

Rio Tinto Medical Plus claim form

Travel & accommodation - medical specialist visit or hospital admission

RioTinto

How to submit a travel & accommodation claim for a medical specialist visit or hospital admission

Rio Tinto Medical Plus will reimburse travel and accommodation expenses for a medical specialist visit or a hospital admission for Regional and Remote employees and their immediate dependants.

Follow these steps to submit a travel & accommodation claim:

Step 1: Check your eligibility for a travel & accommodation claim

Read the Terms & Conditions below to confirm you meet the eligibility conditions for a medical specialist visit or a hospital admission travel & accommodation claim.

Terms & Conditions

Reimbursement of travel and accommodation expenses for specialist services and in-hospital admission not available locally.

Travel and accommodation expenses are claimable under Rio Tinto Medical Plus, subject to Immediate Leader, MRU Leader/Department Leader or General Manager (in the case of air travel) approval and the following conditions being met:

- An employee or immediate dependant family member has been referred by a medical practitioner for treatment or access to specialist medical services that are not available locally (i.e. within 100km of their residential location).
- In the case of accommodation expenses, an overnight stay is deemed necessary because additional or follow-up appointments are required the following day or the forward and returning journeys cannot reasonably be completed in one day.
- In the case of air travel, the employee's General Manager must approve this mode of transport as the most efficient, having regard for cost and journey time. As a general guide, anything over a 10 hour return road trip may warrant the use of air travel as an alternative.
- Travel and accommodation expenses from the relevant state-based patient travel assistance scheme (PATS/PTSS) must be claimed first. The reimbursement amount will be less any expense reimbursement claimed through the patient travel assistance scheme.

Who is a dependant?

A dependant can be:

- Your spouse or de facto,
- A child who is under 21 years old,
- A student under 25 years old who is studying full time at school, college or university and/or covered under private health insurance,
- An invalid child who:
 - Receives a disability support pension or a special needs disability support pension under the Social Security Act 1991, or
 - Has a certificate from a Commonwealth-approved doctor certifying a continuing inability to work, or
 - Is paid a disability support pension or a special needs disability support, or
 - Has been certified as having a continuing inability to work by a medical officer of the Health Department or by a medical practitioner appointed to examine claimants for disability support pensions.

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Step 2: Provide your employee details and details of the Claimant

Ensure you complete every field in this section of the claim form, and that any handwriting is clear and legible. Only complete the Claimant detail fields if this claim is for a family member.

Employee details:

Title:	First name:	Family name:
Rio Tinto business unit:		
Phone number:	Employee number:	
Email:		
Residential address:		
Postal address: (if different from residential)		
Are you employed on an Overseas Working Visa?:	YES	NO

Claimant's details:

Claimant's name (if family member):
Relationship to employee:

Step 3: Provide details of your travel & accommodation

Ensure you complete every field in this section of the claim form, and that any handwriting is clear and legible. A copy of the PATS/PTSS statement or other confirmation of payment from PTSS/PATS is compulsory for regional and remote area employees.

Reason for travel & accommodation:	Medical specialist visit	Hospital admission
Destination from:	to:	
Dates of travel from: ___/___/___	to: ___/___/___	

Type of travel (select private vehicle OR air travel)

You must provide copies of all your travel receipts with your claim.

Private vehicle:	Total kms travelled in private vehicle:		
Air travel:	Is air travel necessary?: (Your General Manager must approve air travel)	YES	NO

Type of accommodation (select commercial OR private)

You must provide copies of all your accommodation receipts with your claim or a Statutory Declaration if staying with family or friends.

Commercial accommodation:	(For staying in a hotel, motel)	
Private accommodation:	(For staying with family or friends)	Number of nights:

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Step 4: Attach the required supporting documents to your claim form

Ensure you provide the following supporting documents with your travel and accommodation claim.

- Dr/Specialist referral letter
- Copies of all your travel receipts (if claiming travel costs)
- Copies of all your accommodation receipts (if claiming accommodation costs)
- Statutory Declaration (if staying with family or friends)
- PATS/PTSS statement or other confirmation of payment from PTSS/PATS
- Proof of dependant relationship (required if the claim is for an immediate family member)

Step 5: Sign and date the Declaration

Read this Declaration then sign, date and print your name.

Declaration and Consent:

I declare that:

- All documents supporting this claim are in respect of admissible expenses for myself, my partner and my dependant children. As per definition in Step 1.
- If this claim relates to my partner or any dependant child aged 16 or over, I have their consent to include their personal information (including any health information), as part of this claim.
- I have incurred the expenses in this claim and confirm that I have been unable to recoup the out-of-pocket expenses from any other source and to the best of my knowledge the information is true and correct.

I consent to the collection and processing of the personal information, including any health information (**Personal Information**), provided on or with this claim form in accordance with the Rio Tinto Medical Plus Privacy Statement (see next page). This includes processing of such Personal Information by Medibank Private (on behalf of Rio Tinto), in its capacity as claims administrator.

Name (print clearly): _____ Signed: _____ Date: ____/____/____

Step 6: Obtain the required Manager approvals

Ensure you obtain the required manager approvals for your travel & accommodation claim as follows:

Immediate Leader and MRU Leader/Department Leader approvals are required for all medical specialist visit and hospital admission claims if there is no PATS/PTSS reimbursement

General Manager approval is required for all air travel claims

Immediate Leader Signature:	MRU Leader/Department Leader Signature:	General Manager (only for air travel) Signature:
Employee number:	Employee number:	Employee number:
Print name:	Print name:	Print name:

(Immediate Leader to ensure all supporting documents including Dr/Dentist referral, travel receipts, accommodation receipts and PATS/PTSS statement or other confirmation of payment from PTSS/PATS have been sighted.)

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Step 7: Send your claim form and all supporting documents to Medical Plus Claims

Upon receipt of your completed claim form and supporting documents, the Medical Plus Claims team will assess your claim.

- If your claim form is completed correctly and the required supporting documents have been provided, your claim will be reported to Rio Tinto payroll.
- If your claim form is incomplete, incorrect or supporting documents are missing, you will be contacted by the Medical Plus claims team.

By email:

Please email your completed medical specialist visit or hospital admission travel & accommodation claim form and scanned copies of all your supporting documents including travel receipts to:

Medical.Plus@medibank.com.au

By post:

Please post your completed medical specialist visit or hospital admission travel & accommodation claim form and attach copies of all your supporting documents including travel receipts to:

Rio Tinto Medical Plus Claims
GPO Box 9999
Docklands VIC 3008

Definitions

Surface travel:

- Private vehicle: reimbursements for kilometre claims for car travel will be calculated using the prescribed ATO rate at the time of claim using the most direct route available regardless of the route taken.
- Full cost of rail or coach travel at the lowest economy fare.

Air travel:

- The cost of the lowest available economy airfare on a direct route to the medical specialist or hospital destination.

For full terms and conditions refer to the Rio Tinto Better Health Cover (RTBHC) policy which can be obtained by contacting the Rio Tinto APAC Benefits Team via email Benefitapac@riotinto.com.

Rio Tinto Medical Plus Privacy Statement:

Rio Tinto provides the Medical Plus program as a benefit to its Australian employees. More information about this program is available at myriotinto.com - under 'myBenefits'.

Rio Tinto has appointed Medibank Private to administer the Medical Plus program (as claims administrator).

The personal information, including any health information (**Personal Information**) that you provide in this claim form or in documents attached to this claim form will be collected by Medibank Private on behalf of Rio Tinto.

Medibank Private will process this Personal Information to assess your Medical Plus claim and to report to Rio Tinto payroll (so that you can be reimbursed). Please be aware that Medibank Private does not report any health information to Rio Tinto; it only reports on the nature of the claim you have made (eg Hospital Gap) and the amount of reimbursement. As claims administrator, Medibank Private will undertake this data processing in Australia.

Please be aware that if you don't complete the claim form and provide the requested Personal Information, your claim will not be able to be processed. The Rio Tinto [Data Privacy Standard](#) and the [Employee Privacy Statement](#) contain more information about data privacy at Rio Tinto, including your rights of access and correction, and how to complain about processing of personal data about you. These documents are available at the above links or from Rio Tinto Group Ethics & Integrity (askE&I@riotinto.com).

Disclaimer:

Rio Tinto at its sole discretion has the right to decline any claim that does not meet the Rio Tinto Better Health Cover policy whether written or implied. Following General Manager approval, final approval will be made by Rio Tinto APAC Benefits.