

# **Medical Malpractice Liability Claims Procedures** **for Special Schools**

## **特殊学校 - 医疗失误责任索偿程序**

*[As per Education Bureau's instruction that agreed by Asia Insurance Co., Ltd. ("Asia") and Marsh (Hong Kong) Limited ("Marsh")]*

按照教育局的指示及获得亚洲保险有限公司（下简称「亚洲保险」）和达信风险管理及保险服务（香港）有限公司（下简称「达信保险」）的同意

In the event of a claim for medical malpractice; or any medical incident which could reasonably be expected to give rise to a claim, the Insured should contact Marsh for assistance immediately.

如有医疗失误索偿的事件，或任何可以合理地预期导致可能引起索偿的医疗事故发生，受保人应立即通知达信保险。

### **IMPORTANT**

#### **重要事项**

**“DO”** - The Insured shall pass to Asia through Marsh a copy of any notice of claim and all correspondences received from the third party, UNANSWERED.

当受保人收到任何索偿或投诉文件时，受保人须透过达信保险给予亚洲保险一份副本。请勿自行回复任何信件或作出回应。

**“DO”** - The Insured shall immediately forward to Asia through Marsh a copy of any writ, summons, charge sheets, indictments or related court documents upon receipt, UNANSWERED.

当受保人收到民事诉讼程序当中的投诉书、传票、索偿陈述书、刑事诉讼程序中的传票、控罪或有关状书等，受保人须立即透过达信保险给予亚洲保险一份副本。请勿自行回复任何诉状或传票。

**“DO NOT”** – do not admit liability or make any offer, promise or payment of settlement to third party without written consent of Asia.

如未取得亚洲保险书面同意，受保人切勿承认责任或提出，承诺或缴付赔偿予第三方。

**“DO NOT”** – do not answer correspondence from third party but pass onto Asia through Marsh for handling.

受保人切勿自行回复任何书信文件及应尽快透过达信保险通知亚洲保险，交由亚洲保险处理。

**“DO NOT”** – do not accept any payment or arrangement of indemnity offered by any third party held responsible for the loss or damage.

受保人切勿接受任何需负责任的第三方提供的任何赔偿款项或赔偿的安排。

**“DO”** – Please contact Marsh immediately if you have any query or hesitation to report any incident.

如有任何疑问或犹豫应否报告事故，请立即向达信保险查询。

#### Contact Persons 联络人

Marsh (Hong Kong) Limited  
达信风险管理及保险服务(香港)有限公司

Mr Tony Yu /  
Ms Viola Lee (Claim Services)  
余栢榮先生 /  
李燕婷女士 (理赔服务)

Tel 电话: 9025 5295 / 9025 5662  
Email 电邮: tony.yu@marsh.com /  
viola.lee@marsh.com

Ms Gigi Liu /  
Ms Mabel Chiu (General / Policy Enquiry)  
廖以芹女士 /  
赵美宝女士 (一般及保单内容查  
询)

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mabel.chiu@marsh.com

#### **Remarks**

This document is furnished to the Insured as a matter of information and guideline only, and is subject to all the terms and conditions under Policy No. ABK/APY/23-1150010130.

此文件只供受保人作参考及指引，详细索偿程序一概以保单号码 ABK/APY/23-1150010130 的条文及细则为依归。