

Personal Accident and Sickness Claims Procedure

- 1) Print off the claim form
- 2) Complete the appropriate Sections, Including the Access to Medical Records and Reports
- 3) Return completed claim form to Marcus Hearn and Company along with any Sick Certificates issued to you by your General Practitioner
- 4) The completed claim form must be accompanied with a letter from your Employer or alternatively your accountant, if self employed, confirming your gross annual salary for the twelve months prior to when the accident occurred to substantiate the amount being claimed.