



Documents Required for Applying for a Compensation Claim

- Fill out the Health Insurance Team's claim form. (form attached)
- Original invoices **stamped** by the treating authority, showing the patient's name and invoice number.
- A medical report from the attending physician corresponding to the date of the bill.
- The **stamped** results for medical analyses, x-rays and sonars.
- A copy of the medical prescription.
- A copy of the employee's civil ID.
- IBAN and Bank info
- A copy of the work ID.
- A copy of the patient's health insurance card.

- In the event of dental compensation claims:
 - A treatment plan specifying the number of treated teeth
 - X-ray reports before and after treatment
 - It is necessary to ask the treating clinic to specify the number of the treated tooth on the bill

According to the updated procedures by the Health Insurance Team, the submission of the required documents should be by e-mail to: Insurance-Claims@kockw.com

Note: Scan all required documents and send them as a PDF file via the previously mentioned e-mail.



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