

**Supplementary worldwide dental accident and emergency  
Claim Form for **Emergency call out****

This claim should be completed to claim under section 1b (Emergency call out) of the policy. If your claim falls under another section of the worldwide dental accident and emergency cover, please complete the specific claim form accordingly, available from your registered dental practice.

**How to complete and submit your claim form**

Please complete all sections and write clearly in BLOCK CAPITALS using black or blue ink.

This form, countersigned by the treating dentist must be sent to the Insurance team at PPD within 30 days of the emergency. Costs will be reimbursed up to the limits shown in the Policy. Any amount which exceeds the specified limit must be paid directly by you to the treating dentist. You must provide all necessary reports, receipts, and other documentation in support of the claim when asked to do so.

Reference to the policy wording will assist you in completing this form. If you have any questions regarding making a claim please contact your dental practice or call the claims help line on 01482 213 215

Please return scans of completed claim forms by email to: [ppd@jelf.com](mailto:ppd@jelf.com)

Alternatively, please post hard copies to: Patient Plan Direct Claims Partnership House Priory Park East Hull HU4 7DY

**Patient Details**

<b>Full name</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone number(s)</b>	/
<b>Email Address</b>	
<b>Plan reference number</b> <i>(available from your registered practice)</i>	

**Treating Dentists Details**

<b>Full name</b>	
<b>Practice</b>	
<b>Practice Address</b>	
<b>Postcode</b>	
<b>Telephone number</b>	
<b>Email Address</b>	

**Your Registered Practice Details** (if different to the above)

<b>Dentist name</b>	
<b>Practice</b>	
<b>Practice Address</b>	
<b>Postcode</b>	
<b>Telephone number</b>	
<b>Email Address</b>	

**Emergency Appointment Details**

**Did the emergency occur outside of the UK?**  
*(If YES, please discard this claim form and complete the Emergency treatment away from home claim form)*

Yes / No
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**Emergency Appointment Date**

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**Emergency Appointment Time**

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**Was a call out fee charged?**

Yes / No	Amount (£)
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**Was a telephone consultation provided?**

Yes /No	Amount (£)
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Please provide details of any treatment provided during the emergency appointment and associated costs

Treatment	Tick	Cost (£)
Examination and treatment of sensitivity		
X-ray examination		
Tooth extraction (maximum two teeth)		
Root extirpation to include dressing and for temporary filling and treatment of infections, Number of canals _____		
Treatment of infection to include prescriptions		
Provision of a filling, Number of fillings _____		
Re-secure crown or inlay		
Re-secure bridge		
Provision of temporary crown		
Provision of temporary bridge		
Provision of temporary post or core		
Treatment to stop haemorrhage		
Removal of sutures placed by another dentist		
Repair/adjustment of orthodontic appliance		
Adjustment to denture		
Repair of denture to include re-fixing of teeth and gums and repair of clasp		
Other emergency dental treatment (please detail below)		

**Payment Details**

**IMPORTANT** – Please note, irrespective of which party we are due to pay, we will require a copy invoice detailing any call out fee and treatment specifically associated with the emergency appointment. We will not make payment for the first £15 of the call out fee.

Payment should be made to:

- Patient** (Payment will be transferred to your bank account from where regular plan fees are collected)
- Your Registered Practice** (Payment will be transferred to the practice bank account PPD have on record)
- Treating Dentist at another Dentist** (A cheque will be sent to the practice)  
Please indicate the name of the business which the cheque should be made payable to:

**Using your personal information**

We collect and process information about you in order to provide insurance policies and to process claims. Your information is also used for business purposes such as fraud prevention and detection and financial management. This may involve sharing your information with, and obtaining information about you from, our group companies and third parties such as brokers, loss adjusters, credit reference agencies, service providers, professional advisors, our regulators or fraud prevention agencies. For further information on how your information is used and your rights in relation to your information please request to review a copy of our privacy policy.

**Patient Declaration**

I declare that (a) this form has been completed after proper enquiry; (b) its contents are true and accurate and (c) all facts and matters which may be relevant to the consideration of the claim have been disclosed.

Name  Signature  Date

**Dentist Declaration**

I declare that (a) this form has been completed after proper enquiry; (b) its contents are true and accurate and (c) all facts and matters which may be relevant to the consideration of the claim have been disclosed.

Name  Signature  Date