## **Incident Notification Form**



Under the conditions of Medical Insurance Australia Pty Ltd's insurance policies you are required to provide MIGA with written notice of any claim or intention to seek indemnity under cover provided by the Policy.

In addition MIGA encourages all clients to notify any incident which has the potential to lead to a claim.

Please complete the Form, append any relevant documentation which may be available and forward it to:

Claims & Legal Services Department MIGA GPO Box 2048 ADELAIDE SA 5001

Fax: 1800 839 281

Email: claims@miga.com.au

## Please do not file your copy of this Form in the patient's medical record.

Client Details				
1. Name:				
2. Client type:	Doctor 🗆	Midwife 🗆	Medical student $\Box$	Healthcare business $\Box$
3. Contact phone number:				
4. Contact fax number:				
5. Contact email:				

Patient Details	
1. Name:	
2. Date of birth:	
3. Occupation:	

Incident Details	
1. Incident date:	
2. Incident location:	
3. Brief summary of incident:	



Other information	
1. Did you report this incident verbally by phone to MIGA prior to completion of this form?	Yes 🗆 No 🗆
2. If 'Yes':	
a) Date of verbal report to MIGA:	
b) Reported to:	
3. Is the patient a public or private patient? Please specify:	
4. If the patient is deceased - has the death been notified to the Coroner?	Yes 🗆 No 🗆

Signed:	
Date:	
Printed name:	

**General Enguiries and Client Service** National Free Call 1800 777 156

Website www.miga.com.au

National Facsimile 1800 839 284 Email miga@miga.com.au

Claims and Legal Services (During office hours and for 24hr legal support) National Free Call 1800 839 280

National Facsimile 1800 839 281

## Privacy

The information in this Form will be used by MIGA to determine your entitlement to indemnity pursuant to your policy of insurance for the relevant policy period and to register relevant details on MIGA's claims database. MIGA may provide your personal information to its related bodies corporate and to third parties including your insurance agent or broker, insurers, reinsurers, reinsurance brokers, lawyers, actuaries, auditors and medical boards in Australia and overseas. If you are an employee (or you are contracted to provide medical services), MIGA may also provide personal and other information to your employer or prospective employer about your claims and circumstances history where you have authorised your employer or prospective employer to receive such information.

MIGA is required by law to provide to statutory authorities (including Medicare Australia and Centrelink) upon request any information that you provide, including information in this Form that may be relevant to determining an entitlement to an indemnity or subsidy scheme payment under legislation or satisfying any statutory charge.

If you refuse to provide information required by MIGA, or fail to provide accurate information, or refuse the use or disclosure of information, this may compromise your entitlement to services from, and cover under current or future insurance contracts issued by MIGA. In most circumstances you can access information which MIGA holds about you by contacting MIGA but sometimes there will be reasons why that access is not possible, in which case you will be told why.

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