponsor** will decide on the renewal of **your** cover as part of **our agreement**.

Making changes to your cover

The terms and conditions of **your** cover can change if:

- the **sponsor** and Bupa (Asia) Limited agree, or
- laws or regulators say they must change.

We will send the **main member** a new insurance certificate if:

- they add a new **dependant** to the plan
- **we** need to record any other changes the **sponsor** asks for or that **we** make.

The new insurance certificate will replace the previous one. It will take effect from the issue date (**you** can see this on the new certificate).

Only **we** can make or confirm a change to **your** membership or cover. This will only be valid if **we** confirm it in writing. Only **we** can decide not to enforce any of **our** rights.

We will contact **you** using the details **we** hold for **you**. If **your** phone number, email or contact address changes, please tell **us** as soon as possible.

If you move to a new country or change your country of nationality

The **main member** must tell the **sponsor** straight away if **your country of residence** or **country of nationality** changes. **We** may need to end **your** cover if the change results in a breach of rules which govern the provision of health cover to local nationals, residents or citizens.

Rules vary from country to country and may change at any time.

In some countries **we** have local partners who are licensed to provide cover which is administered by **Bupa Global**. This means that members get the same quality **Bupa Global** service.

If **you** change **your country of residence** to a country where **we** have a local partner, in most cases **you** will be able to transfer to **our** partner's plan without any more medical underwriting. **You** may also be able to continue **your** cover; which means that for those benefits which have a waiting period, the time **you** were a member with **us** will count towards that. If **you** request a transfer to a local partner, **we** will have to share **your** personal information and medical history with them.

Adding people to the plan

If the **sponsor** agrees, the **main member** may apply to cover any of their **dependants**. The **main member** will need to complete an application form. **You** can find this in MembersWorld or **you** can contact **us** and **we** will send one to **you**.

We will review the medical history for the person **you** wish to add. This may result in special restrictions or exclusions which are personal to them. These will be shown on **your** insurance certificate. **We** may decline to offer cover.

This does not apply if **your sponsor** has chosen cover with medical history disregarded. Please contact **us** if **you** are not sure if this applies to **you**.

Adding your newborn baby

If we receive a newborn application form within 30 days of birth

We cover newborn care and they can be included on **your** cover from their date of birth.

If we do not receive the form within 30 days of birth

The newborn care benefit will be covered from the date **we** receive the form until the 90th day after the birth.

Any underwriting exclusions or restrictions will apply from the 91st day after the birth. **We** may decide not to offer cover.

If **you** do not have full U.S. cover before **you** fell pregnant, **we** will not cover newborn care / **treatment** under the 28 day **emergency** U.S. cover or other benefit. **We** would only cover newborn care / **treatment** if the baby is prematurely born in unexpected circumstances.

Please read 'Newborn care' benefits in **your** 'Table of benefits'.

When cover starts for others

A **dependant's** cover will start on their 'effective date'. This is shown on the first insurance certificate **we** sent for the current continuous period of cover which includes them. They can be covered for as long as the **main member** is covered on the plan.

If cover for the **main member** ends, their **dependants** can apply for cover in their own right.

Adding U.S. cover

The **sponsor** can apply to include cover in the U.S. for **you** at any time after **you** join. **We** will review the application, and this may result in exclusions or restrictions specific to cover in the U.S.

Ending your cover

After your cover ends

The **main member** can apply to transfer to a personal plan if their cover under the group plan ends. They can also apply for any **dependants** to transfer with them. Please contact **us** for more details.

The **sponsor** can end **your** cover by contacting **us**. **We** cannot backdate the cancellation of **your** cover.

Your cover will automatically end:

- if the **agreement** between Bupa (Asia) Limited and the **sponsor** ends
- if the **sponsor** does not renew **your** cover
- if the **sponsor** does not pay premiums or any other payment due under the **agreement** for **you** or for anyone else.
- if the **main member's** cover ends
- if the **main member** dies.

Explaining your benefits

The 'Table of benefits' explains what is covered on **your** health plan and any limits.

What is covered

Treatment covered by this health plan must be:

- consistent with accepted standards of medical practice in the country in which **you** have it,
- clinically appropriate in terms of the type of **treatment**, how long it lasts, where **you** have it and how often **you** have it.

We do not pay for **treatment** which, in **our** reasonable view, is not appropriate. **We** base **our** view on established practice. **We** may conduct a review of **your treatment** when it is reasonable for **us** to do so.

Active treatment

This plan covers **you** for the costs of **active treatment** only. By this **we** mean **treatment** of a disease, illness or injury that leads to **your** recovery, conservation of **your** condition or to restore **you** to **your** previous state of health as quickly as possible.

Note: please see 'Preventive and wellness **treatment**' in the 'What is not covered' section for information on preventive **treatment**.

Table of benefits

This table shows the benefits, limits and the detailed rules that apply to **your** health plan. **You** should also read the 'What is not covered' section to see what the plan does not cover.

Changes to your benefits

Your sponsor may have agreed changes to the 'Table of benefits' with **us**. If so, **your sponsor** will let **you** know what these changes are.

How to read the 'Table of benefits'

There are four levels of cover: Essential, Classic, Gold and Gold Superior.

You need to read the column in the 'Table of benefits' that applies to **your** level of cover, as shown on **your** insurance certificate. **You** can find this in MembersWorld.

Benefit limits

The 'Table of benefits' has different types of limits: 1. the overall annual maximum.

This is the amount up to which **we** will pay for all benefits in total for each member, every **membership year**.

Gold Superior cover only: there is no 'overall annual maximum'. Instead, there is an annual limit for each condition **you** claim for.

2. some benefits (or groups of benefits) also have a limit. These limits can be the amount up to which **we** will pay, or how many times **we** will pay for something. There are two types:

- **membership year** limits. When a limit has been reached, **we** will no longer pay for that benefit until the next **membership year**. This will be after the plan renews

- lifetime limits. A lifetime limit applies to all Bupa plans **you** have been a member of in the past, or may be a member of in the future. The limit applies even if **you** have a break in cover. When a lifetime limit is reached, **we** will not pay for that benefit again.

All limits apply to each member.

Waiting periods

The plan doesn't cover **treatment you** have during a waiting period. **We** clearly show which benefits these apply to. **We** may have agreed to waive waiting periods on **your** health plan. **You** can call **us** to find out if this applies to **you**.

Currencies

All of the benefit limits in this 'Table of benefits' and notes are set out in more than one currency. The currency in which **we** receive premiums is the one that applies to **your** cover for the purpose of the benefit limits.

For example, if **your sponsor** pays **us** in USD, then the limits given in USD apply to **your** cover. The other limits do not apply to **you**.

Your insurance certificate will show:

- which level of cover **you** have
- the currency that applies to **your** cover
- if **you** have a **deductible** or co-insurance.

You can see this in MembersWorld. If **you** are not sure, please contact **us**.

Bupa LifeWorks

TELUS Health provides wellness support. **Bupa Global** has partnered with TELUS Health to provide **you** with access to Bupa LifeWorks. This discreet service offers short-term advice, 24/7, for **your** mental, financial, physical and emotional wellness. It offers access to expert tips and toolkits, as well as a wealth of online articles, podcasts, videos, and more. This service will be offered by TELUS Health straight to **you**.

- **You** personal data will not be shared by TELUS Health
- **You** can use it 24 hours a day, 7 days per week, 365 days per year
- **You** can access it worldwide and receive support on any work, life, personal or family issue
- Services are offered in a number of languages
- There is no cost to employees and their families to use this service.

Bupa LifeWorks provides counselling, information and resources on the following topics:

- Health and wellbeing:
 - Stress, depression and anxiety, substance abuse, or concern about someone else's, addictions, including gambling, domestic abuse, grief and loss, critical incidents, trauma.
- Financial and legal:
 - Budgeting, investments, retirement planning, managing loans and mortgages, managing debt, tax issues, financial concerns.
- Work-related issues:
 - Workplace stress, workplace conflict, job burnout, coping with change, career development, general work-related issues, bullying and harassment.
- Relationships and family matters:
 - Relationship issues, separation and divorce, childcare and parenting issues, adoption, eldercare and care giving issues, education concerns and student life, relatives with disabilities.

How to contact Bupa LifeWorks

Bupa LifeWorks is easy to access at any time. The mobile app is easy to use and install. **You** will find it in the Apple App Store or in Google Play. Search "TELUS Health One" and look out for the TELUS Health logo. 'Log in' for the first time using the company code 'Bupa', then enter **your Bupa Global** MembersWorld email address and password to sign in. **You** can also access it online by visiting login.lifeworks.com

Bupa LifeWorks rules

These rules apply to the Bupa LifeWorks:

- Access to this service is offered by **Bupa Global** and **your** employer. It is an extra feature to **your** health plan under **your** table of benefits.
- TELUS Health will not share with **Bupa Global**, or **your** employer, any private or personal information that **you** discuss. TELUS Health sends reports to **Bupa Global** but these only show averaged or anonymised data about groups of members. TELUS Health is a Vancouver, Canada based company, and carries out most of the personal data handling in the UAE and U.S.
- If **you** make a complaint to **Bupa Global** about TELUS Health, **we** may ask **you** if **we** can see **your** personal data to help **us** to resolve the complaint. **You** may want to know more about how **Bupa Global** will process **your** personal data. **You** can find this in the privacy notice section.

Calls placed from mobile phones or internet-based lines (VOIP) depend on the carrier. **We** cannot guarantee that **you** will be able to connect. Please contact **us** if **you** have issues when trying to connect.

The transmission of information via the Internet is not completely secure. This is at **your** own risk.

Making a complaint

Occasionally things go wrong and when this happens, **we'll** do **our** best to put things right quickly. **You** can:

- contact **us** through MembersWorld (this is the quickest way)
- email: service.hk@bupaglobal.com
- call **us**: +852 2531 8503
- write to: Head of Customer Relations, Bupa (Asia) Limited, 6/F, Tower 2, The Quayside, 77 Hoi Bun Road, Kwun Tong, Kowloon, Hong Kong

You can also ask for a copy of **our** complaints process.

Taking it further

If **we** have not been able to resolve the problem and **you** wish to take **your** complaint further, please call the **Bupa Global** customer helpline on +852 2531 8503 or write to the Complaints Manager at:

6/F, Tower 2, The Quayside,
77 Hoi Bun Road, Kwun Tong, Kowloon,
Hong Kong

Please let **us** know if **you** want a full copy of **our** complaints procedure. None of these procedures affect **your** legal rights.

Summary of Benefits	Essential	Classic	Gold	Gold Superior
Overall Annual Maximum				
Overall Annual Maximum	●	●	●	●
Deductible options	●	●	●	●
Out-patient treatment				
Out-patient surgical operations	●	●	●	●
Wellness — mammogram, PAP test, prostate cancer screening or colon cancer screening		●	●	●
Full Health Screen		●	●	●
Specialists' fees for consultations		●	●	●
Pathology, X-rays and diagnostic tests		●	●	●
Costs for treatment by therapists, complementary medicine practitioners and qualified nurses		●	●	●
Specialists' fees, psychologists' and psychotherapists' fees for mental health treatment		●	●	●
Vaccinations		●	●	●
Costs for treatment by a family doctor			●	●
Prescribed drugs and dressings			●	●
Durable medical equipment			●	●
Accident-related dental treatment	●	●	●	●
In-patient and day-case treatment				
Hospital accommodation	●	●	●	●
Intensive care	●	●	●	●
Mental health treatment	●	●	●	●
Nursing care, drugs and surgical dressings	●	●	●	●
Parent accommodation	●	●	●	●
Pathology, X-rays, diagnostic tests and therapies	●	●	●	●
Specialists' fees	●	●	●	●
Prophylactic surgery	●	●	●	●
Prosthetic implants and appliances	●	●	●	●
Reconstructive surgery	●	●	●	●
Surgical operations, including pre- and post-operative care	●	●	●	●
Theatre charges	●	●	●	●
Further benefits				
Advanced imaging	●	●	●	●
Cancer treatment	●	●	●	●
Advanced therapy medicinal products (ATMPs)	●	●	●	●
Bupa LifeWorks, your Global Employee Assistance Programme	●	●	●	●
Healthline services	●	●	●	●
HIV/AIDS drug therapy including ART		●	●	●
Home nursing after in-patient treatment	●	●	●	●
Hospice and palliative care	●	●	●	●
In-patient cash benefit	●	●	●	●
Kidney dialysis	●	●	●	●
Local air ambulance	●	●	●	●

Summary of Benefits (continued)	Essential	Classic	Gold	Gold Superior
Further benefits (continued)				
Local road ambulance	•	•	•	•
Maternity cover (after 10 months' membership)		•	•	•
Newborn care	•	•	•	•
Prosthetic devices	•	•	•	•
Rehabilitation	•	•	•	•
Transplant services	•	•	•	•
Optional benefits, if purchased				
Assistance cover (Evacuation and Repatriation)	•	•	•	•
Dental treatment		•	•	•
Optical(Dental treatment and optical must be purchased together)				•
U.S. cover	•	•	•	•
Assistance cover (optional if chosen)				
Medical evacuation	•	•	•	•
Medical repatriation	•	•	•	•

Summary of Exclusions	Essential	Classic	Gold	Gold Superior
Antenatal classes				
Artificial life maintenance	●	●	●	●
Birth control	●	●	●	●
Conflict and disaster	●	●	●	●
Congenital conditions	●	●	●	●
Convalescence and admission for general care	●	●	●	●
Cosmetic treatment	●	●	●	●
Deafness	●	●	●	●
Dental treatment /gum disease	●	●	●	●
Desensitisation and neutralisation	●	●	●	●
Developmental problems	●	●	●	●
Donor organs	●	●	●	●
Drugs and dressings (out-patient)	●	●		
Experimental treatment	●	●	●	●
Eyesight	●	●	●	●
Family doctor treatment	●	●		
Footcare	●	●	●	●
Genetic testing	●	●	●	●
Harmful or hazardous use of alcohol, drugs and/or medicines	●	●	●	●
Health hydros, nature cure clinics or any establishment that is not a hospital	●	●	●	●
Hereditary conditions	●	●	●	●
Illegal activity	●	●	●	●
Ineligible medical practitioner , provider or facility, hospital or healthcare facility	●	●	●	●
Infertility treatment	●	●	●	●
Maternity	●			
Obesity and weight management	●	●	●	●
Persistent vegetative state (PVS) and neurological damage	●	●	●	●
Physical aids and devices	●	●	●	●
Pre-existing conditions	●	●	●	●
Preventive and wellness treatment	●	●	●	●
Reconstructive or remedial surgery	●	●	●	●
Sleep disorders	●	●	●	●
Speech disorders	●	●	●	●
Stem cells	●	●	●	●
Surrogate parenting	●	●	●	●
Travel costs for treatment	●	●	●	●
U.S. treatment	●	●	●	●

Table of benefits

The table of benefits shows the benefits, limits and the detailed rules that apply to the plan. **You** also need to read the 'What is not covered' section. This explains the exclusions that apply to **your** cover.

Overall Annual Maximum

Benefits	Essential	Classic	Gold	Gold Superior	Explanation of benefits
Overall Annual Maximum	GBP 2,000,000 USD 3,400,000 EUR 2,500,000	GBP 3,000,000 USD 5,100,000 EUR 3,750,000	GBP 6,000,000 USD 10,200,000 EUR 7,500,000	Unlimited*	The currency applicable for your contract is as shown on your insurance certificate. * Up to a maximum of GBP 1,800,000, USD 3,000,000 or EUR 2,250,000 per condition
Deductible options	No deductible, or GBP 100, USD 200, EUR 150 or GBP 250, USD 500, EUR 350 or GBP 500, USD 1,000, EUR 750 or GBP 1,000, USD 2,000, EUR 1,500	No deductible, or GBP 100, USD 200, EUR 150 or GBP 250, USD 500, EUR 350 or GBP 500, USD 1,000, EUR 750 or GBP 1,000, USD 2,000, EUR 1,500	No deductible, or GBP 100, USD 200, EUR 150 or GBP 250, USD 500, EUR 350 or GBP 500, USD 1,000, EUR 750 or GBP 1,000, USD 2,000, EUR 1,500	No deductible	Please see your insurance certificate for details of any deductible that applies to your benefits.

Out-patient treatment

Important

This is **treatment** when the patient does not normally need a **hospital** bed. The list below shows cover for **out-patient treatment** only. If **you** are having **treatment** and **you** are not sure which benefit applies, please call **us** and **we** will be happy to help.

Benefits	Essential	Classic	Gold	Gold Superior	Explanation of benefits
Out-patient surgical operations	Paid in full	Paid in full	Paid in full	Paid in full	We pay for out-patient surgical operations when carried out by a specialist or a family doctor .
Wellness — mammogram, PAP test, prostate cancer screening or colon cancer screening	Not covered	We pay up to GBP 600, USD 1,000 or EUR 750 each membership year	We pay up to GBP 1,000, USD 1,700 or EUR 1,250 each membership year	We pay up to GBP 5,000, USD 8,500 or EUR 6,300 each membership year	We pay for these four preventive checks only.
Full Health Screen	Not covered				A full health screening generally includes various routine tests performed to assess your state of health and could include tests such as high cholesterol, high blood pressure, diabetes, anaemia and lung function, liver and kidney function and cardiac risk assessment. In addition, you may also have the specific screenings as part of a full health screening. The actual tests you have will depend on those supplied by the benefit provider where you have your screening.
Specialists' fees for consultations	Not covered	We pay up to GBP 6,400, USD 10,900 or EUR 8,000 each membership year	Paid in full	Paid in full	This normally means a meeting with a specialist to assess your condition. Such meetings may take place in the specialist's or doctor's office, by telephone or using the internet.
Pathology, X-rays and diagnostic tests					We pay for: ○ pathology, such as checking blood and urine samples for specific abnormalities, ○ radiology, such as X-rays, and ○ diagnostic tests, such as electro-cardiograms (ECGs) when recommended by your specialist or family doctor to help determine or assess your condition.
Costs for treatment by therapists , complementary medicine practitioners and qualified nurses	Not covered	We pay in full for up to 35 visits each membership year	We pay in full for up to 70 visits each membership year	We pay in full for up to 90 visits each membership year	We pay for nursing charges for general nursing care, for example injections or wound dressings by a qualified nurse and consultations and treatment with therapists and complementary medicine practitioners when they are appropriately qualified and registered to practice in the country where treatment is received. This includes the cost of both the consultation and treatment , including any complementary medicine prescribed or administered as part of your treatment . Should any complementary medicines or treatments be supplied or carried out on a separate date to a consultation, these costs will be considered as a separate visit. Note: for dietitians, we pay the initial consultation plus two follow-up visits when needed as a result of an eligible condition. Please note that obesity is not covered.

Out-patient treatment (continued)

Benefits	Essential	Classic	Gold	Gold Superior	Explanation of benefits
Specialists' fees, psychologists' and psychotherapists' fees for mental health treatment	Not covered	We pay up to GBP 6,400, USD 10,900 or EUR 8,000 each membership year	Paid in full	Paid in full	We cover mental health treatment during each membership year . This benefit applies to all treatment related to the mental health condition.
Vaccinations	Not covered	We pay up to GBP 250, USD 430 or EUR 310 each membership year	We pay up to GBP 500, USD 850 or EUR 630 each membership year	Paid in full	We pay for vaccinations including vaccinations to aid the prevention of cancer, such as the human papilloma virus (HPV) vaccination, as and when such vaccines have completed medical trials and are approved for use in the country of treatment .
Costs for treatment by a family doctor	Not covered	Not covered	We pay in full for up to 20 visits each membership year	Paid in full	We pay for family doctor treatment . Such meetings may take place in the specialist's or doctor's office, by telephone or using the internet.
Prescribed drugs and dressings	Not covered	Not covered	We pay up to GBP 1,200 USD 2,000 or EUR 1,500 each membership year	Paid in full	We pay for the cost of drugs and dressings prescribed for you by your medical practitioner required to treat a disease, illness or injury, for eligible treatment . Note: this benefit does not include costs for complementary medicine prescribed or administered, as these are paid under the benefit described in the costs for treatment by therapists and complementary medicine practitioners benefit.
Durable medical equipment	Not covered	Not covered	We pay up to GBP 3,000, USD 5,100 or EUR 3,750 each membership year	We pay up to GBP 3,000, USD 5,100 or EUR 3,750 each membership year	We pay for durable medical equipment that: ○ can be used more than once ○ is not disposable ○ is used to serve a medical purpose ○ is not used in the absence of a disease, illness or injury and ○ is fit for use in the home For example oxygen supplies or wheelchairs.
Accident-related dental treatment	We pay up to GBP 240 USD 410 or EUR 300 each membership year	Paid in full	Paid in full	Paid in full	We pay for accident-related dental treatment that you receive from a dental practitioner for treatment during an emergency visit following accidental damage to any tooth. We only pay any accident-related dental treatment which takes place up to 30 days after the accident.

In-patient and day-case treatment

Important

We pay for in-patient and day-case treatment costs as long as:

- it is **medically necessary** for **you** to have a **hospital** bed for **your treatment**
- **you** are under the care of a **specialist** for **your treatment**
- **your** accommodation is no more expensive than the **hospital's** standard single room with a private bathroom. This means that **we** will not pay higher costs, for example for a deluxe or VIP suite. Sometimes the cost of **treatment** is linked to the type of room **you** are in. If this happens, **we** pay the cost of **treatment** as if **you** were in a standard single room with a private bathroom
- the **hospital** where **you** have **your treatment** is recognised.

In-patient stays longer than 10 nights

We pay for an in-patient stay for 10 or more nights as long as **we** have a medical report from **your specialist** before the eighth night, confirming:

- **your** diagnosis
- **treatment** already given
- **treatment** planned
- discharge date

Benefits	Essential	Classic	Gold	Gold Superior	Explanation of benefits
Hospital accommodation	Paid in full	Paid in full	Paid in full	Paid in full	We pay charges for your hospital accommodation, including all your own meals and refreshments. We do not pay for personal items such as telephone calls, newspapers, guest meals or cosmetics. We pay for accommodation in a room that is no more expensive than the hospital's standard single room with a private bathroom. This means that we will not pay the extra costs of a deluxe, executive or VIP suite. We pay for the length of stay that is medically appropriate for the procedure that you are admitted for. For example, unless medically essential, we do not pay for day-case accommodation for out-patient treatment, and we do not pay for in-patient accommodation for day-case treatment. Please also read convalescence and admission for general care in the 'What is not covered' section.
Intensive care	Paid in full	Paid in full	Paid in full	Paid in full	We pay for intensive care in an intensive care unit/intensive therapy unit, high dependency or coronary care unit (or their equivalents) when: ○ it is an essential part of your treatment and is required routinely by patients undergoing the same type of treatment as yours, or ○ it is medically necessary in the event of unexpected circumstances, for example if you have an allergic reaction during surgery
Mental health treatment	Paid in full	Paid in full	Paid in full	Paid in full	We cover mental health treatment in hospital during each membership year, in full. This benefit applies to all treatment related to the mental health condition.

In-patient and day-case treatment (continued)

Benefits	Essential	Classic	Gold	Gold Superior	Explanation of benefits
Nursing care, drugs and surgical dressings	Paid in full	Paid in full	Paid in full	Paid in full	We pay for nursing services, drugs and surgical dressings you need as part of your treatment in hospital. Note: ○ we do not pay for drugs and surgical dressings you receive for out-patient treatment or use at home (for Essential and Classic members only), and ○ we do not pay for nurses hired in addition to the hospital's own staff. In the rare case where a hospital does not provide nursing staff we will pay for the reasonable cost of hiring a qualified nurse for your treatment
Parent accommodation	Paid in full	Paid in full	Paid in full	Paid in full	We pay room and board costs for the parent staying in hospital with their child when: ○ the costs are for one parent or legal guardian only ○ the parent or guardian is staying in the same hospital as the child, ○ the child is under the age of 18 years old, and ○ the child is receiving treatment that is covered
Pathology, X-rays, diagnostic tests and therapies	Paid in full	Paid in full	Paid in full	Paid in full	We pay for: ○ pathology, such as checking blood and urine samples ○ radiology (such as X-rays), and ○ diagnostic tests such as electrocardiograms (ECGs) when recommended by your specialist to help determine or assess your condition when carried out in a hospital. We also pay for treatment provided by therapists (such as physiotherapy) and complementary medicine practitioners (such as acupuncturists) if it is needed as part of your treatment in hospital.
Specialists' fees	Paid in full	Paid in full	Paid in full	Paid in full	We pay specialists' fees for treatment you receive in hospital if this does not include a surgical operation, for example if you are in hospital for treatment of a medical condition such as pneumonia. If your treatment includes a surgical operation we will only pay specialists' fees if the attendance of a specialist is medically necessary, for example, in the rare event of a heart attack following a surgical operation.
Prophylactic surgery	Paid in full	Paid in full	Paid in full	Paid in full	We may pay subject to Bupa Global's medical policy criteria, for example, a mastectomy when there is a significant family history and/or you have a positive result from genetic testing. Please contact us for pre-authorisation before proceeding with treatment. Benefit will not be paid unless pre-authorisation has been provided.

In-patient and day-case treatment (continued)

Benefits	Essential	Classic	Gold	Gold Superior	Explanation of benefits
Prosthetic implants and appliances	Paid in full	Paid in full	Paid in full	Paid in full	We pay for a prosthetic implant needed as part of your treatment. By this, we mean an artificial body part or appliance which is designed to form a permanent part of your body and is surgically implanted for one or more of the following reasons: ○ to replace a joint or ligament ○ to replace one or more heart valves ○ to replace the aorta or an arterial blood vessel ○ to replace a sphincter muscle ○ to replace the lens or cornea of the eye ○ to act as a heart pacemaker ○ to remove excess fluid from the brain ○ to control urinary incontinence (bladder control) ○ to reconstruct a breast following surgery for cancer when the reconstruction is carried out as part of the original treatment for the cancer and you have obtained our written consent before receiving the treatment ○ to restore vocal function following surgery for cancer We also pay for the following appliances: ○ a knee brace which is an essential part of a surgical operation for the repair to a cruciate (knee) ligament, or ○ a spinal support which is an essential part of a surgical operation to the spine
Reconstructive surgery	Paid in full	Paid in full	Paid in full	Paid in full	We pay for treatment to restore your appearance after an illness, injury or surgery. We may pay for surgery when the original illness, injury or surgery and the reconstructive surgery take place during your current continuous cover. Please contact us for pre-authorisation before proceeding with any reconstructive surgery. Benefit will not be paid unless pre-authorisation has been provided.
Surgical operations, including pre- and post-operative care	Paid in full	Paid in full	Paid in full	Paid in full	We pay surgeons' and anaesthetists' fees for a surgical operation, including all pre- and post-operative care. Note: ○ we do not pay for drugs and surgical dressings you receive for out-patient treatment or use at home unless you have Company Gold or Gold Superior cover (see 'Prescribed drugs and dressings' in this section and 'Drugs and dressings' in the 'What is not covered' section) ○ this benefit does not include follow-up consultations with your specialist, as these are paid under the specialists' fees for consultations benefit
Theatre charges	Paid in full	Paid in full	Paid in full	Paid in full	We pay for use of an operating theatre.

Further benefits

Important

These are the other benefits provided by **your** membership of the health plan. These benefits may be in-patient, out-patient or day-case.

Benefits	Essential	Classic	Gold	Gold Superior	Explanation of benefits
Advanced imaging	Paid in full	Paid in full	Paid in full	Paid in full	We pay for magnetic resonance imaging (MRI), computed tomography (CT) and positron emission tomography (PET) when recommended by your specialist or family doctor .
Cancer treatment	Paid in full	Paid in full	Paid in full	Paid in full	Once cancer is diagnosed, we pay fees that are related specifically to planning and carrying out treatment for cancer. This includes tests, scans, consultations and drugs (such as cytotoxic drugs or chemotherapy). If your treatment involves advanced therapy medicinal products (ATMP) , this will be paid from the ATMP benefit.
Advanced therapy medicinal products (ATMPs)	Paid in full, one course of treatment for each condition per lifetime	Paid in full, one course of treatment for each condition per lifetime	Paid in full, one course of treatment for each condition per lifetime	Paid in full, one course of treatment for each condition per lifetime	We pay for ATMP treatment if it is: ○ administered by a specialist in the country where you receive it, and; ○ approved by the licensing authority in the country where you receive it, for your condition, stage of disease and stage of treatment that you have, and; ○ endorsed by an independent specialist appointed by Bupa Global who confirms it: ○ as medically appropriate, based on established medical practice, or ○ is provided under a registered and ethically approved study (in this case we will not apply the 'experimental or unproven treatment' exclusion). Please contact us for pre-authorisation before proceeding with treatment.
Bupa LifeWorks, your Global Employee Assistance Programme	Included	Included	Included	Included	We pay in full for up to 5 counselling sessions, per issue, each membership year No limit applies to the number of issues per year. Bupa LifeWorks, your global Employee Assistance Programme, provides confidential support from a specialist at any time of the day or night, plus a wealth of expert tips and toolkits to support your wellbeing, at work and at home. Note: The overall annual maximum benefit limit does not apply. Important. support and advice provided through this service does not confirm that any related treatment or additional support which may be discussed would be covered under your health plan. For full details of how to use this service and how it works, please see the Bupa LifeWorks section of this membership guide.

Further benefits (continued)

Benefits	Essential	Classic	Gold	Gold Superior	Explanation of benefits
Healthline services	Included	Included	Included	Included	This is a telephone advice line which offers help 24 hours a day, 365 days a year. Please call +44 (0) 1273 323 563 at any time when you need to. The following are some of the services that may be offered by telephone: ○ general medical information from a health professional ○ medical referrals to a specialist or hospital ○ medical service referral (ie locating a specialist) and assistance arranging appointments ○ inoculation and visa requirements information ○ emergency message transmission ○ interpreter and embassy referral Note: treatment arranged through this service may not be covered under your plan. Please check your cover before proceeding.
HIV/AIDS drug therapy including ART	Not covered	We pay up to GBP 12,000 USD 20,000 or EUR 15,000 each membership year	We pay up to GBP 12,000 USD 20,000 or EUR 15,000 each membership year	We pay up to GBP 12,000 USD 20,000 or EUR 15,000 each membership year	We pay for HIV/AIDS drug therapy. Note: we pay for treatment that is not drug therapy or ART from your in-patient treatment or out-patient benefits. Note (for Essential members only): We pay for in-patient treatment of HIV/AIDS. This does not include any drug therapy or ART.
Home nursing after in-patient treatment	We pay up to GBP 120, USD 200 or EUR 150 each day up to a maximum of 10 days each membership year	We pay up to GBP 200, USD 340 or EUR 250 each day up to a maximum of 20 days each membership year	Paid in full up to a maximum of 30 days each membership year	Paid in full up to a maximum of 30 days each membership year	We pay for home nursing after eligible in-patient treatment. We pay if the home nursing: ○ is needed to provide medical care, not personal assistance ○ is necessary, meaning that without it you would have to stay in hospital ○ starts immediately after you leave hospital ○ is provided by a qualified nurse in your home, and ○ is prescribed by your specialist.
Hospice and palliative care	We pay up to GBP 24,000, USD 41,000 or EUR 30,000 maximum benefit for the whole of your membership	We pay up to GBP 24,000, USD 41,000 or EUR 30,000 maximum benefit for the whole of your membership	We pay up to GBP 24,000, USD 41,000 or EUR 30,000 maximum benefit for the whole of your membership	We pay up to GBP 24,000, USD 41,000 or EUR 30,000 maximum benefit for the whole of your membership	If you need in-patient, day-case or out-patient care or treatment following the diagnosis that your condition is terminal, when treatment can no longer be expected to cure your condition, we pay for your physical, psychological, social and spiritual care as well as hospital or hospice accommodation, nursing care and prescribed drugs. The amount shown here is the total amount we shall pay for these expenses during the whole of your lifetime of Bupa, whether continuous or not.
In-patient cash benefit	We pay GBP 90 USD 150 or EUR 110 each night up to 20 nights each membership year	We pay GBP 90 USD 150 or EUR 110 each night up to 20 nights each membership year	We pay GBP 90 USD 150 or EUR 110 each night up to 20 nights each membership year	We pay GBP 90 USD 150 or EUR 110 each night up to 20 nights each membership year	This benefit is paid instead of any other benefit for each night you receive eligible in-patient treatment without charge. To claim this benefit, please ask the hospital to sign and stamp your claim form. Then send the completed form to us with a covering letter stating that you were treated with no charge. Please note that you need to ensure that the medical section of your claim form is completed by your specialist.
Kidney dialysis	Paid in full	Paid in full	Paid in full	Paid in full	We pay for kidney dialysis - provided as In-patient, day-case or as an out-patient.

Further benefits (continued)

Benefits	Essential	Classic	Gold	Gold Superior	Explanation of benefits
Local air ambulance	Paid in full	Paid in full	Paid in full	Paid in full	We pay for medically necessary travel for you to be transported by local air ambulance such as a helicopter, when related to eligible in-patient treatment or day-case treatment, either: ○ from the location of an accident to hospital, or ○ for a transfer from one hospital to another when it is appropriate for this method of transfer to be used to transport you over short journeys of up to 100 miles/160 kilometres. This benefit does not include mountain rescue. Note: this benefit does not include evacuation if the treatment you need is not available locally.
Local road ambulance	Paid in full	Paid in full	Paid in full	Paid in full	We pay for medically necessary travel by local road ambulance when related to eligible in-patient treatment or day-case treatment.

Further benefits (continued)

Benefits	Essential	Classic	Gold	Gold Superior	Explanation of benefits
Maternity cover (after 10 months' membership)	Not covered	Maternity and childbirth: We pay up to GBP 4,800 USD 8,150 or EUR 6,000 each membership year Childbirth at home or birthing centre: We pay up to GBP 780 USD 1,300 or EUR 975 each membership year Medically essential Caesarean section: We pay up to GBP 12,600 USD 21,500 or EUR 15,750 each membership year Complications of maternity and childbirth: Paid in full	Maternity and childbirth: We pay up to GBP 7,200 USD 12,250 or EUR 9,000 each membership year Childbirth at home or birthing centre: We pay up to GBP 780 USD 1,300 or EUR 975 each membership year Medically essential Caesarean section: We pay up to GBP 15,000 USD 25,500 or EUR 18,750 each membership year Complications of maternity and childbirth: Paid in full	Maternity and childbirth: We pay up to GBP 9,600 USD 16,300 or EUR 12,000 each membership year Childbirth at home or birthing centre: We pay up to GBP 780 USD 1,300 or EUR 975 each membership year Medically essential Caesarean section: We pay up to GBP 16,800 USD 28,500 or EUR 21,000 each membership year Complications of maternity and childbirth: Paid in full	We pay maternity benefits only after you have been covered under the plan for 10 months. Maternity and childbirth (after 10 months' membership) These benefits include for example: - ante natal care such as ultrasound scans hospital charges, obstetricians' and midwives' fees for pregnancy and childbirth - post natal care required by the mother immediately following normal childbirth, such as stitches Treatment for - abnormal cell growth in the womb (hydatidiform mole) - foetus growing outside the womb (ectopic pregnancy) are not covered from this benefit but may be covered by your other benefits. (Other conditions arising from pregnancy or childbirth which could also develop in people who are not pregnant are not covered by this benefit but may be covered by your other benefits). Note: routine care for your baby We pay for routine care for the baby, for up to seven days following birth, from the mother's maternity benefit. Any non-routine care, if eligible, is paid from the baby's newborn care benefit, not from the mother's maternity benefit. Your baby is also covered for up to seven days routine care following birth if your baby was born to a surrogate mother and you, as the intended parent, have been covered on the plan for 10 months when the baby is born. Childbirth at home or birthing centre (after 10 months' membership) This benefit includes obstetricians' and midwives' fees for delivering your baby at home or a birthing centre. Medically Essential Caesarean Section (after 10 months' membership) This benefit includes hospital, obstetricians' and other medical fees for the cost of the delivery of your baby by Caesarean section when medically essential for example, non progression during labour leading to emergency Caesarean section (eg dystocia, foetal distress, haemorrhage) provided the mother has been a member of this plan for at least 10 months before delivery. Note: if we are unable to determine that your Caesarean section was medically essential, it will be paid from your maternity and childbirth benefit limit. Complications of maternity and childbirth (after 10 months' membership) Treatment which is medically necessary as a direct result of pregnancy and childbirth complications. By complications we mean those conditions which only ever arise as a direct result of pregnancy or childbirth for example pre-eclampsia, threatened miscarriage, gestational diabetes, still birth. Please contact us for pre-authorisation where possible. If you require an emergency admission as a direct result of pregnancy and childbirth complications, please contact us within 48 hours of your admission. Please also see the section 'Adding your newborn baby' in 'The lifecycle of your plan' section of this guide. Please see surrogate parenting, congenital and hereditary conditions in the 'What is not covered' section.

Further benefits (continued)

Benefits	Essential	Classic	Gold	Gold Superior	Explanation of benefits
Newborn care	We pay GBP 90,000, USD 150,000 or EUR 110,000 maximum benefit for all treatment received during the first 90 days following birth	We pay GBP 90,000, USD 150,000 or EUR 110,000 maximum benefit for all treatment received during the first 90 days following birth	We pay GBP 90,000, USD 150,000 or EUR 110,000 maximum benefit for all treatment received during the first 90 days following birth	We pay GBP 90,000, USD 150,000 or EUR 110,000 maximum benefit for all treatment received during the first 90 days following birth	All treatment (including routine preventive care, check-ups and immunisations) required for a newborn during the first 90 days' following birth shall be covered by this newborn care benefit. The newborn care benefit is paid instead of any other benefit. Newborn children must have their own membership and must be registered on a Bupa Global plan before this benefit can be claimed.
Prosthetic devices	We pay a maximum benefit of GBP 2,400, USD 4,000, EUR 3,000 for each device	We pay a maximum benefit of GBP 3,000, USD 5,100 or EUR 3,750 for each device	We pay a maximum benefit of GBP 4,000, USD 6,800 or EUR 5,000 for each device	Paid in full	We pay for the initial prosthetic device needed as part of your treatment . By this we mean an external artificial body part, such as a prosthetic limb or prosthetic ear which is required at the time of your surgical procedure. We do not pay for any replacement prosthetic devices for adults including any replacement devices required in relation to a pre-existing condition . We will pay for the initial and up to two replacements per device for children under the age of 16 years.
Rehabilitation	We pay in full for up to 42 days of rehabilitation treatment (which may be inpatient treatment or daycase treatment) per membership year.	We pay in full for up to 42 days of rehabilitation treatment (which may be inpatient treatment, day-case treatment or outpatient treatment) per each event of in-patient treatment which is covered by your membership. This 42 day cap shall continue to apply where rehabilitation relating to a particular in-patient treatment event continues into a subsequent membership year.	We pay in full for up to 42 days of rehabilitation treatment (which may be inpatient treatment, day-case treatment or outpatient treatment) per each event of in-patient treatment which is covered by your membership. This 42 day cap shall continue to apply where rehabilitation relating to a particular in-patient treatment event continues into a subsequent membership year.	We pay in full for up to 42 days of rehabilitation treatment (which may be inpatient treatment, day-case treatment or outpatient treatment) per each event of in-patient treatment which is covered by your membership. This 42 day cap shall continue to apply where rehabilitation relating to a particular in-patient treatment event continues into a subsequent membership year.	We pay for rehabilitation, including room, board and a combination of therapies such as physical, occupational and speech therapy after an event such as a stroke. We do not pay for room and board for rehabilitation when the treatment being given is solely physiotherapy. We pay for rehabilitation, only when you have received our pre-authorisation before the treatment starts, for up to 42 days' treatment per each event of in-patient treatment which is covered by your membership. For in-patient treatment one day is each overnight stay and for day-case treatment and out-patient treatment, one day is counted as any day on which you have one or more appointments for rehabilitation treatment. We only pay for rehabilitation where it: ○ starts within 6 weeks of in-patient treatment which is covered by your membership (such as trauma or stroke), and ○ arises as a result of the condition which required the in-patient treatment or is needed as a result of such treatment given for that condition Note: in order to give pre-authorisation, we must receive full clinical details from your specialist; including your diagnosis, treatment given and planned, and proposed discharge date if you receive rehabilitation. Note (for Essential members only): We do not pay for any out-patient rehabilitation.

Further benefits (continued)

Benefits	Essential	Classic	Gold	Gold Superior	Explanation of benefits
Transplant services	Paid in full	Paid in full	Paid in full	Paid in full	We pay for transplant services that you need as a result of an eligible condition. We pay medical expenses if you need to receive a cornea, small bowel, kidney, kidney/pancreas, liver, heart, lung, or heart/lung transplant. We also pay for bone marrow transplants (either using your own bone marrow or that of a compatible donor) and peripheral stem cell transplants, with or without high dose chemotherapy. We do not pay for costs associated with the donor or the donor organ. Note (for Essential members only): We do not pay for any out-patient treatment associated with a transplant, either before or after that transplant takes place, including consultations, diagnostic tests, or drugs prescribed for use as an out-patient, including anti-rejection drugs. Note (for Classic members only): We do not pay for any drugs prescribed for use as an out-patient, including anti-rejection drugs. Note (for Gold and Gold Superior members only): Any drugs prescribed for use as an out-patient, including anti-rejection drugs are paid from your prescribed drugs and dressings benefit. Please see donor organs in the 'What is not covered' section.

Optional benefits, if purchased

Benefits	Essential	Classic	Gold	Gold Superior	Explanation of benefits
Assistance cover (Evacuation and Repatriation)					Your insurance certificate will show if you have purchased this cover. Please see 'Assistance cover' section. The overall annual maximum benefit limit does not apply.
Dental treatment	Not covered	We pay up to GBP 1,200, USD 2,000 or EUR 1,500 maximum benefit for each membership year	We pay up to GBP 1,200, USD 2,000 or EUR 1,500 maximum benefit for each membership year	We pay up to GBP 2,400, USD 4,100 or EUR 3,000 maximum benefit for each membership year	We pay (Classic and Gold members): ○ 100 percent of preventive treatment (such as check-ups, X-rays, scale and polishing) ○ 80 percent of routine treatment (such as fillings, extractions and root canal therapy) ○ 50 percent of major restorative (such as crowns, bridges or implants) ○ 50 percent of orthodontic treatment of overbite or under bite, up to the age of 19. We pay (Gold Superior members): ○ 100 percent of preventive treatment (such as check-ups, X-rays, scale and polishing) ○ 100 percent of routine treatment (such as fillings, extractions and root canal therapy) ○ 50 percent of major restorative (such as crowns, bridges or implants) ○ 50 percent of orthodontic treatment of overbite or under bite, up to the age of 19. Treatment must be provided by a dental practitioner. Note (for Gold Superior members only): This benefit is available only in conjunction with the optical benefit.
Optical (Dental treatment and optical must be purchased together)	Not covered	Not covered	Not covered	We pay up to GBP 250, USD 425 or EUR 315 maximum benefit for each membership year	We pay (Gold Superior members): ○ maximum of one eye test each membership year, which includes the cost of your consultation and sight/vision testing ○ 75 percent of eligible costs for spectacle and contact lenses which are prescribed to correct a sight/vision problem, such as short or long sight ○ 75 percent of eligible costs of spectacle frames only if you have been prescribed spectacle lenses, your spectacle lens prescription or invoice will be required in support of your claim for spectacle frames Note (for Gold Superior members only): This benefit is available only in conjunction with the dental treatment benefit.

Optional benefits, if purchased (continued)

Benefits	Essential	Classic	Gold	Gold Superior	Explanation of benefits
U.S. cover	100 percent of eligible costs in network. Reasonable and Customary costs out of network. In-patient treatment or day-case treatment, cancer treatment, MRI, CT and PET scans must be pre-authorised or only 50% of eligible costs may be payable.	100 percent of eligible costs in network. Reasonable and Customary costs out of network. In-patient treatment or day-case treatment, cancer treatment, MRI, CT and PET scans must be pre-authorised or only 50% of eligible costs may be payable..	100 percent of eligible costs in network. Reasonable and Customary costs out of network. In-patient treatment or day-case treatment, cancer treatment, MRI, CT and PET scans must be pre-authorised or only 50% of eligible costs may be payable.	100 percent of eligible costs in network. Reasonable and Customary costs out of network. In-patient treatment or day-case treatment, cancer treatment, MRI, CT and PET scans must be pre-authorised or only 50% of eligible costs may be payable.	Pre-authorisation and the U.S. provider network If you have U.S. cover, then before any in-patient treatment or day-case treatment, cancer treatment, MRI, CT and PET scans in the U.S., you must contact our dedicated team for pre-authorisation. Please contact them by calling 844 369 3797 (from inside the U.S.), or +1 844 369 3797 (from outside the U.S.). In-patient treatment, day-case treatment, cancer treatment, MRI, CT and PET scans received in the U.S. without pre-authorisation may not be paid beyond 50%. Any pre-authorised treatment costs are covered according to this table of benefits. Our U.S. Service Partner uses a national network of hospitals, clinics and medical practitioners. This is the U.S. provider network. Our dedicated team can help you to find a hospital or clinic in the U.S. provider network, when you contact them for pre-authorisation. When eligible treatment takes place in the U.S. using the U.S. provider network, benefit is paid at 100 percent, once any co-insurance or deductible amount which may apply, and which you are responsible to pay, has been deducted from the claimed amount. Where eligible treatment takes place in the U.S. but outside the U.S. provider network, benefit is paid at Reasonable and Customary costs. Please see the 'Treatment in the U.S.' section of this membership guide. Please also see U.S. treatment in the 'What is not covered' section.

Assistance cover (optional if chosen)

This section contains the rules and information for medical transfers, which help **you** if the **treatment you** need is not available locally.

We can arrange a transfer if the **treatment you** need is:

- recommended by **your specialist** or doctor
- covered under **your** plan. It must be in-patient or **day-case treatment**.

There are two levels of cover: Evacuation and Repatriation. **Your** insurance certificate will show which **you** have. If **you** want to check this, **you** can check in MembersWorld, or contact **us**.

Evacuation covers **you** for reasonable transport costs to the nearest appropriate place of **treatment**.

Repatriation also gives **you** the option to travel to **your country of nationality** or **your country of residence**.

We may authorise evacuation if **you** need a CT, MRI or PET scan, or cancer **treatment** such as radiotherapy or chemotherapy.

You must contact **us** before **you** travel, and **we** must agree the arrangements with **you**. If **you** do not, **we** may not pay the costs of **your** transport and **treatment**.

Notes:

- **We** will only pay for Evacuation when the **treatment you** need is not available where **you** are. **We** will help **you** get to the nearest place where the **treatment you** need is available. This could be to another part of the country that **you** are in. It might not be **your** home country.
- In some cases, **you** may request a medical repatriation when contacting **Bupa Global's** service partners for authorisation, but this may not be medically appropriate. In these cases, **we** will first evacuate **you** to the nearest appropriate place where **treatment** is available. Once **you** have been stabilised, **we** may then repatriate **you** to **your country of nationality** or **your country of residence**.

How to arrange your medical transfer

If **you** need a medical transfer, call **us** on +852 2531 8503. **We** will arrange the medical transfer. **You** must give **us** any information or proof that **we** may reasonably ask **you** for to support **your** request. **We** will only pay if **we** arrange and agree everything in advance.

We will not approve a transfer which, in **our** reasonable opinion, is inappropriate based on established clinical and medical practice. **We** are entitled to conduct a review of **your** case if it is reasonable to do so. **We** will not authorise a medical transfer if this would be against medical advice.

We will guarantee to pay for a medical transfer that **we** have agreed and approved in advance. Please see the 'Pre-authorisation' section for more details. If someone else arranges a transfer which the plan covers, **we** will only pay what **we** would have paid if **we** had arranged the transfer.

- **We** will not cover a medical transfer if **you** were aware of the symptoms of **your** condition before **you** applied for Assistance cover.
- **You** must have Assistance cover in place before **you** need the **treatment**. **You** must also have cover for **treatment** in the country **you** need to be transferred from.
- **We** will not arrange a medical transfer if it is too dangerous to do so, or not practical to enter the area. This could be because of the local situation, or geography. Examples include war zones, or an oil rig.
- Transport depends on local or international resources. This can include equipment and crew. It must also remain within the scope of all law and regulations which apply. **We** may have to obtain authorisation from authorities. This is outside **our** control.
- **We** cannot be held liable for any delays or connection problems caused by the weather, mechanical problems, restrictions imposed by public authorities or by the pilot or any other condition beyond **our** control.
- **We** do not provide the transport and other services set out in the assistance cover section. **We** will arrange those services on **your** behalf. In some countries **we** may use service partners to arrange these services.
- **We** do not pay for extra nights in **hospital** when **you** are no longer having **active treatment** which **you** need to be in **hospital** for. An example would be if **you** are waiting for **your** return flight.

Assistance cover (optional if chosen) (continued)

Benefits	Essential	Classic	Gold	Gold Superior	Explanation of benefits
Medical evacuation	Paid in full	Paid in full	Paid in full	Paid in full	Evacuation cover: ○ We will pay in full for your reasonable transport costs for in-patient treatment or day-case treatment. It may also be authorised if you need advanced imaging or cancer treatment such as radiotherapy or chemotherapy. ○ We will only pay for Evacuation to the nearest place where the treatment needed is available when the treatment is not available locally. This could be to another part of the country that you are in, and may not be your home country. ○ We will pay for the reasonable travel costs for a relative or your partner to accompany you, but only if it is medically necessary. ○ We will also pay for the reasonable costs of yours and your relative or partner's return journey to the place you were evacuated from. All arrangements for your return should be approved in advance by Bupa Global or our appointed representatives. We will pay for either: ○ the reasonable cost of the return journey by the most direct route available by land or sea, or ○ the cost of an economy class air ticket by the most direct route available, whichever is the lesser amount. We will pay reasonable costs for the transportation only of your body, depending on airline requirements and restrictions, to your home country, in the event of your death while you are away from home. We do not pay for burial or cremation, the cost of burial caskets, or the transport costs for someone to collect or accompany your remains Note: we do not pay for any other costs related to the evacuation such as hotel accommodation or taxis. Costs of any treatment you receive are not payable under Evacuation cover, but are payable from your medical cover as described in the 'What is covered' section. Please also note that for medical reasons the member receiving treatment may travel in a different class from their companion.

Assistance cover (optional if chosen) (continued)

Benefits	Essential	Classic	Gold	Gold Superior	Explanation of benefits
Medical repatriation	Paid in full	Paid in full	Paid in full	Paid in full	Repatriation cover also includes Evacuation cover — see above. ○ We will pay in full for your reasonable transport costs for in-patient treatment or day-case treatment. ○ We will pay for repatriation to your country of nationality or your country of residence, when the treatment needed is not available locally. ○ We will pay for one repatriation for each illness or injury per lifetime. ○ We will pay the reasonable costs for a relative or your partner to accompany you to your specified country of nationality or your specified country of residence if we have authorised this in advance of the repatriation. ○ We will also pay an allowance of up to GBP 25, USD 50 or EUR 37 per day for up to 10 days to cover the living expenses of the person accompanying you. ○ We will pay for you and the person accompanying you to return to where you were repatriated from. All arrangements for your return must be approved in advance by Bupa Global or our appointed representatives. We will pay for either: ○ the reasonable cost of the return journey by the most direct route available by land or sea, or ○ the cost of a scheduled return economy class air ticket by the most direct route available, whichever is the lesser amount. We will pay reasonable costs for the transportation only of your body, depending on airline requirements and restrictions, to your home country, in the event of your death while you are away from home. We do not pay for burial or cremation, the cost of burial caskets, or the transport costs for someone to collect or accompany your remains. Note: we do not pay for any other costs related to the repatriation such as hotel accommodation or taxis. Costs of any treatment you receive are not payable under Repatriation cover, but are payable from your medical cover as described in the 'Explaining your benefits' section. Please also note that for medical reasons the member receiving treatment may travel in a different class from their companion.

What is not covered

The 'General exclusions' section is a list of what **we** do not cover as part of **your** plan. **You** may also have personal terms that apply to **you** (these could be exclusions or restrictions).

Personal exclusions

Before **you** joined the plan **you we** may have asked **you** to give **us** details about any disease, illness or injury which **you** ever:

- had **treatment** for
- had advice about, or
- had symptoms of.

We call these **pre-existing conditions**.

We reviewed **your** answers to decide the terms on which **you** joined this plan. **We** may have offered to cover or exclude a **pre-existing condition**, or applied other restrictions to **your** plan. This means **we** will not cover costs for:

- **treatment** of,
- any related symptoms of, or
- any condition that results from or is related to this **pre-existing condition**.

You may have told **us** about a **pre-existing condition**. If **we** have not added any personal terms for it, **we** will cover it. If **you** are not sure about anything in this section, please contact **us** for before **you** have any **treatment**.

General exclusions

For all exclusions in this section, and for any personal terms shown on **your** insurance certificate, **we** do not pay for **treatment** of conditions which are directly related to excluded conditions or **treatments**. **We** also do not pay for complications of, or any more or increased costs as a result of excluded conditions or **treatments**.

Please note that if **you** choose to have **treatment** or services with a **treatment** provider who is outside **our network**, **we** will only cover costs that are **reasonable and customary**. Other rules may apply in respect of covered benefits received from a **treatment** provider who is outside **our network** in certain specific countries.

Exclusion	Notes	Rules
Antenatal classes		We will not pay for antenatal classes from your maternity benefits or any other benefits.
Artificial life maintenance		Including mechanical ventilation, where such treatment will not or is not expected to result in your recovery or restore you to your previous state of health. Example: We will not pay for artificial life maintenance when you are unable to feed and breathe independently and require percutaneous endoscopic gastrostomy (PEG) or nasal feeding for a period of more than 90 continuous days.
Birth control		Any type of contraception, sterilisation, termination of pregnancy or family planning.
Conflict and disaster		We shall not be liable for any claims which concern, are due to or are incurred as a result of treatment for sickness or injuries directly or indirectly caused by you putting yourself in danger by entering a known area of conflict (as listed below) and/or if you were an active participant or you have displayed a blatant disregard for your personal safety in a known area of conflict: ○ nuclear or chemical contamination ○ war, invasion, acts of a foreign enemy ○ civil war, rebellion, revolution, insurrection ○ terrorist acts ○ military or usurped power ○ martial law ○ civil commotion, riots, or the acts of any lawfully constituted authority ○ hostilities, army, naval or air services operations whether war has been declared or not

Exclusion	Notes	Rules
Congenital conditions	Please see the table of benefits for details of your Newborn care limit.	Treatment received after the first 90 days following birth (or after the maximum benefit limit for Newborn care has been reached) for any abnormality, deformity, disease, illness or injury present at birth, whether diagnosed or not, except cancer.
Convalescence and admission for general care		Hospital accommodation when it is used solely or primarily for any of the following purposes: ○ convalescence, supervision, pain management or any other purpose other than for receiving eligible treatment, of a type which normally requires you to stay in hospital ○ receiving general nursing care or any other services which do not require you to be in hospital, and could be provided in a nursing home or other establishment that is not a hospital ○ receiving services from a therapist or complementary medicine practitioner ○ receiving services which would not normally require trained medical professionals such as help in walking, bathing or preparing meals
Cosmetic treatment		Treatment undergone for cosmetic or psychological reasons to improve your appearance, such as a re-modelled nose, facelift, abdominoplasty, or cosmetic dentistry. This includes: ○ dental implants to replace a sound natural tooth ○ hair transplants for any reason ○ treatment related to or arising from the removal of non-diseased, or surplus or fat tissue, whether or not it is needed for medical or psychological reasons ○ any treatment for a procedure to change the shape or appearance of your breast(s) whether or not it is needed for medical or psychological reasons: unless for reconstruction carried out as part of the original treatment for the cancer, when you have obtained our written consent before receiving the treatment (see 'Reconstructive or remedial surgery' in this section) Examples: ○ we do not pay for breast reduction for backache or gynaecomastia (the enlargement of breasts in men) ○ we do not pay for treatment of keloid scars. We also do not pay for scar revision, even if the scar is causing a functional problem.
Deafness		Treatment for or arising from deafness or partial hearing loss caused by a congenital abnormality or ageing.
Dental treatment /gum disease	Please see dental treatment in the table of benefits. Please see accident related dental in the table of benefits.	This includes surgical operations for the treatment of bone disease when related to gum disease or damage, or treatment for, or arising from disorders of the temporomandibular joint. Examples: we do not pay for tooth decay, gum disease, jaw shrinkage or loss, damaged teeth.
Desensitisation and neutralisation		Treatment to de-sensitise or neutralise any allergic condition or disorder.
Developmental problems		Developmental problems ○ learning difficulties, such as dyslexia. ○ developmental problems treated in an educational environment or to support educational development.
Donor organs		Treatment costs for, or as a result of the following: ○ transplants involving mechanical or animal organs ○ the removal of a donor organ from a donor ○ the removal of an organ from you for purposes of transplantation into another person ○ the harvesting and storage of stem cells, when this is carried out as a preventive measure against future possible diseases or illness ○ the purchase of a donor organ

Exclusion	Notes	Rules
Drugs and dressings (out-patient)	Exclusion applies to Essential and Classic cover only.	Any drugs or surgical dressings that are provided or prescribed for out-patient treatment , or for you to take home with you on leaving hospital , for any condition.
Experimental treatment		Experimental or unproven treatment Clinical tests, treatments, equipment, medicines, devices or procedures that are considered to be unproven or investigational with regards to safety and efficacy. ○ We do not pay for any test, treatment, equipment, medicine, device or procedure that is not considered to be in standard clinical use but is (or should, in Bupa's reasonable clinical opinion, be) under investigation in clinical trials with respect to its safety and efficacy. ○ We do not pay for any tests, treatment, equipment, medicine, products or procedures used for purposes other than defined under its licence, unless this has been pre-authorised by Bupa Global in line with its criteria for standard clinical use. Standard clinical use includes: ○ treatment agreed to be "best" or "good practice" in national or international evidence-based (but not consensus-based) guidelines, such as those produced by NICE (National Institute for Health and Care Excellence) (excluding medicines approved through the UK Cancer Drugs Fund), Royal Colleges or equivalent national specialist bodies in the country of treatment; ○ the conclusions from independent evidence-based health technology assessment or systematic review (e.g. Hayes, CADTH, The Cochrane Collaboration, the NCCN level 1 or Bupa's in-house Clinical Effectiveness team) indicate that the treatment is safe and effective; ○ where the treatment has received full regulatory approval by the licensing authority (e.g. U.S. Food and Drugs Agency (FDA), the European Medicines Agency (EMA), the Saudi Arabia Food and Drug Agency) in the location where the member has requested treatment, and is duly licensed for the condition and patient population being requested (please note – full regulatory approval would require submission of data to the local licensing agency that adequately demonstrated safety and effectiveness in published phase 3 trials); and/or ○ tests, treatments, equipment, medicines, devices or procedures which are mandated to be made available by the local law or regulation of the country in which treatment is requested. Notes: ○ Case studies, case reports, observational studies, editorials, advertorials, letters, conference abstracts and non-peer reviewed published or unpublished studies are not considered appropriate evidence to demonstrate a test, treatment, equipment, medicine, device or procedure should be used in standard clinical use. ○ Where licensing authority approval to market tests, treatment, equipment, medicines, devices or procedures does not, in Bupa's reasonable clinical opinion, demonstrate safety and efficacy, the criteria for standard clinical use shall prevail.
Eyesight	Please see optical in the table of benefits.	Treatment, equipment or surgery to correct eyesight, such as laser treatment, refractive keratotomy (RK) and photorefractive keratotomy (PRK). Examples: we will not pay for routine eye examinations, contact lenses or spectacles. We will pay for eligible treatment or surgery of a detached retina, glaucoma, cataracts or keratoconus.
Family doctor treatment	Exclusion applies to Essential and Classic cover only.	Treatment or services carried out by a family doctor , including vaccinations..
Footcare		Treatment for corns, calluses, or thickened or misshapen nails.

Exclusion	Notes	Rules
Genetic testing		Genetic tests, when such tests are solely performed to determine whether or not you may be genetically likely to develop a medical condition. Example: we do not pay for tests used to determine whether you may develop Alzheimer's disease, when that disease is not present.
Harmful or hazardous use of alcohol, drugs and/or medicines		Treatment for or arising: ○ directly or indirectly, from the deliberate, reckless (including where you have displayed a blatant disregard for your personal safety or acted in a manner inconsistent with medical advice), harmful and/or hazardous use of any substance including alcohol, drugs and/or medicines; and ○ in any event, from the illegal use of any such substance
Health hydros, nature cure clinics or any establishment that is not a hospital		Treatment or services received in health hydros, nature cure clinics or any establishment that is not a hospital .
Hereditary conditions		Treatment of abnormalities, deformities, diseases or illnesses that are only present because they have been passed down through the generations of your family, except cancer.
Illegal activity		We will not pay for treatment which arises, directly or indirectly, as result of your deliberate or reckless participation (whether actual or attempted) in any illegal act, including road traffic offenses.
Ineligible medical practitioner , provider or facility, hospital or healthcare facility		We do not pay for: ○ treatment that you have from a person or at a place if: ○ the relevant local authorities do not recognise them as having specialist knowledge of, or expertise in treating the disease, illness or injury that you need treatment for, or ○ we have told them in writing that we will not pay for treatment they give to anyone covered by our health plans. You can contact us for details of who we have sent written notice to, or visit Facilities Finder at bupaglobal.com/en/facilities/finder ○ treatment you give yourself ○ treatment from anyone who lives with you ○ treatment from a family member.
Infertility treatment		Treatment to assist reproduction, including but not limited to IVF treatment. Note: we pay for reasonable investigations into the causes of infertility if: ○ you had not been aware of any problems before joining, and ○ you have been a member of this plan (or any Bupa administered plan which included cover for this type of investigation) for a continuous period of two years before the investigations start Once the cause is confirmed, we will not pay for any additional investigations in the future.
Maternity	Exclusion applies to Essential cover only	Treatment for maternity or for any condition arising from maternity except the following conditions and treatments: ○ abnormal cell growth in the womb (hydatidiform mole) ○ foetus growing outside of the womb (ectopic pregnancy) ○ other conditions arising from pregnancy or childbirth, but which could also develop in people who are not pregnant
Obesity and weight management		Treatment for or as a result of obesity and weight management such as: ○ slimming aids or drugs, or ○ slimming classes, or ○ obesity surgery

Exclusion	Notes	Rules
Persistent vegetative state (PVS) and neurological damage		We will not pay for in-patient treatment for more than 90 continuous days for permanent neurological damage or if you are in a persistent vegetative state .
Physical aids and devices		Any physical aid or device which is not a prosthetic implant, prosthetic device, or defined as an appliance . Examples: we will not pay for hearing aids, spectacles, contact lenses, crutches or walking sticks.
Pre-existing conditions	Please note: this exclusion does not apply if your sponsor has purchased cover with medical history disregarded. If you are unsure whether you have this cover, please contact the customer services helpline. For pre-existing conditions for newborns, please see the exclusions for congenital and hereditary conditions in this section.	Any treatment for a pre-existing condition, related symptoms, or any condition that results from or is related to a pre-existing condition. Please contact us before your renewal date if you or your dependants have personal exclusion(s) and would like us to review a personal exclusion. We may remove your exclusion if, in our opinion, no further treatment will be either directly or indirectly required for the condition, or for any related condition. There are some personal exclusions that, due to their nature, we will not review. To carry out a review, we may ask for an up to date medical report from your family doctor or specialist. Any costs incurred in obtaining these details are not covered under your plan and are your responsibility.
Preventive and wellness treatment	Please see wellness and full health screening in the table of benefits.	Health screening, including routine health checks, or any preventive treatment. Note: we may pay for prophylactic surgery when: ○ there is a significant family history of the disease for example ovarian cancer, which is part of a genetic cancer syndrome, and/or ○ you have positive results from genetic testing (please note that we will not pay for the genetic testing) Please contact us for pre-authorisation before proceeding with treatment. It may be necessary for us to seek a second opinion as part of our pre-authorisation process.
Reconstructive or remedial surgery		Treatment required to restore your appearance after an illness, injury or previous surgery, unless: ○ the treatment is a surgical operation to restore your appearance after an accident, or as the result of surgery for cancer, if either of these takes place during your current continuous membership of the plan ○ the treatment is carried out as part of the original treatment for the accident or cancer ○ you have obtained our written consent before the treatment takes place
Sleep disorders		Treatment , including sleep studies, for insomnia, sleep apnoea, snoring, or any other sleep-related problem.
Speech disorders		Treatment for speech disorders, including stammering or speech developmental delays, unless all of the following apply: ○ the treatment is short term therapy which is medically necessary as part of active treatment for an acute condition such as a stroke, ○ the speech therapy takes place during and/or immediately following the treatment for the acute condition, and ○ the speech therapy is recommended by the specialist in charge of your treatment, and is provided by a therapist in which case we may pay at our discretion.

Exclusion	Notes	Rules
Stem cells		We do not pay for the harvesting or storage of stem cells. For example ovum, cord blood or sperm storage.
Surrogate parenting	Please also see maternity cover in the table of benefits.	Treatment directly related to surrogacy. This applies: - to you if you act as a surrogate, and - to anyone else acting as a surrogate for you
Travel costs for treatment		Any travel costs related to receiving treatment , unless otherwise covered by: - local air ambulance benefit, - local road ambulance benefit, or - Assistance cover Examples: we do not pay for taxis or other travel expenses for you to visit a medical practitioner we do not pay for travel time or the cost of any transport expenses charged by a medical practitioner to visit you
U.S. treatment		<u>If U.S. cover has not been purchased</u>, then any treatment or services, received in the U.S. are ineligible: - where this takes place after the 28th day of your visit to the U.S.; or - where these relate to any condition where symptoms of the condition were apparent to you before your visit to the U.S.; or - when we know or have reasonable grounds to conclude that you travelled to the U.S. for the purpose of receiving treatment or services - this applies whether or not your treatment or services were the main or sole purpose of your visit; or - where these relate to the delivery of a baby, other than in the case of unforeseen premature delivery; or - where these relate to a newborn baby born in the U.S., other than in the case of an unforeseen premature delivery. (In the case of unforeseen premature delivery the newborn must have been validly added to the membership) or - when arrangements for treatment or services were not pre-authorised by our agents in the U.S. Note: in order to claim for unforeseen treatment or services received within 28 days of your arrival in the U.S., you must send a photocopy of your airline ticket and stamped passport as evidence of your arrival date with your claim. Please see terms around adding newborn babies in 'Adding your newborn baby' in 'The lifecycle of your plan' section of this membership guide. <u>If U.S. cover has been purchased</u>, then treatment or services received in the U.S. are ineligible: - when arrangements were not pre-authorised by our agents in the U.S. where required (see 'Treatment in the U.S.' section of this membership guide); or - when we know or have reasonable grounds to conclude, that you purchased cover for and travelled to the USA for the purpose of receiving treatment or services for a condition, including pregnancy when the symptoms of the condition were apparent to you before buying the cover. This applies whether or not your treatment or services were the main or sole purpose of your visit and even if the treatment or services were pre-authorised. Our Service Partner in the U.S. operates a national network of hospitals, clinics and medical practitioners. This is the U.S. provider network. You must contact our dedicated team before you have treatment, and they can help to find a suitable network provider for you. If you choose not to have your in-patient treatment or day-case treatment, cancer treatment, MRI, CT and PET scans in the U.S. pre-authorised, we will only pay 50 percent towards the cost of covered treatment. For eligible treatment that takes place in the U.S. using the U.S. provider network, benefit is paid at 100 percent, once any co-insurance or deductible amount which may apply, and which you are responsible to pay, has been deducted from the claimed amount. When eligible treatment takes place in the U.S. but outside the provider network, benefit is paid at Reasonable and Customary costs. Please see the 'Treatment in the U.S.' section of this membership guide.

General information

Giving us true and complete information

The rules in this section apply if **you** give **us** information, or someone gives it to **us** on **your** behalf.

You must make sure that all information **you** give **us** is accurate and complete. This applies when **you** join the plan, and when it renews or changes. **You** must also tell **us** if anything **you** have told **us** in the application form changes before **your** cover starts. If **you** do not, **we** may treat **your** cover and claims as **we** would have done if **we** had received accurate and complete information. **We** can do this if **you** are reckless, negligent or careless when **you** give **us** information which is not accurate or complete, or **you** do it on purpose. This means:

- **we** may treat **your** cover as if it had never existed (if **you** have been negligent or careless, **we** can do this if **we** would have refused to cover **you**)
- **we** may apply different terms to **your** cover. **We** can do this if **we** would have covered **you** on those terms. For example **your** cover may contain new personal exclusions or restrictions. This means **we** will only pay a claim if it is covered by those different terms
- **we** may reduce the amount payable for any claim. **We** can do this if **we** would have charged a higher premium. **We** then compare the higher premium to the original premium. For example, **we** will only pay half a claim if **we** would have charged twice the premium.

If **we** need to do this, it would take effect from the date **you** joined, or the cover renewed or changed (this depends on when **we** received the information).

Where it is a **dependant** (or **you** on their behalf) who has provided incomplete or inaccurate information, the same rules apply but only to that part of the membership which applies to the **dependant**, or to claims made by that **dependant**.

Sanctions

We will not provide cover and **we** will not pay any claim or provide any benefit under this insurance, if doing so would:

- break any United Nations resolution, or any trade or economic sanctions, laws or regulations that apply to **us** (including those of the European Union, the UK, and / or the U.S.), or
- put **us** at risk of being sanctioned by any relevant authority or competent body, or
- put **us** at risk of being involved (directly or indirectly) in something which any relevant authority, banks **we** use, or competent body would consider to be banned or restricted.

If any resolutions, sanctions, laws or regulations referred to in this clause apply (or start to apply), **we** can take any action **we** consider necessary, to make sure **we** continue to work within them. If this happens, **you** acknowledge that this may restrict, delay or end **our** obligations under **your** plan, and **we** may not be able to pay any claim.

Sharing documents

We only return official documents such as birth or death certificates. If **you** send any other original documents to **us** (such as a receipt), **you** can ask **us** to send **you** a copy of it.

U.S. Patient Protection and Affordable Care Act

Our global health plans are non-U.S. insurance products and accordingly are not designed to meet the requirements of the U.S. Patient Protection and Affordable Care Act (the Affordable Care Act). **Our** plans may not qualify as minimum essential coverage or meet the requirements of the individual mandate for the purposes of the Affordable Care Act, and **we** are unable to provide tax reporting on behalf of those U.S. taxpayers and other persons who may be named on it. The provisions of the Affordable Care Act are complex and whether or not **you** or **your dependants** are affected by its requirements will depend on a number of factors. **You** should consult an independent professional financial or tax advisor for advice. For customers whose coverage is provided under a group health plan, **you** should speak to **your** health plan

administrator for more information.

The law which applies to this plan

This plan is governed by Hong Kong law. If **we** cannot resolve a dispute, only the courts in Hong Kong can decide it.

If there is a dispute about how to interpret this guide, the English version will take precedence over any other language version.

Liability

Our role under this plan is to provide **you** with insurance cover and sometimes to arrange (on **your** behalf) for **you** to receive any covered benefits. It is not **our** role to provide **you** with the actual covered benefits.

The **main member**, on behalf of themselves and their **dependants**, appoints **us** to act on **your** behalf to make appointments or arrange for **you** to receive the **treatment** or service which **you** need. **We** will use reasonable care when acting on **your** behalf.

We (and the **Bupa Group**) shall not be liable to **you** or anyone else for any loss, damage, illness or injury that may occur as a result of **you** receiving any **treatment** or service, nor for any action or failure to act of any provider or other person providing **you** with any **treatment** or service. **You** should be able to bring a claim directly against such provider or other person.

This does not affect **your** statutory rights.

Privacy notice

Bupa (Asia) Limited Privacy Notice relating to the Personal Data (Privacy) Ordinance (the 'Ordinance')

1. Introduction

1.1. Bupa (Asia) Limited ('Company', '**we**' or '**us**') is committed to protecting **your** privacy and security of **your** personal information. This Notice is provided to **you** in connection with **your** dealings and provision of data or information to the Company. This Notice is prepared in accordance with the Ordinance and also operates as the Personal Information Collection Statement which **we** will provide, or make available, to **you** on or before the collection of **your** personal information by the Company.

1.2. This Notice is intended to ensure that **you** can make informed decisions about providing **your** personal information to Company in accordance with this Notice. Please be aware that this Notice replaces any notice or statement of similar nature that may have been provided to **you** previously. When **you** click on 'I Agree' or select any options with similar content, or log in, confirm, agree to, use or accept this Notice **we** provide via registration procedure or any other way, **you** consent to **your** personal information being collected, stored, used, processed, transferred, disclosed or shared in accordance with this Notice.

1.3. For the purposes of this Notice, 'Group Company' means the Company and its holding companies, branches, subsidiaries, representative offices and affiliates, wherever situated, and any one of them. Affiliates include branches, subsidiaries, representative offices and affiliates of the Company's holding companies, wherever situated (collectively, the 'Group').

1.4. If **you** provide **us** with the personal information about other individuals, **you** must tell those individuals that **you** have provided **us** with their details and let them know where they can find a copy of this Notice.

2. Personal Information We Collect

2.1 From time to time, it is necessary for **you**, or other members/ insured persons covered under **your** policy (each a 'Member'), to supply the Company with certain personal information (including where relevant, credit information and claims history) relating to **you**, or the Member, when **you** apply for insurance or financial products and services from the Company, or when **you** apply to make changes to **your** policy, or when **you** renew a policy.

2.2 During the course of **your** relationship with the Company, further personal information relating to **you**, or the Member, may also be collected in the ordinary course of **our** business, for example, when **you** lodge insurance claims with the Company in relation to yourself or the Member.

2.3 Failure to supply personal information requested by the Company may result in the Company being unable to process **your** application, request for information or services, enquiries and/or provide services or products to **you**, or the Member.

2.4 The personal information **we** collect and/or hold from time to time may include **your** personal identification information, contact information, transaction records, financial background, medical and health records, biometric data and **your** location and activities when **you** access or browse **our** website(s) or use **our** mobile application(s) or portal(s) (including any diagnostic or health-monitoring tools thereon and the Bluetooth and/or wearable device that are used to collect data for the purposes of such tools).

2.5 **We** will always try to collect **your** personal information from **you** through the course of **your** relationship with **us** and in a range of ways. However, there may be instances where **we** will need to collect **your** personal information from third parties or sources in certain circumstances, such as a **family member** or someone else acting on **your** behalf, **your** employers, medical personnel, business/asset acquisition transactions of the Company, business partners, or public databases.

2.6 If **you** are under the age of 18, **you** should obtain consent from **your** parent or guardian before **you** provide the Company with **your** personal information.

2.7 Storage of personal information may be in various forms including, physical (paper) form, digital customer systems or applications, data management software or systems in the usual course of business practices, depending on **your** engagement with the Company.

3. Purposes of Collection

3.1 **Your** personal information collected may be used, stored, processed, transferred, disclosed or shared by the Company for the following purposes from time to time:

(a) processing, assessing and determining any

applications for insurance products and services;
(b) offering and providing products and services to **you**, or the Member, and processing requests made by **you**, or the Member, from time to time, including but not limited to requests for addition, alteration, deletion, maintenance, management and operation of insurance benefits or insured Members;
(c) registering **you**, or the Member, as a user or a member of services or information provided or to be provided by **us** on the website(s), mobile application(s) or portal(s) managed and/or operated by **us**;
(d) coordinating **your** care, or the Members', within Group Companies to achieve better health management outcomes;
(e) any purposes in connection with any claims made by or against or otherwise involving **you**, or the Member, in respect of any products and/or services provided by the Company including, without limitation, making, defending, analysing, investigating, detecting and preventing fraud (whether or not relating to the policy issued in respect of any application or claim) processing, assessing, determining, settling or responding to such claims;
(f) performing any functions and activities related to the products and/or services provided by the Company including, without limitation, audit, reporting, market research, general servicing, maintenance of online and other services, identity verification, data matching, research, data analytics, statistical analysis, and reinsurance arrangements;
(g) providing **you** with personalised health information and information about **our** services or products, and personalised website, mobile application or portal interface;
(h) providing **you** with appropriate health, insurance administration, wellness or other related services (including, without limitation, e-ticketing, appointment booking and clinic / medical professional search and service and product redemption functions on the website(s), mobile application(s) or portal(s)) managed and/or operated by **us**) or products;
(i) communicating with **you** regarding the administration, features and renewal of the insurance policy that **you** subscribe to;
(j) operating, maintaining, evaluating, improving, troubleshooting problems, and understanding **your** preference(s) with **our** website(s), mobile application(s) or portal(s);

(k) provision and design of products and services of the Company;
(l) exercising the Company's rights in connection with provision of any products and services to **you**, or the Member, from time to time, for example, to determine any amount of indebtedness from **you**, and collecting and recovering owing from **you** or any person who has provided any security or undertaking for **your** liabilities;
(m) communication with **you** or the Member (or with **you** on behalf of the Member) in relation to any of the purposes set out in this Notice;
(n) with **your** consent, marketing services, products and other subjects by **us**, any member and/or brand of the Group Companies (such as Horizon Health and Care Limited and/or Quality HealthCare Group, **our** affiliates) and/or other third parties (please see further details in paragraph 5 below);
(o) managing **our** relationship with **you**, **our** business and organisations who work with **us** in relation to providing **our** products or services to **you**, or the Member (including, with limitation, futures changes to this Notice);
(p) enabling an actual or proposed assignee, transferee, participant or sub-participant of all or a substantial part of the Company's rights or business to evaluate the transaction intended to be the subject of the assignment, transfer, participation or sub-participation;
(q) making disclosure to satisfy the requirements of any laws, rules and regulations, codes of practice, guidance notes or guidelines binding on the Company; and
(r) fulfilling any other purposes directly related to (a) to (q) above.

4. Transfer of Personal Information

4.1 Personal information collected or held by the Company relating to **you**, or the Member, will be kept confidential but the Company may transfer such personal information inside or outside the Hong Kong Special Administrative Region of the People's Republic of China, for the purposes specified in paragraph 3 to the following classes of transferees:

(a) any member and/or brand of the Group Companies;
(b) any insurance adjusters, agents and brokers;
(c) any re-insurance companies authorised by the Company;
(d) employers (for members of corporate policy only);
(e) healthcare professionals and **hospitals**;
(f) any third parties engaged in connection with a member of the Group Company's business who provides medical, health, insurance, wellness or other related services or products;
(g) any agent, contractor or third party service providers who provide administrative, telecommunications, computer, payment, data processing, storage of analytics, printing, research, advertising, distribution or other services to the Company in connection with the operation of business, (including without limitation insurers; banks; lawyers; accountants; claims investigators; fraud prevention organisations; other insurance companies (whether directly or through fraud prevention organisations or other persons named in this paragraph); organisations that consolidate claims and underwriting information for the insurance industry; the police and databases or registers (and their operators) used by the insurance industry to analyse and check information provided against existing information; debt collection agencies; data processing companies; research agencies and professional advisors);
(h) with **your** consent, third parties (within or outside the Group Companies) in relation to direct marketing (please see further details in paragraph 5 below);
(i) third party reward, loyalty, co-branding and privileges programme providers and co-branding partners of a member of the Group Companies;
(j) financial institutions engaged by the Company or **you** for billing and payment purposes;
(k) any actual or proposed assignee, transferee, participant or sub-participant of all or a substantial part of the Company's rights or business; and
(l) any person to whom the Company is under an obligation to make disclosure under the requirements of any law, rules, regulations, codes of practice or guidelines binding on the Company including, without limitation, any applicable regulators, governmental bodies, industry recognised bodies, credit reference agencies, the Courts, and where otherwise required by law.

4.2 **We** will only disclose personal information limited to that which is necessary to the above parties for the relevant purposes, who may process (including, without limitation, by recording, organising, structuring, storing, adapting, altering, retrieving, using, aligning, combining or erasing) **your** personal information for the relevant purposes set out in paragraph 3 above.

4.3 In the event that **we** complete the acquisition of a new business or brand, **we** shall communicate with **you** through the communication channels **you** provided to **us**, and any personal information shall be treated in accordance with this Notice if it is practicable and permissible to do so.

5. Use of Personal Information in Direct Marketing

5.1 Only with **your** consent (which includes an indication of no objection), the Company, any member and/or brand of the Group Companies and/or the third parties stated under paragraphs 3.1 (n) and 5.2 (b) to (e) may use **your** personal information collected from time to time to provide **you** with marketing communications (including by email, SMS, mobile application, social media, instant messenger or other means that become available from time to time) relating to the following products and services:

- (a) insurance, medical, dental, healthcare, wellness, personal development, beauty, sporting activities and membership, lifestyle, entertainment, financial, and related services and products;
- (b) rewards, benefits, discounts, member activities, loyalty or privileges programmes and related services and products;
- (c) services and products offered by the Company's co-branding partners; and
- (d) donations and contributions for charitable and/or non-profit making purposes.

5.2 The above services, products and subjects may be provided or (in the case of donations and contributions) solicited by the Company and/or:

- (a) any member and/or brand of the Group Companies;
- (b) third party service providers;
- (c) third party reward, loyalty, co-branding or privileges programme providers;
- (d) co-branding partners of a member of the Group

Companies; and
(e) charitable or non-profit making organisations.

5.3 **We** may not use **your** personal information for direct marketing purposes unless **we** have received **your** consent. For the avoidance of doubt, the latest instruction (for example, consent or indication of no objection, or request for opt-out) received from **you** shall override any previous instruction given to the Company in this regard in relation to all of **your** personal information collected or held by the Company from time to time.

5.4 If **you** choose to personalise **your** services where such options are available, **we** will use personal information that **we** collect so that **we** can offer **you** those personalised services or communications. If **you** do not wish to accept those personalised services or communications, **you** can unsubscribe from those services at any time and **we** will cease to offer such services to **you**.

5.5 For the avoidance of doubt, whether or not **you** consent to receive marketing communications of the type described in this paragraph 5, the Company may still communicate with **you** regarding the administration, features and renewal of **your** insurance policy.

6. Security and Retention

6.1 The Company retains **your** personal information for as long as necessary for the purposes set out in this Notice, or otherwise agreed between **you** and **us**, unless otherwise required or permitted under applicable law.

6.2 Where the Company no longer requires **your** personal information for the purposes under this Notice, or otherwise required under law, **we** will take appropriate steps to securely delete or destroy **your** personal information.

6.3 **We** will take reasonable steps to securely store **your** personal information. This includes implementing a range of digital and physical security measures. In addition, **we** will restrict access to **your** personal information to those properly authorised to have access.

6.4 When **you** use **our** sites, **we** and third-party companies collect information by using cookies and other technologies such as pixel tags (for simplicity **we** refer to all such technologies as 'cookies'). The

updated version of the Cookies Policy is available for download from **our** website: www.bupa.com.hk and is available upon request.

6.5 **Our** websites, mobile applications or portals may provide the links to other external websites over which **we** do not have control. **You** are advised to refer to the privacy policies of these websites for more information.

7. Data Access and Correction

7.1 Under and in accordance with the terms of the Ordinance, **you** have the following rights to:

- (a) check whether the Company holds personal information relating to **you** or the Member and to access such personal information;
- (b) require the Company to correct any personal information relating to **you** or the Member which is inaccurate;
- (c) ascertain **our** policies and practices in relation to personal data and to be informed of the kind of personal data held by the Company;
- (d) request the Company to cease using **your** personal information for direct marketing purposes; and
- (e) change **your** preference in respect of **our** use of **your** personal information.

7.2 Requests can be made in writing to the Company's Data Protection Officer at the following address:

Data Privacy Officer/ Customer Service Manager
6/F, Tower 2, The Quayside, 77 Hoi Bun Road, Kwun Tong, Kowloon, Hong Kong

8. In accordance with the terms of the Ordinance, the Company has the right to charge a reasonable fee for the processing of any personal information access or correction request.

9. For any enquiries about this Notice, please do not hesitate to contact **our** Customer Care helpdesk at 2531 8503.

10. Nothing in this Notice shall limit the rights of customers under the Ordinance.

11. In case of discrepancies between the English and Chinese versions of this Notice, the English version shall prevail. This Notice maybe amended by the Company from time to time.

Issued by Bupa (Asia) Limited

Glossary

Certain words appear in the guide in bold type. These are defined words and have special meanings in this guide. **You** can find these meanings in the Glossary.

Defined term	Description
Active treatment	Treatment from a medical practitioner of a disease, illness or injury. This must aim to lead to your recovery, conservation of your condition or to restore you to your previous state of health as quickly as possible.
Advanced therapy medicinal products (ATMPs)	Treatments that are based on genes, tissues or cells. An example is Chimeric Antigen Receptor (CAR) T-cell treatment .
Agreement	The agreement between Bupa (Asia) Limited and the sponsor under which we have accepted you into membership of the plan.
Appliance	A knee brace which is an essential part of a repair to a cruciate (knee) ligament or a spinal support which is an essential part of surgery to the spine.
Assisted reproduction technologies	Technologies including but not limited to in-vitro fertilisation (IVF) with or without intra-cytoplasmic sperm injection (ICSI) gamete intrafallopian transfer (GIFT), zygote intrafallopian transfer (ZIFT), egg donation and intra-uterine insemination (IUI) with ovulation induction.
Birth centre	A place designed for you to give birth in. Its aim is to feel like home. It is often a part of a hospital .
Blue Shield Global	Blue Shield Global is a brand owned by BCBSA. BCBSA is an association of independent, community-based and locally-operated member companies.
Bupa Global	Bupa Insurance Limited or any other insurance subsidiary or insurance partner of the British United Provident Association Limited acting as administrator.
Bupa Group	Bupa Global , Bupa Insurance Services Limited and all other companies in the Bupa Group , and those companies which provide any administration of this plan on behalf of Bupa Global .

Defined term	Description
Complementary medicine practitioner	An acupuncturist, chiropractor, homeopath, osteopath or traditional Chinese medicine practitioner who is fully trained and legally qualified and permitted to practise by the relevant authorities in the country in which the treatment is received.
Country of nationality	The country of your nationality. You told us this when you applied to join the plan, or later told us in writing.
Country of residence	The country where you live. You told us about this when you applied to join the plan or later told us in writing. It is shown on your insurance certificate. The country where you live must be the country in which the relevant authorities (such as tax authorities) consider you to be resident while you have cover under the plan.
Day-case treatment	Treatment which for medical reasons requires you to stay in a bed in hospital during the day only. We do not require you to occupy a bed for day-case mental health treatment .
Deductible	The amount you have to pay in each membership year before we will pay for any covered benefits.
Dental practitioner	A person who: ○ is legally qualified to practice dentistry, ○ following attendance at a recognised dental school is recognised by the relevant authorities in the country in which the treatment takes place as having a specialised qualification. Examples may include periodontics or paediatric dentistry, and ○ is licensed to practice dentistry by the relevant authorities in the country where the dental treatment takes place.

Defined term	Description
Dependant	The main member's spouse or partner. Any children whose biological parent or legal guardian is the main member , and who are eligible to join the plan. This includes newborn children. Only dependants named on the insurance certificate are covered by the plan.
Diagnostic tests	Investigations, such as X-rays or blood tests, to find the cause of your symptoms.
Emergency	A serious medical condition or symptoms of one. It must result from a disease, illness or injury which arises suddenly. In the judgment of a reasonable person it must need immediate treatment , generally within 24 hours of starting, and not having that treatment would put your health at risk.
Family doctor	A person who: ○ is licensed to practice medicine in the country where you have the treatment, and ○ is legally qualified in medical practice to provide medical treatment which does not need a specialist's training. They must have attended a recognised medical school. This is one listed in the World Directory of Medical Schools as published from time to time by the World Health Organisation.
Family member	Someone related to you by blood or by law (or otherwise). We can send you a full list of the family members falling within this definition if you ask us .
Hospital	A centre of treatment which is registered, or recognised under the local country's laws. It mainly exists to: ○ carry out major surgical operations, or ○ give treatment which only specialists can give.

Defined term	Description
Ineligible medical practitioner, hospital or healthcare facility	○ treatment that you have from a person or at a place if: ○ the relevant local authorities do not recognise them as having specialist knowledge of, or expertise in treating the disease, illness or injury that you need treatment for, or ○ we have told them in writing that we will not pay for treatment they give to anyone covered by our health plans. You can contact us for details of who we have sent written notice to, or visit Facilities Finder at bupaglobal.com/en/facilitiesfinder ○ treatment you give yourself ○ treatment from anyone who lives with you ○ treatment from a family member.
In-patient treatment	Treatment which for medical reasons normally means that you have to stay in a hospital bed overnight or longer.
Intensive care	Intensive care includes: ○ High Dependency Unit (HDU). A unit that gives a higher level of medical care and monitoring. For instance you might need this in single organ system failure ○ Intensive Therapy Unit / Intensive Care Unit (ITU/ ICU). A unit that gives the highest level of care. For instance you might need this in multi-organ failure or in case of intubated mechanical ventilation ○ Coronary Care Unit (CCU). A unit that gives a high level of cardiac monitoring ○ Special care baby unit. A unit that gives the highest level of care for babies.
Main member	The first person named on the insurance certificate.

Defined term	Description
Medical practitioner	A complementary medicine practitioner, dental practitioner, family doctor, psychologist, psychotherapist, specialist or therapist who provides active treatment of a known condition.
Medically necessary	Treatment, medical service or prescribed drugs which are: ○ consistent with the diagnosis and treatment for the condition; ○ consistent with generally accepted standards of medical practice; ○ necessary for such a diagnosis or treatment; ○ is not given mainly for the convenience of the member or the treating medical practitioner.
Membership year	The time during which your cover is in place. This is shown on your insurance certificate. If this plan renews, a new membership year will begin on the renewal date .
Mental health treatment	Treatment of mental health conditions. This can include eating disorders.
Network	A hospital, pharmacy , or other facility, or medical practitioner which will treat you at rates agreed with Bupa Global or a service partner .
Nurse	A qualified nurse whose name is currently on any register or roll of nurses maintained by any statutory nursing registration body in the country where the treatment takes place.
Out-patient treatment	Treatment given at a hospital , consulting room, doctors' office or out-patient clinic where you do not go in for in-patient treatment or day-case treatment .
Ovulation induction treatment	Treatment including medication to stimulate production of follicles in the ovary. This includes but is not limited to clomiphene and gonadotrophin therapy.

Defined term	Description
Persistent vegetative state	A deep state of unconsciousness. Someone in a persistent vegetative state will: ○ show no sign of being aware or that their mind functions, even if they can open their eyes and breathe without help, and ○ not respond when touched or their name is called. The state of unconsciousness must have remained for at least four weeks with no sign of improvement, when all reasonable attempts have been made to alleviate this condition.
Pharmacy	A facility where prescribed drugs are prepared or sold.
Pre-existing condition	○ any medical condition declared in your application for cover which has been noted as a 'personal exclusion' under your insurance certificate; or ○ any disease, illness or injury for which you received medication, advice or treatment, or you had experienced symptoms of whether the condition was diagnosed or not, prior to becoming a member which was not disclosed under your application for cover. Where we have accepted your transfer to this plan from another insurance product on a continuous cover basis, the above reference to 'application for cover' shall refer to your original application for cover under that previous insurance product.
Prophylactic surgery	Surgery to remove an organ or gland that shows no signs of disease. This must be an attempt to prevent development of disease of that organ or gland.
Psychologist and psychotherapist	A person who is legally qualified and is permitted to practise as such in the country where they treat you .

Defined term	Description
Reasonable and customary	The 'usual', or 'accepted standard' amount charged in a particular geographical region. This applies to a specific treatment or service given by providers of comparable quality and experience. Government or official medical bodies' guidelines in that region may govern the amount charged. Where there are no guidelines, we may use our experience of usual, and most common, charges in that region to decide it.
Recognised medical practitioner, hospital or healthcare facility	Any provider who is not an unrecognised medical practitioner, hospital or healthcare facility .
Rehabilitation	Treatment that aims to restore full function after an acute event. Examples include a stroke, or major trauma. It must combine treatments such as physical, occupational and speech therapy.
Renewal date	Each anniversary of the date you , the main member joined the plan. (If however you are a member of a Bupa Global group plan with a common renewal date for all members, your renewal date will be the common renewal date for the group. We tell you the group renewal date when you join.)
Service partner	A company or organisation that acts for us . This may include services to approve cover and finding local medical facilities.
Sound natural tooth / sound natural teeth	A natural tooth that is free of active clinical decay, has no gum disease associated with bone loss, no caps, crowns, or veneers, that is not a dental implant and that functions normally in chewing and speech.

Defined term	Description
Specialist	A surgeon, anaesthetist or physician who: ○ is legally qualified to practise medicine or surgery. They must have attended a recognised medical school. This is one listed in the World Directory of Medical Schools as published from time to time by the World Health Organisation ○ the relevant authorities in the country where you have the treatment recognise as having specialised qualification in the field of, or expertise in, the treatment of the disease, illness or injury being treated.
Sponsor	The company, firm or person we have an agreement with which gives you cover under the plan.
Surgical operation	A medical procedure that involves the use of instruments or equipment.
Therapists	A physiotherapist, occupational therapist, orthoptist, dietitian or speech therapist who is legally qualified and is permitted to practise as such in the country where the treatment is received.
Treatment	Surgical or medical services (including diagnostic tests) that are needed to diagnose, relieve or cure a condition, disease, illness or injury.
You / your	Anyone covered by the plan, as shown on the insurance certificate.
We / our / us	Bupa (Asia) Limited, acting as insurer, or Bupa Global , acting as administrator (as the case may be).

