

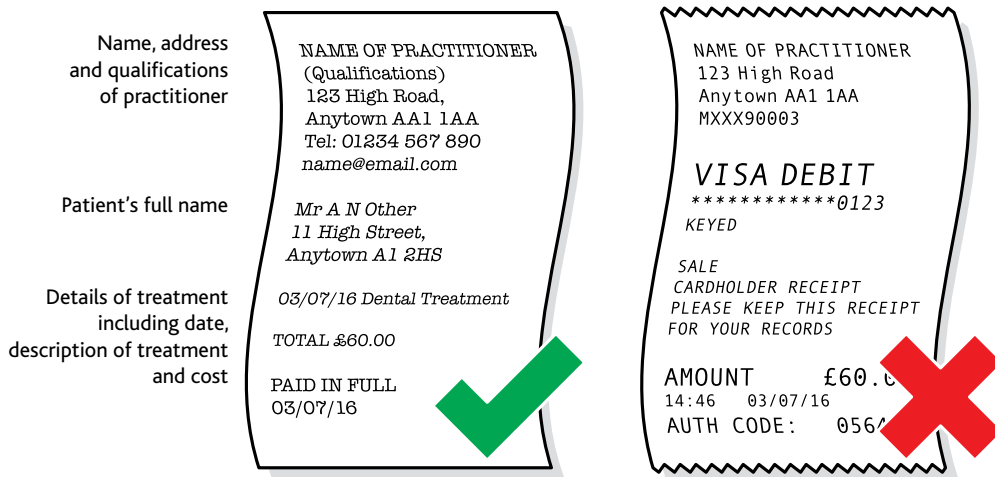
Receipt Requirements

Before attending your treatment, make sure your practitioner has the necessary accreditations or qualifications relevant to the treatment, that are accepted by Health Shield, before booking an appointment. Always get a receipt after your check-up or treatment, which confirms payment.

The type of practitioners that need to be approved include physiotherapists, chiropractors, osteopaths, acupuncturists, homeopaths, specialist consultants, fitness professionals and alternative therapists. If they don't have one of the approved accreditations or qualifications on our list, we won't be able to process your claim.

The receipt should be an original on official headed paper and show the following:

- The full name, qualifications, official practice stamp and contact details of the person providing treatment
- The patient's full name
- Show that payment has been made in full
- A full description of treatment given including dates* and amounts paid
- If the receipt is for more than one treatment then separate dates* and amounts for each appointment must be shown
- If the receipt is for more than one person then a breakdown of the details of treatments and cost for each person must also be shown



To see what treatments are covered under your membership plan please refer to your terms and conditions which can be found within your members area. You can submit your receipt based claim online or fill out a paper claim form and post back to us.

For more information you can call our friendly team on 01270 588555 or visit www.healthshield.co.uk

Find us on



*Please note treatments cannot be claimed for in advance.

Health Shield Friendly Society Limited. As part of our on-going quality control programme, calls may be monitored or recorded. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Health Shield opening hours: 8.00am to 6.00pm, Monday to Friday.

2016

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RECEIPTREQUIREMENTS/MARCH2017