Your membership guide

Bupa Personal

Essential information explaining your Bupa cover
About this guide

Welcome to your Bupa Personal membership guide.

At Bupa, we know that insurance can be hard to follow. That’s why we’ve made this guide as simple as possible. You’ll find individual chapters that deal with each aspect of your Bupa cover, including a step by step guide to making a claim.

Please make sure that you keep this guide somewhere safe. You’ll need it when you come to make a claim.

If any of the terms or language used leave you confused – don’t worry, we have also included a glossary featuring clear definitions of words that are in **bold** and *italics* in the text.

**If you require correspondence and marketing literature in an alternative format, we offer a choice of Braille, large print or audio. Please get in touch to let us know which you would prefer.**

Demands and needs statement

This policy is generally suitable for someone who is looking to cover the cost of health expenses. We have not provided you with any advice regarding this policy. If you have purchased through a non-Bupa financial adviser then please refer to the demands and needs statement that they have provided you with.

Please read your membership certificate and this membership guide to ensure that this policy meets your needs.

**How do I know what I’m covered for?**

The precise details of the cover you have chosen are listed in your benefit table. Please read this membership guide together with your membership certificate, as together they set out full details of how your health insurance works.

For queries about your cover we have provided a dedicated number which you will find on your membership certificate.

You can also write to us at **Bupa, Salford Quays, Salford M50 3XL** or call your helpline number **0345 609 0111***

**Bupa Anytime HealthLine**

If you have any questions or worries about your health call our confidential Bupa Anytime HealthLine on **0345 601 3216†** or **0161 868 6415†**. Our qualified nursing team is on hand 24 hours a day, so whatever your health question or concern, they have the skills and practical, professional experience to help.

*We may record or monitor our calls.
†Calls may be recorded and to maintain the quality of our Bupa Anytime HealthLine service a nursing manager may monitor some calls always respecting the confidentiality of the call.
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Your rules and benefits

Effective from 23 February 2017

These are the rules and benefits that apply to Bupa members. By this we mean a member covered under one of the following Bupa health insurance products as shown on their membership certificate:

- BupaCare, LocalCare, EssentialCare, Local HospitalCare, SeniorCare, Senior EssentialCare, EmployeeChoice, EmployeeChoice Essential, LocalCare Direct, Fixed Price Cover
- Heartbeat – cover options Health care select 1, 2, 3 Plus, 3 and 4, Heart and Cancer.

They apply to Bupa members who join or whose membership is renewed on or after the ‘effective from’ date:

- for anyone joining Bupa they apply from their start date
- for anyone whose Bupa membership is renewed they apply for the period from the first renewal date on or after the ‘effective from’ date.

Words and phrases in bold and italic in this membership guide are defined terms which have a specific meaning. You should check their meaning in the glossary.

Important note – please read this note before you read the rest of this membership guide as it explains how this membership guide and your membership certificate work together.

This Bupa membership guide and your membership certificate together set out full details of your benefits. They should not be read as separate documents.

This membership guide is a generic guide. It contains the general membership terms that apply to Bupa members. It also sets out all the elements of cover that are available for Bupa members under all their schemes. This means that you may not have all the cover set out in this membership guide. It is your membership certificate that shows the cover that is specific to your benefits and scheme. Any elements of cover in this membership guide that are either:

- shown on your membership certificate as ‘not covered’ or
- do not appear on your membership certificate

you are not covered for and you should therefore ignore them when reading this membership guide.
**Further Details**

Your *membership certificate* could also show some differences to the terms of cover set out in this membership guide particularly in the ‘*Further details*’ section of your *membership certificate*.

When reading this membership guide and your *membership certificate*, it is your *membership certificate* which is personal to you. This means that if your *membership certificate* contradicts this membership guide it is your *membership certificate* that will take priority.

Always call the helpline if you are unsure of your cover.

**Eligibility**

To be eligible for this cover the *Main Member* and *dependants* must:

- be resident in the *UK*
- at the *start date* have been registered continuously with a *GP* for a period of at least 6 months, or have access to and be able to provide your full medical records in English and;
- not receive payment for taking part in sports.
How your membership works

The agreement between you and us

In return for you, the main member, paying us subscriptions, we agree to provide you and your dependants (if any) with cover under the terms of our agreement.

Only you and Bupa have legal rights under our agreement. Although we will allow anyone who is covered under your membership complete access to our complaints process (please also see ‘Making a complaint’ in this section).

The following documents make up our agreement. These documents must be read together as a whole, they should not be read as separate documents.

- **This Bupa membership guide:** this sets out the general terms and conditions of membership (including exclusions) and all the elements of cover that are available for Bupa members under all their schemes.
- **Your membership certificate:** this shows your current membership details including:
  - who is covered by your Bupa membership, the dates when your cover starts and ends
  - the cover that is specific to your benefits, including the limits that apply, any variations to the benefits, terms or conditions explained in this membership guide
  - the subscriptions you will be paying
  - whether an excess or co-insurance applies to your cover and if it does the amount and how it applies
  - any special conditions which apply to you or anyone covered under your membership
  - your chosen scale of cover (if one applies)
  - the type of underwriting that applies to your membership.
- **Your application for cover:** this includes any quote request, applications for cover for you and your dependants (if any) and the declarations that you made during the application process. Please take reasonable care to answer all questions honestly and to the best of your knowledge as this could affect your future claims, price or end your policy.

- For Heartbeat members with Additional Cover Options included in their benefits, the Bupa Heartbeat Additional Cover Options Membership Guide.
Payment of benefits

We only pay the benefits that apply to you under a current policy on the date you received your treatment. The fact that we have pre-authorised treatment does not mean that we will pay if the policy does not continue.

When you receive private medical treatment you have a contract with the providers of your treatment. You are responsible for the costs you incur in having private treatment. However, if your treatment is eligible treatment we pay the costs that are covered under your benefits. Any costs, including eligible treatment costs, that are not covered under your benefits are your sole responsibility.

The provider might, for example, be a consultant, a recognised facility or both. Sometimes one provider may have arrangements with other providers involved in your care and, therefore, be entitled to receive all the costs associated with your treatment. For example a recognised facility may charge for recognised facility charges, consultants’ fees and diagnostic tests all together.

In many cases we have arrangements with providers about how much they charge our members for treatment and how we pay them. For treatment costs covered under your benefits we will, in most cases, pay the provider of your treatment direct – such as the recognised facility or consultant – or whichever other person or facility is entitled to receive the payment. Otherwise we will pay the main member. We will write to tell the main member how we have dealt with any claim.

Please also see the section ‘Claiming’.

When your membership starts, renews and ends

Starting membership

Your cover starts on your start date.

Your dependants’ cover starts on their start date. Your start date and your dependant’s start date(s) may not be the same.

Covering a newborn baby: you may apply to include your newborn baby under your membership as one of your dependants, free of charge, until your first renewal date after their birth.

If you and/or your partner have been a Bupa member for at least 12 continuous months before the baby’s birth and you include your baby under your membership within three months of the baby’s birth and your baby’s membership under the scheme would be as:

- an underwritten member, we will not apply any special conditions to the baby’s cover
- a moratorium member, we will not apply the exclusion for moratorium conditions from the baby’s cover – see exclusion 33 in the section ‘What is not covered’.
In which case if we agree to cover your baby it will be from their date of birth (or your start date if their date of birth is before your start date).

Your right to cancel

You may cancel your membership for any reason by calling us on 0800 010 383* or writing to us within the later of 21 days of receipt of your policy documents (including your membership certificate) we send you each year confirming your cover, the start date or renewal date of your policy. During this period, if you have not made any claims we will refund all of your subscriptions. After this period of time you can cancel your cover at any time, we will refund any subscriptions you have paid relating to the period after your cover ends.

You may cancel any of your dependants’ membership for any reason by calling us on 0800 010 383* or writing to us within the later of 21 days of receipt of your policy documents (including your membership certificate) we send you each year confirming cover, the start date or renewal date of your policy. During this period, as long as no claims have been made in respect of their cover we will refund all of your subscriptions paid in respect of that dependant’s cover. After this period of time you can cancel their cover at any time, we will refund any subscriptions you have paid relating to the period after their cover ends.

Renewing your membership

Our agreement is an annual one and your membership may be renewed each year on your renewal date, subject to the rule ‘Making changes’ in this section.

How membership can end

You can end your membership or the membership of any of your dependants at any time by calling us on 0800 010 383* or writing to us. We will refund any subscriptions you have paid which relate to a period after your or your dependant’s cover ends. If your membership ends the membership of all your dependants will also end.

Your membership and that of all your dependants will automatically end if:

- you do not renew your membership
- you do not pay your subscriptions, or any other payment you have to make in respect of the cover, on or before the date they are due. In the event of your membership terminating as a result of your failing to pay subscriptions in respect of your membership, on the due date, Bupa may at its sole discretion permit your membership and that of your eligible dependants to continue, on condition that the overdue subscriptions payable in respect of your membership are received by Bupa within 30 days of the due date
- you stop being resident in the UK (you must inform us if you stop being resident in the UK)

*We may record or monitor our calls.
- We do not have the correct address for you, and we are unable to confirm your correct address after using reasonable efforts to do so, then we will cancel your policy at renewal as we will not be able to confirm that you still require cover.
- You die, or
- We decide to end your scheme.

A dependant's membership will automatically end if:
- Your membership ends
- You do not renew the membership of that dependant
- That dependant stops being resident in the UK (you must inform us if a dependant stops being resident in the UK)
- That dependant dies, or
- We decide to end their scheme.

We can end a person's membership if there is reasonable evidence that you or a dependant did not take reasonable care in answering our questions. By this we mean giving false information or keeping necessary information from us if:
- Intentional, we may end the cover or not pay a claim in full or part.
- Careless, we may:
  - withdraw cover, refuse all claims and refund all of your subscriptions
  - change the cover
  - need to increase your subscription or we could reduce any claim payment by the same proportion.

Joining another Bupa scheme

If we decide to close the scheme, we may offer you the opportunity to join another Bupa private medical scheme on the basis of the terms and conditions of the new scheme that we offer you. If you are an underwritten member and transfer within one month we will not add any special conditions to your membership or that of any of your dependants, if they are underwritten members, under the new scheme other than those that apply under this scheme.

If your membership ends for any other reason you may apply to join another Bupa private medical scheme. You may only do this as long as your membership didn’t end because you misled us or attempted to mislead us. We will consider your application at our sole discretion.

*We may record or monitor our calls.
Paying subscriptions and other charges

You must pay subscriptions (including Insurance Premium Tax (IPT) in advance throughout your membership. Bupa Insurance Services Limited acts as our agent for arranging and administering your policy. Subscriptions are collected by Bupa Insurance Services Limited as our agent for the purpose of receiving, holding and refunding subscriptions and claims monies. The amount and method of payment is shown on your certificate.

If your cover is arranged by a group sponsor and you have agreed with the group sponsor that your subscriptions are collected by them and paid to us on your behalf (eg by payroll deduction) the group sponsor will act as your paying agent.

You should call your helpline to confirm if your scheme is arranged by a group sponsor.

Refund of subscriptions if your membership ends

If your membership ends for any reason we will refund any subscriptions you have paid which relate to a period after your cover ends.

If your dependants’ membership ends for any reason we will refund any subscriptions you have paid in respect of that dependant which relate to a period after their cover ends.

Making changes

Changes we can make

We can change the terms and conditions of the membership at your renewal date. These changes could affect:

- how we calculate subscriptions, the amount you have to pay, how often you pay them and the method of payment (the cost of subscriptions has typically risen higher than the retail price index (RPI) over the same period, but this does not mean that they will increase by the same rate in the future), and
- the amount and type of cover provided under the scheme.

If you agreed with us that either a five or ten-year fixed term subscription will apply to your cover:

- we will only change how we calculate subscriptions, the amount you have to pay, how often you pay them and the method of payment at your subscription review date. If your product is Heartbeat and you have agreed a fixed term subscription with us, the fixed term does not apply to any part of your subscription that relates to cover for any Additional Cover Options
- your fixed term will end:
  - on your subscription review date
  - if you decide not to continue with your fixed term subscription, or
  - if you make any changes to your cover which affect the subscription which you have to pay. If your product is Heartbeat this does not apply if your subscription changes because you have added or removed any Additional Cover Options.

We can, at any time, change the amount you have to pay us in respect of Insurance Premium Tax (IPT) or any other taxes, levies or charges that may be introduced and which are payable in respect of your cover if there is a change in the rate of IPT or if any such taxes, levies or charges are introduced.

We will not add any special conditions to someone’s cover for medical conditions that started after their start date provided they gave us all the information we asked for before their start date.

If we do make any changes to the terms and conditions of your membership we will write to tell you at least 28 days before the change takes effect.

If you do not accept any of the changes you can cancel your Bupa policy within the later of:
- 28 days of the date on which the change takes effect; or
- 28 days of Bupa telling you about the change.

Changes you can make
At your renewal date you can apply to:
- add, remove or change an excess or co-insurance
- change your scale of cover (if any)

if such options are available under your scheme. We will consider your application at our sole discretion. If you apply to increase cover under the scheme we may ask you to agree to special conditions before we accept your application.

These changes may also affect the subscriptions you have to pay.

Changes your authorised signatory can make
If you have agreed with us that your partner has the authority to make changes to your cover, your partner can make changes to the cover of anyone included under your membership as if your partner were the main member. However, your partner may not end the cover.
Other parties
No other person is allowed to make or confirm any changes to your membership or your benefits on our behalf or decide not to enforce any of our rights. Equally, no change to your membership or your benefits will be valid unless it is specifically agreed between the main member and us and confirmed in writing.

General information

Change of address
You must call or write to tell us if you change your address or you stop (or any of your dependants stops) being resident in the UK. Please note that if we do not have the correct address for you, and we are unable to confirm your correct address after using reasonable efforts to do so, then we will cancel your policy at renewal as we will not be able to confirm that you still require cover.

Correspondence and documents
All correspondence and membership documents are sent to the main member.
When you send documents to us, we cannot return original documents to you. However we will send you copies if you ask us to do so at the time you give us the documents.
Letters between us must be sent with the postage costs paid before posting. We can each assume that the letter will be received three days after posting.

Applicable law
The agreement is governed by English law.

Private Healthcare Information Network
You can find independent information about the quality and cost of private treatment available from doctors and hospitals from the Private Healthcare Information Network: www.phin.org.uk
**Making a complaint**

We’re committed to providing you with a first class service at all times and will make every effort to meet the high standards we have set. If you feel that we have not achieved the standard of service you would expect or if you are unhappy in any other way, then please get in touch. If Bupa, or any representative of Bupa, did not sell you this policy and your complaint is about the sale of your policy, please contact the party who sold the policy. Their details can be found on the status disclosure document or the terms of business document they provided to you. If you are a member of a company or corporate scheme please call your dedicated Bupa helpline, this will be detailed on your membership certificate.

For any other complaint our member services department is always the first number to call if you need help or support or if you have any comments or complaints. You can contact us in several ways:

By phone: **0345 609 0111***

In writing: **Customer Relations, Bupa, Salford Quays, Salford M50 3XL**

By email: **customerrelations@bupa.com**

Please be aware information submitted to us via email is normally unsecure and may be copied, read or altered by others before it reaches us.

Via our website: **bupa.co.uk/members/member-feedback**

Or via twitter: **@AskBupaUK**

**How will we deal with your complaint and how long is this likely to take?**

If we can resolve your complaint within three working days after the day you made your complaint, we will write to you to confirm this. Where we’re unable to resolve your complaint within this time, we will promptly write to you to acknowledge receipt. We will then continue to investigate your complaint and aim to send you our final written decision within four weeks from the day of receipt. If we’re unable to resolve your complaint within four weeks following receipt, we will write to you to confirm that we’re still investigating it.

Within eight weeks of receiving your complaint we will either send you a final written decision explaining the results of our investigation or we will send you a letter advising that we have been unable to reach a decision at this time.

If you remain unhappy with our response, or after eight weeks you do not wish to wait for us to complete our review, you may refer your complaint to the Financial Ombudsman Service. You can write to them at: Exchange Tower, London E14 9GE or contact them via email at complaint.info@financial-ombudsman.org.uk or call them on **0800 023 4567** calls to this number are now free on mobile phones and landlines or **0300 123 9123** (free for mobile phone users who pay a monthly charge for calls to numbers starting 01 or 02).
For more information you can visit www.financial-ombudsman.org.uk

Your complaint will be dealt with confidentially and will not affect how we treat you in the future.

Whilst we are bound by the decision of the Financial Ombudsman Service, you are not.

The European Commission also provides an online dispute resolution (ODR) platform which allows consumers who purchase online to submit complaints through a central site which forwards the complaint to the relevant Alternative Dispute Resolution (ADR) scheme. For Bupa, complaints will be forwarded to the Financial Ombudsman Service and you can refer complaints directly to them using the details above. For more information about ODR please visit http://ec.europa.eu/consumers/odr/

**The Financial Services Compensation Scheme (FSCS)**

In the unlikely event that we cannot meet our financial obligations, you may be entitled to compensation from the Financial Services Compensation Scheme. This will depend on the type of business and the circumstances of your claim.

The FSCS may arrange to transfer your policy to another insurer, provide a new policy or, where appropriate, provide compensation. Further information about compensation scheme arrangements is available from the FSCS on 0800 678 1100 or 020 7741 4100 or on its website at: www.fscs.org.uk

*We may record or monitor our calls.*
Claiming

A step-by-step guide to making a claim

Step 1  Accessing treatment

The process generally starts with a visit to your GP. Your GP will advise you if you need to see a consultant or healthcare professional.

There are some conditions where a GP referral is not usually required and details of these are available from us on request. For information on these conditions please call member services or go to bupa.co.uk/making-a-claim. The list of conditions for which a GP referral is not usually required may be updated from time to time.

Step 2  Being referred

If you need to see a consultant, your GP will provide you with a referral letter which will detail the type of specialist your GP would like you to see.

Check the ‘facility access’ within the details section of your membership certificate to see whether the Open Referral process applies to your cover. If your ‘facility access’ does not state Open Referral, then it does not apply.

**If the Open Referral process does not apply to you**

We nevertheless recommend that you ask for an ‘Open Referral letter’ which will detail the care your GP would like you to have, but will not be addressed to a specific consultant, hospital or healthcare professional. An Open Referral letter needs to include your GP’s assessment of your symptoms, the body area affected and the type of specialist your GP would like you to see.

Alternatively, you can give your GP our simple Open Referral form to complete as an alternative to a standard referral letter. A copy of the form can be downloaded from bupa.co.uk/referral

By obtaining an Open Referral we can offer you a choice of consultants, as well as help you to make sure you avoid any extra costs (some consultants charge fees which are outside our benefit limits and if they do, you may need to pay some of the fees).

You can, of course, ask your GP to suggest a suitable person for you to see. If your GP does want to give you a referral to a specific consultant, make sure you call us first to confirm with us that they charge within our limits to avoid you being liable for any unforeseen costs.
If the Open Referral process applies to you

If the Open Referral process applies to you, you must obtain an Open Referral from your GP to ensure that your treatment is covered, and to avoid having to return to your GP and obtain an Open Referral.

IMPORTANT: You must call us to pre-authorise any claim before arranging or receiving any treatment. Failure to obtain pre-authorisation from us means that you may be responsible for paying for all such treatment. We will help you find a consultant or healthcare professional within your local area and confirm the benefits available to you under your cover. You will find a simple Open Referral form for your GP to complete on: bupa.co.uk/referral

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<th>Call us</th>
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| Call us on 0345 609 0111* so that we can discuss your options and explain which consultants and healthcare professionals are covered under your Bupa membership. We will let you know what you need to do next and send you any necessary pre-treatment forms you may need to complete.

Remember – if the Open Referral process applies to you, you must call us before arranging or receiving any treatment.

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<th>Step 4</th>
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| When we have confirmed that your treatment is an eligible treatment, we will discuss your claim with you and issue you with a ‘pre-authorisation’ number confirming it is eligible. You can then contact your consultant or healthcare professional to arrange an appointment.

We recommend that you give your ‘pre-authorisation number’ to the consultant or healthcare professional you see so that the invoice for any treatment costs can be sent to us directly.

If your membership lapses for any reason before the completion of your eligible treatment, your claim will not be paid by Bupa.

If for any reason you are sent the invoice, simply send it on to:

Claims Department, Bupa, Anchorage Quay, Salford Quays M50 3XL

Once we have made our payment, we will send you a summary of your claim and treatment details. Please note that payment may take a number of weeks depending on how quickly invoices are submitted to us.

*We may record or monitor our calls.
Claims checklist

What you will need to make a claim

To help us to make the claims process as simple and swift as possible, please have the following information close to hand when you call to make a claim (this will be the same procedure your dependant will need to follow if they wish to make a claim):

- your Bupa membership number
- the condition you are suffering from
- details of when your symptoms first began
- details of when you first consulted your GP about your condition
- details of the treatment that has been recommended

Claims Line 0345 609 0111*. We may record or monitor our calls.

A Making a claim

A1 Claims other than Cash benefits

If the Open Referral process does not apply to your cover we recommend that you always contact us before arranging or receiving any treatment. This is the only way that we can confirm the benefits that are available to you before you incur any costs for your treatment. Any costs you incur that are not covered under your benefits are your responsibility.

If the Open Referral process applies to your cover you must ask for an ‘Open Referral’ from your GP (please see the ‘Step-by-step guide to making a claim’ earlier in this membership guide) and you must call us before arranging or receiving any treatment. We will confirm the medical providers and treatment facilities that you must use. Failure to call us to obtain pre-authorisation for your treatment means that you may be responsible for paying for all such treatment.

Please see the ‘facility access’ section of your membership certificate – it will state ‘Open Referral’ if the Open Referral process applies to your cover.

Free Bupa health assessment

If you have cover for a free Bupa health assessment under benefit 13, you can claim your free Bupa health assessment by calling Bupa Health Clinics on 0345 604 0612*.

*Lines are open 8am to 6pm Monday to Friday. We may record or monitor our calls.
For moratorium members

When you joined the scheme you agreed you’d not be covered for any moratorium conditions. Each time you make a claim you must provide us with information so we can confirm whether your proposed treatment is covered under your benefits.

Before you arrange any consultation or treatment call us and we will send you a pre-treatment form to complete. You will need to provide details of the history of the medical condition you are claiming for, including information that you will need to ask your GP or consultant for. Your GP or consultant may charge you a fee for providing a report which we do not pay. Each claim you make during your membership will be assessed on this information and any further information we ask you to provide to us at the time you claim. Once we receive all the information we ask you for we will:

- if the Open Referral process does not apply to your cover, confirm whether your proposed treatment, medical provider or treatment facility will be eligible under your benefits
- if the Open Referral process applies to your cover, confirm whether your proposed treatment will be eligible under your benefits and, if so, the medical providers or treatment facilities you should use
- confirm the level of benefits available to you, and
- if you wish to make a claim, tell you whether you will need to complete a claim form.

Please see the ‘facility access’ section of your membership certificate – it will state ‘Open Referral’ if the Open Referral process applies to your cover.

If you do not need to complete a claim form, we will treat your submission of your pre-treatment form to us as your claim once we are notified that you have received your consultation or treatment. In most cases we will be notified that you have received your consultation or treatment by your consultant or the provider of your treatment.

If you do need to complete a claim form, you will need to return the fully completed claim form to us as soon as possible and in any event within six months of receiving the treatment for which you are claiming unless this was not reasonably possible.
For underwritten members

When you call us we will:

- if the Open Referral process does not apply to your cover, confirm whether your proposed treatment, medical provider or treatment facility will be eligible under your benefits
- if the Open Referral process applies to your cover, confirm whether your proposed treatment will be eligible under your benefits and, if so, the medical providers or treatment facilities you should use
- confirm the level of benefits available to you, and
- if you wish to make a claim, tell you whether you will need to complete a claim form.

Please see the ‘facility access’ section of your membership certificate – it will state ‘Open Referral’ if the Open Referral process applies to your cover.

If you do not need to complete a claim form, we will treat your call to us as your claim once we are notified that you have received your consultation or treatment.

In most cases we will be notified that you have received your consultation or treatment by your consultant or the provider of your treatment.

If you do need to complete a claim form, you will need to return the fully completed claim form to us as soon as possible and in any event within six months of receiving the treatment for which you are claiming unless this was not reasonably possible.

A2 Claims for Cash benefits

Call the helpline to check your benefits. We will confirm your benefits and tell you whether you need to complete a claim form. You must send us either:

- your completed claim form if you need to complete one – please note that for NHS cash benefit you will need to take your claim form with you to the hospital and ask them to complete the hospital sections or
- if you do not need a claim form, a covering letter giving your name, address and membership number together with your original invoices and receipts.
A3 Treatment needed because of someone else’s fault

When you claim for treatment you need because of an injury or medical condition that was caused by or was the fault of someone else (a ‘third party’), for example, an injury suffered in a road accident in which you are a victim, all of the following conditions apply when you make such a claim:

- you agree you are responsible for the payment of any costs which may ultimately be recovered from the third party
- you must notify us as soon as possible that your treatment was needed as a result of a third party. You can notify us either by writing to us or completing the appropriate section on your claim form. You must provide us with any further details that we reasonably ask you for
- you must take any reasonable steps we ask of you to recover from the third party the cost of the treatment paid for by us and claim interest if you are entitled to do so
- you (or your solicitor) must keep us fully informed in writing of the progress and outcome of your claim
- if you recover the cost of any treatment paid for by us, you must repay the amount and any interest to us.

A4 Other insurance cover

Please note, you can only claim for eligible private medical costs once. This means if you have two policies that provide private medical cover, the cost of your treatment may be split between Bupa and the other insurance company. You will be asked to provide us with full details of any other insurance policy at the time of claim.

B How we will deal with your claim

B1 General information

When we have confirmed that your treatment is an eligible treatment, we will discuss your claim with you and issue you with a ‘pre-authorisation number’ confirming it is eligible. You can then contact your consultant or healthcare professional to arrange an appointment. We recommend that you give your ‘pre-authorisation number’ to the consultant or healthcare professional you see so that the invoice for any treatment costs can be sent to us directly. If your membership lapses for any reason before the completion of the eligible treatment, your claim will not be paid by Bupa.

Except for NHS cash benefit, we only pay eligible costs and expenses actually incurred by you for treatment you receive.

We do not have to pay a claim if you break any of the terms and conditions of your membership, which is related to the claim.
We may not pay a claim in full or part if there is reasonable evidence that you or a dependant did not take reasonable care in answering our questions.

By this we mean giving false information or keeping necessary information from us if:

- intentional, we may end the cover or not pay a claim in full or part.
- careless, we may:
  - withdraw cover, refuse all claims and refund all of your subscriptions
  - change the cover
  - need to increase your subscription or we could reduce any claim payment by the same proportion.

Unless we tell you otherwise, your claim form and proof to support your claim must be sent to us.

B2 Providing us with information

You will need to provide us with information to help us assess your claim if we make a reasonable request for you to do so. For example, we may ask you for one or more of the following:

- medical reports and other information about the treatment for which you are claiming
- the results of any independent medical examination which we may ask you to undergo at our expense
- original accounts and invoices in connection with your claim (including any related to treatment costs covered by your excess or co-insurance – if any).

We cannot accept photocopies of accounts or invoices or originals that have had alterations made to them.

If you do not provide us with any information we reasonably ask you for we will be unable to assess your claim.

Obtaining medical reports from your GP or consultant

When you need to request a medical report from your GP or consultant, we can do this on your behalf with your consent.

We will always ask for your consent before requesting a report from your doctor on your behalf and we will ask for your consent on the telephone when we explain to you the need for the report. You can choose from three courses of action.

1. You can give your consent without asking to see the doctor’s report before it is sent to us. The doctor will send the report directly to us.

If you give your consent to us obtaining a report without indicating that you wish to see it, you can change your mind by contacting your doctor before the report is sent to us. In which case you will have the opportunity to see the report and ask the doctor to change the report or add your comments before it is sent to us, or withhold your consent for its release.
2. You can give your consent, but ask to see any report before it is sent to us, in which case you will have 21 days, after we notify you that we have requested a report from the doctor, to contact your doctor to make arrangements to see the report.

If you fail to contact the doctor within 21 days, we will request they send the report direct to us. If however you contact your doctor with a view to seeing the report, you must give the doctor written consent before they can release it to us.

You may ask your doctor to change the report if you think it is misleading. If your doctor refuses, you can insist on adding your own comment to the report before it is sent to us.

3. You can withhold your consent, but if you do, please bear in mind that we may be unable to progress with your claim.

Whether or not you indicate that you wish to see the report before it is sent, you have the right to ask your doctor to let you see a copy, provided that you ask them within six months of the report having been supplied to us.

Your doctor is entitled to withhold some or all of the information contained in the report if in their opinion, this information (a) might cause serious harm to your physical or mental health or that of another person, or (b) it would reveal the identity of another person without their consent (other than that provided by a healthcare professional in their professional capacity in relation to your care).

We may make a contribution to the costs of any report that we have requested on your behalf; this will be confirmed at point of telephone consent. If we do make a contribution, you will be responsible for any amount above this.

B3 How we pay your claim

Claims other than cash benefits: for treatment costs covered under your benefits we will, in most cases, pay the provider of your treatment direct – such as the recognised facility or consultant – or whichever other person or facility is entitled to receive the payment. Otherwise we will pay the main member. We will write to tell the main member how we have dealt with any claim.

Claims for cash benefits: we pay eligible claims by cheque to the main member.

In exceptional circumstances, we may agree to pay for the costs of treatment to which you are not entitled under your cover. If we do, this payment will count towards the maximum amount we will pay under your related cover. Making these payments does not oblige us to make them in the future.
C If you want to withdraw a claim

If, for any reason, you wish to withdraw your claim for the costs of treatment you have received, you should call the helpline to tell us as soon as possible. You will be unable to withdraw your claim if we have already paid your claim.

If you do withdraw your claim you will be responsible for paying the costs of that treatment.

D If you have an excess or co-insurance

You may have agreed with us that either an excess or co-insurance shall apply to your benefits. Your membership certificate shows if one does apply and if so:

- the amount
- who it applies to
- what type of treatment it is applied to, and
- the period for which the excess or co-insurance will apply.

Some further details of how an excess or co-insurance works are set out below and should be read together with your membership certificate.

If you are unsure whether an excess or co-insurance does apply to you please refer to your membership certificate or contact the helpline.

D1 How an excess or co-insurance works

Having an excess or co-insurance means that you have to pay part of any eligible treatment costs that would otherwise be paid by us up to the amount of your excess or co-insurance. By eligible treatment costs we mean costs that would have been payable under your benefits if you had not had an excess or co-insurance. Costs you incur for treatment that are not payable under your benefits do not count towards your excess.

If your excess or co-insurance applies each year it starts at the beginning of each year even if your treatment is ongoing. So, your excess or co-insurance could apply twice to a single course of treatment if your treatment begins in one year and continues into the next year.

You are responsible for paying any excess amounts. We will write to the main member to tell them who you should pay the excess or co-insurance to, for example, your consultant, therapist or recognised facility. The excess or co-insurance must be paid direct to them - not to Bupa. We will also write to tell the main member the amount of the excess or co-insurance that remains (if any).

You should always make a claim for eligible treatment costs even if we will not pay the claim because of your excess or co-insurance. Otherwise the amount will not be counted towards your excess or co-insurance and you may lose out should you need to claim again.
D2 How the excess or co-insurance applies to your benefits

Unless we say otherwise on your membership certificate:

- we apply the excess or co-insurance to your claims in the order in which we process those claims
- when you claim for eligible treatment costs under a benefit that has a benefit limit your excess or co-insurance amount will count towards your total benefit limit for that benefit – see the example below
- the excess or co-insurance does not apply to cash benefits.

Example: this is an example only and assumes an excess of £50 a year and a benefit limit of £500 a year for therapists’ fees for out-patient treatment and that all costs are eligible treatment costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out-patient benefit limit for therapists’ fees for the year</td>
<td>£500</td>
</tr>
<tr>
<td>You incur costs for physiotherapy</td>
<td>£250</td>
</tr>
<tr>
<td>We pay your therapist</td>
<td>£200</td>
</tr>
<tr>
<td>We notify you of excess amount you pay direct to your therapist</td>
<td>£50</td>
</tr>
<tr>
<td>Your remaining benefit for therapists’ fees for out-patient treatment for the rest of the year</td>
<td>£250</td>
</tr>
<tr>
<td>Your remaining excess for the rest of the year</td>
<td>£0</td>
</tr>
</tbody>
</table>
Benefits

This section explains the type of charges we pay for eligible treatment subject to your medical condition, the type of treatment you need and your chosen medical practitioners and/or treatment facility all being eligible under your benefits.

Notes on benefits

The following notes apply equally to all the benefits and should be read together with those benefits.

Restrictions and/or limitations to benefits

Your cover may be limited or restricted through one or more of the following:

- benefit limits: these are limits on the amounts we will pay and/or restrictions on the cover you have under your benefits. Your membership certificate shows the benefit limits and/or restrictions that apply to your benefits.
- excess or co-insurance: these are explained in rule D in the section ‘Claiming’. Your membership certificate shows if an excess or co-insurance applies to your benefits. If one does apply, your benefit limits shown on your membership certificate will be subject to your excess or co-insurance.
- if you are an underwritten member or a moratorium member
- if the Open Referral process applies to your cover you must obtain an ‘Open Referral’ from your GP and you must call us before arranging or receiving any treatment. We will confirm the medical providers or treatment facilities you must use. Failure to call us to obtain pre-authorisation for your treatment means that you may be responsible for paying for all such treatment. Please see the ‘facility access’ section of your membership certificate - it will state ‘Open Referral’ if the Open Referral process applies to your cover.
- waiting periods: waiting periods apply to certain benefits and certain exceptions as set out in this membership guide. Your membership certificate shows if waiting periods apply to your benefits and if so how long your waiting periods are.
- exclusions apply to your cover: the general exclusions are set out in the section ‘What is not covered’. Some exclusions also apply in this section and there may also be exclusions on your membership certificate.

Being referred for treatment and Bupa recognised medical practitioners and recognised facilities

Your consultation or treatment must in most cases follow an initial referral by a GP after you have seen the GP in person. However, for day-patient treatment or in-patient treatment provided by a consultant such referral is not required in the case of a medical emergency.
There are some conditions where a GP referral is not usually required and details of these are available from us on request. For information on these conditions please call member services or go to bupa.co.uk/making-a-claim. The list of conditions for which a GP referral is not usually required may be updated from time to time.

You’re only covered for eligible treatment carried out in the UK. Please see the glossary section for what we mean by eligible treatment.

Your cover for eligible treatment costs depends on you using certain Bupa recognised medical and other health practitioners and recognised facilities. Please note:

- the medical practitioners, other healthcare professionals and recognised facilities you use can affect the level of benefits we pay you
- certain medical practitioners, other healthcare professionals and recognised facilities that we recognise may only be recognised by us for certain types of treatment or treating certain medical conditions or certain levels of benefits
- the medical practitioners, other healthcare professionals and recognised facilities that we recognise and the type of medical condition and/or type of treatment and/or level of benefit that we recognise them for can change from time to time.

Your treatment costs are only covered when:

- the person who has overall responsibility for your treatment is a consultant. If the person who has overall responsibility for your treatment is not a consultant then none of your treatment costs are covered – the only exception to this is where a GP refers you (or where we refer you when we have told you that a GP referral is not required for your condition) for out-patient treatment by a mental health and wellbeing therapist, therapist or complementary medicine practitioner
- the medical practitioner or other healthcare professional and the recognised facility are recognised by us for treating the medical condition you have and for providing the type of treatment you need
- if the Open Referral process applies to your cover, you use the medical providers and treatment facilities we refer you to when we pre-authorise your treatment (see below).

Important: If the Open Referral process does not apply to your cover, you should always call us before arranging any treatment to check your benefits and whether your chosen medical practitioner or other healthcare professional or recognised facility is recognised by us for both treating the medical condition you have and for providing the type of treatment you need. Any treatment costs you incur that are not covered under your benefits are your responsibility.
If the Open Referral process applies to your cover you must obtain an ‘Open Referral’ from your GP and you must call us before arranging or receiving any treatment. We will confirm the medical providers or treatment facilities you must use. Failure to call us to obtain pre-authorisation for your treatment means that you may be responsible for paying for all such treatment.

Please see the ‘facility access’ section of your membership certificate – it will state ‘Open Referral’ if the Open Referral process applies to your cover.

Reasonable and customary charges

We only pay reasonable and customary charges for eligible treatment performed by recognised practitioners in the recognised facility available under your cover. This means that the amount we will pay medical practitioners, other healthcare professionals and/or treatment facilities for eligible treatment will be in line with what the majority of our members are charged for similar treatment or services. If you see a recognised practitioner who does not charge within our benefit limits without prior approval from us, we will fund up to the limits in our consultant fee schedule. The schedule may change from time to time. Details of the schedule can be found at bupa.co.uk/codes.

If there is another proven treatment for your condition which is available in the UK, that is more costly than the treatment that the majority of our members receive and does not provide a better clinical outcome, we will fund what the majority of our members are charged for similar treatment or services.

What you are covered for

Finding out what is wrong and being treated as an out-patient

Benefit 1 Out-patient consultations and treatment

This benefit 1 explains the type of charges we pay for out-patient treatment. The benefits you are covered for and the amounts we pay are shown on your membership certificate. You are not covered for any benefits that are either shown on your membership certificate as ‘not covered’ or do not appear on your membership certificate.

benefit 1.1 out-patient consultations

We pay consultants’ fees for out-patient consultations that are to assess your acute condition when carried out as out-patient treatment and you are referred for the consultation by your GP or consultant.

We may agree to pay a consultant or recognised facility charge for the use of a consulting room used during your consultation, where we do agree we pay the charge under this benefit note 1.1.
benefit 1.2 out-patient therapies and charges related to out-patient treatment

Out-patient therapies

We pay therapists’ fees for out-patient treatment when you are referred for the treatment by your GP or consultant or, where we have told you that a GP referral is not required for your condition, by us.

If your consultant refers you to a medical or health practitioner who is not a therapist we may pay the charges as if the practitioner were a therapist if all of the following apply:

- your consultant refers you to the practitioner before the out-patient treatment takes place and remains in overall charge of your care, and
- the practitioner has applied for Bupa recognition and we have not written to say he/she is not recognised by Bupa.

Charges related to out-patient treatment

We pay provider charges for out-patient treatment which is related to and is an integral part of your out-patient treatment. We treat these charges as falling under this benefit 1.2 and subject to its benefit limit.

benefit 1.3 out-patient complementary medicine treatment

We pay complementary medicine practitioners’ fees for out-patient treatment when you are referred for the treatment by your GP or consultant.

We do not pay for any complementary or alternative products, preparations or remedies.

Please see Exclusion 14, ‘Drugs and dressings for out-patient or take-home use and complementary and alternative products’ in the section ‘What is not covered’.

benefit 1.4 diagnostic tests

When requested by your consultant to help determine or assess your condition as part of out-patient treatment we pay recognised facility charges (including the charge for interpretation of the results) for diagnostic tests.

We do not pay charges for diagnostic tests that are not from the recognised facility. (MRI, CT and PET scans are not paid under this benefit – see benefit 1.5.)

benefit 1.5 out-patient MRI, CT and PET scans

When requested by your consultant to help determine or assess your condition as part of out-patient treatment we pay recognised facility charges (including the charge for interpretation of the results) for:

- MRI scans (magnetic resonance imaging)
CT scans (computed tomography)  
PET scans (positron emission tomography).

We do not pay charges for MRI, CT and PET scans that are not from the recognised facility.

Being treated in hospital

Benefit 2 Consultants’ fees for surgical and medical hospital treatment

This benefit 2 explains the type of consultants’ fees we pay for eligible treatment. The benefits you are covered for and the amounts we pay are shown on your membership certificate. You are not covered for any benefits that are either shown on your membership certificate as ‘not covered’ or do not appear on your membership certificate.

benefit 2.1 surgeons and anaesthetists

We pay consultant surgeons’ fees and consultant anaesthetists’ fees for eligible surgical operations carried out in a recognised facility.

benefit 2.2 physicians

We pay consultant physicians’ fees for day-patient treatment or in-patient treatment carried out in a recognised facility if your treatment does not include a surgical operation or cancer treatment.

If your treatment does include an eligible surgical operation we only pay consultant physicians’ fees if the attendance of a physician is medically necessary because of your eligible surgical operation.

If your benefits include cover for cancer treatment and your treatment does include eligible cancer treatment we only pay consultant physicians’ fees if the attendance of a consultant physician is medically necessary because of your eligible cancer treatment, for example, if you develop an infection that requires in-patient treatment.

Benefit 3 Recognised facility charges

This benefit 3 explains the type of facility charges we pay for eligible treatment. The benefits you are covered for, including your facility access and the amount we pay are shown on your membership certificate. You are not covered for any benefits that are either shown on your membership certificate as ‘not covered’ or do not appear on your membership certificate.

Important: the recognised facility that you use for your eligible treatment must be recognised by us for treating both the medical condition you have and the type of treatment you need otherwise benefits may be restricted or not payable.
If the Open Referral process does not apply to your cover, you should always call us before arranging any treatment to check whether your chosen treatment facility is recognised by us for both treating your medical condition and carrying out your proposed treatment.

If the Open Referral process applies to your cover you must obtain an ‘Open Referral’ from your GP and you must call us before arranging or receiving any treatment. We will confirm the medical providers or treatment facilities you must use. Failure to call us to obtain pre-authorisation for your treatment means that you may be responsible for paying for all such treatment.

Please see the ‘facility access’ section of your membership certificate – it will state ‘Open Referral’ if the Open Referral process applies to your cover.

**benefit 3.1 out-patient surgical operations**

We pay recognised facility charges for eligible surgical operations carried out as out-patient treatment. We pay for theatre use, including equipment, common drugs, advanced therapies, specialist drugs and surgical dressings used during the surgical operation.

**benefit 3.2 day-patient and in-patient treatment**

We pay recognised facility charges for day-patient treatment and in-patient treatment including eligible surgical operations, and the charges we pay for are set out in 3.2.1 to 3.2.7.

**Using a non-recognised facility**

If, for medical reasons, your proposed day-patient treatment or in-patient treatment including eligible surgical operations cannot take place in a recognised facility we may agree to your treatment being carried out in a treatment facility that is not a recognised facility. We need full clinical details from your consultant before we can give our decision. If we do agree, we pay benefits for the treatment as if the treatment facility had been a recognised facility. When you contact us we will check your cover and help you to find a suitable alternative Bupa recognised treatment facility.

**benefit 3.2.1 accommodation**

We pay for your recognised facility accommodation including your own meals and refreshments while you are receiving your treatment.

We do not pay for personal items such as telephone calls, newspapers, guest meals and refreshments or personal laundry.

We do not pay recognised facility charges for accommodation if:

- the charge is for an overnight stay for treatment that would normally be carried out as out-patient treatment or day-patient treatment
the charge is for use of a bed for treatment that would normally be carried out as out-patient treatment

the accommodation is primarily used for any of the following purposes:
- convalescence, rehabilitation, supervision or any purpose other than receiving eligible treatment
- receiving general nursing care or any other services which could have been provided in a nursing home or in any other establishment which is not a recognised facility
- receiving services from a therapist or complementary medicine practitioner.

**benefit 3.2.2 parent accommodation**

We pay for each night a parent needs to stay in the recognised facility with their child. We only pay for one parent each night. This benefit applies to the child’s cover and any charges are payable from the child’s benefits. The child must be:
- a member under the agreement
- under the age limit shown against parent accommodation on the membership certificate that applies to the child’s benefits, and
- receiving in-patient treatment.

**benefit 3.2.3 theatre charges, nursing care, drugs and surgical dressings**

We pay for use of the operating theatre and for nursing care, common drugs, advanced therapies, specialist drugs and surgical dressings when needed as an essential part of your day-patient treatment or in-patient treatment.

We do not pay for extra nursing services in addition to those that the recognised facility would usually provide as part of normal patient care without making any extra charge.

For information on drugs and dressings for out-patient or take home use, please see exclusion 14 in the section ‘What is not covered’.

**benefit 3.2.4 intensive care**

We only pay for intensive care either:
- when needed as an essential part of your eligible treatment if all the following conditions are met:
  - the intensive care is required routinely by patients undergoing the same type of treatment as yours
  - you are receiving private eligible treatment in a recognised facility equipped with a critical care unit
  - the intensive care is carried out in the critical care unit, and
it follows your planned admission to the recognised facility for private treatment

or

- if unforeseen circumstances arise from a medical or surgical procedure which does not routinely require intensive care as part of the treatment, and
- you are receiving private eligible treatment in a recognised facility equipped with a critical care unit, and
- the intensive care is carried out in the critical care unit

in which case your consultant or recognised facility should contact us at the earliest opportunity.

If you want to transfer your care from an NHS hospital to a private recognised facility for eligible treatment, we only pay if all the following conditions are met:

- you have been discharged from an NHS critical care unit to an NHS general ward for more than 24 hours
- it is agreed by both your referring and receiving consultants’ that it is clinically safe and appropriate to transfer your care
- we have confirmed that your treatment is eligible under your benefits.

However, we need full clinical details from your consultant before we can give our decision.

Please remember that any treatment costs you incur that are not covered under your benefits are your responsibility.

Please also see Exclusion 19, 'Intensive care' in the section ‘What is not covered’.

**benefit 3.2.5 diagnostic tests and MRI, CT and PET scans**

When recommended by your consultant to help determine or assess your condition as part of day-patient treatment or in-patient treatment we pay recognised facility charges for:

- diagnostic tests (such as ECGs, X-rays and checking blood and urine samples)
- MRI scans (magnetic resonance imaging)
- CT scans (computed tomography), and
- PET scans (positron emission tomography).

**benefit 3.2.6 therapies**

We pay recognised facility charges for eligible treatment provided by therapists when needed as part of your day-patient treatment or in-patient treatment.
benefit 3.2.7 prostheses and appliances

We pay recognised facility charges for a prosthesis or appliance needed as part of your day-patient treatment or in-patient treatment.

We do not pay for any treatment which is for or associated with or related to a prosthesis or appliance that you are not covered for under your benefits.

Benefits for specific medical conditions

Benefit 4 Cancer treatment

Benefit 4.1 Cancer cover

You are only covered for this benefit if your membership certificate shows it is covered.

This benefit 4 explains what we pay for:

- out-patient treatment for cancer
- out-patient common drugs, advanced therapies and specialist drugs for eligible treatment for cancer.

For all other eligible treatment for cancer, including out-patient MRI, CT and PET scans, you are covered on the same basis and up to the same limits as your benefits for other eligible treatment as set out in benefits 1.5, 2, 3, 6, 7 and 8 in this section.

benefit 4.1.1 out-patient consultations for cancer

We pay consultants’ fees for consultations that are to assess your acute condition of cancer when carried out as out-patient treatment and you are referred for the out-patient consultation by your GP or consultant.

We may agree to pay a consultant or recognised facility charge for the use of a consulting room used during your out-patient consultation, where we do agree we pay the charge under this benefit 4.1.1.

benefit 4.1.2 out-patient therapies and charges related to out-patient treatment for cancer

Out-patient therapies

We pay therapists’ fees for eligible out-patient treatment for cancer when you are referred for the treatment by your GP or consultant.

If your consultant refers you to a medical or health practitioner who is not a therapist we may pay the charges as if the practitioner were a therapist if all of the following apply:

- your consultant refers you to the practitioner before the out-patient treatment takes place and remains in overall charge of your care, and
- The practitioner has applied for Bupa recognition and we have not written to say he/she is not recognised by Bupa.

**Charges related to out-patient treatment**

*We* pay provider charges for **out-patient treatment** when the **treatment** is related to, and is an integral part of, your **out-patient treatment** or **out-patient consultation** for **cancer**.

**benefit 4.1.3 out-patient complementary medicine treatment for cancer**

*We* pay **complementary medicine practitioners’** fees for **out-patient treatment** for **cancer** when you are referred for the **treatment** by your **GP** or **consultant**.

*We* do not pay for any complementary or alternative products, preparations or remedies – see Exclusion 14 in the section ‘What is not covered’.

**benefit 4.1.4 out-patient diagnostic tests for cancer**

When requested by your **consultant** to help determine or assess your condition as part of **out-patient treatment** for **cancer** we pay **recognised facility** charges (including the charge for interpretation of the results) for **diagnostic tests**. *We* do not pay charges for **diagnostic tests** that are not from the **recognised facility**.

(MRI, CT and PET scans are not paid under this benefit – see benefit 1.5.)

**benefit 4.1.5 out-patient cancer drugs**

*We* pay **recognised facility** charges for **common drugs**, **advanced therapies** and **specialist drugs** that are related specifically to planning and carrying out **out-patient treatment** for **cancer**.

*We* do not pay for any complementary, homeopathic or alternative products, preparations or remedies for **treatment** of **cancer**.

*Please see Exclusion 14, ‘Drugs and dressings for out-patient and take-home use and complementary and alternative products’ in the section ‘What is not covered’.*

**Benefit 5 Mental health treatment**

You are only covered for this benefit if your **membership certificate** shows it is covered.

Your cover is designed to provide help for short- or medium-term medical treatment that restores you back to health. **Mental health conditions** are often long term in nature and may change in nature over time.

*We* do not pay for any **mental health treatment** for any member who has suffered from or is suffering from a **chronic mental health condition** (see Exclusion 34, ‘chronic mental health conditions’). If this exclusion applies you will not be covered for this benefit even if your **membership certificate** shows it is covered.
What we pay for mental health treatment

We pay consultants’ and mental health and wellbeing therapists’ fees and recognised facility charges for mental health treatment as follows:

benefit 5.1 out-patient mental health treatment

We pay fees and charges for out-patient mental health treatment as set out in benefits 5.1.1 to 5.1.3.

benefit 5.1.1 consultants’ fees

We pay consultants’ fees for out-patient consultations to assess your mental health condition and for out-patient mental health treatment.

benefit 5.1.2 mental health and wellbeing therapists’ fees

We pay mental health and wellbeing therapists’ fees for out-patient mental health treatment when the treatment is recommended by your GP or consultant.

If your GP or your consultant refers you to a medical or health practitioner who is not a mental health and wellbeing therapist we may pay the charges as if the practitioner were a mental health and wellbeing therapist if all of the following apply:

- your GP or your consultant refers you to the practitioner before the out-patient treatment takes place and remains in overall charge of your care, and
- the practitioner has applied for Bupa recognition and we have not written to say he/she is not recognised by Bupa.

benefit 5.1.3 diagnostic tests

When requested by your consultant to help determine or assess your condition as part of out-patient mental health treatment we pay recognised facility charges (including the charge for interpretation of the results) for diagnostic tests.

We do not pay charges for diagnostic tests that are not from the recognised facility.

(MRI, CT and PET scans are not paid under this benefit – see benefit 1.5.)

benefit 5.2 day-patient and in-patient mental health treatment

Your membership certificate shows the maximum number of days that we may pay up to for mental health day-patient treatment and mental health in-patient treatment under your benefits.

We pay consultants’ fees and recognised facility charges for mental health day-patient treatment or mental health in-patient treatment as set out below.
Consultants’ fees

*We* pay consultants’ fees for mental health treatment carried out in a recognised facility.

Recognised facility charges

*We* pay the type of recognised facility charges we say we pay for in benefit 3.

Please also see Exclusion 6, ‘Chronic conditions’ and Exclusion 29, ‘Remote consultations’ in the section ‘What is not covered’.

Additional benefits

**Benefit 6  Treatment at home**

You are only covered for this benefit if your membership certificate shows it is covered.

*We* may, at our discretion, pay for you to receive eligible treatment at home. You must have our written agreement before the treatment starts and we need full clinical details from your consultant before we can make our decision. *We* will only consider treatment at home if all the following apply:

- your consultant has recommended that you receive the treatment at home and remains in overall charge of your treatment
- if you did not have the treatment at home then, for medical reasons, you’d need to receive the treatment in a recognised facility, and
- the treatment is provided to you by a medical treatment provider.

*We* do not pay for any fees or charges for treatment at home that has not been provided to you by the medical treatment provider.

**Benefit 7  Home nursing after private eligible in-patient treatment**

If this benefit does not appear on your membership certificate then you do not have cover for this benefit.

*We* pay for home nursing immediately following private in-patient treatment if the home nursing:

- is for eligible treatment
- is needed for medical reasons ie not domestic or social reasons
- is necessary ie without it you’d have to remain in the recognised facility
- starts immediately after you leave the recognised facility
- is provided by a nurse in your own home, and
- is carried out under the supervision of your consultant.
You must have our written agreement before the treatment starts and we need full clinical details from your consultant before we can make our decision.

We do not pay for home nursing provided by a community psychiatric nurse.

**Benefit 8 Private ambulance charges**

If this benefit does not appear on your membership certificate then you do not have cover for this benefit.

**We** pay for travel by private road ambulance if you need private *day-patient treatment* or *in-patient treatment*, and it is medically necessary for you to travel by ambulance:

- from your home or place of work to a recognised facility
- between recognised facilities when you are discharged from one recognised facility and admitted to another recognised facility for in-patient treatment
- from a recognised facility to home, or
- between an airport or seaport and a recognised facility.

**Benefits numbered 9 and 10 do not apply to your cover**

**Benefit 11 Nursing home benefit**

If this benefit does not appear on your membership certificate then you do not have cover for this benefit.

**We** may pay nursing home charges for a nursing home stay that immediately follows either:

- private eligible in-patient treatment in a recognised facility, or
- private eligible cancer treatment carried out as day-patient treatment in a recognised facility.

**We** only pay if the nursing home stay:

- is on the recommendation of your consultant
- is needed for medical reasons ie not domestic or social reasons
- is necessary ie without it you’d have to remain in the recognised facility, and
- starts immediately after you leave the recognised facility.

You will need our written agreement before your move to the nursing home takes place and we need full clinical details from your consultant before we can give our decision. By a nursing home we mean a care home as defined by the Care Standards Act 2000 and which, at the time of your stay, is recognised by us as a nursing home for the purpose of your scheme.
Benefit 12 Chiropody treatment on GP referral

If this benefit does not appear on your membership certificate then you do not have cover for this benefit.

We pay chiropodists’ fees for routine chiropody treatment if:
- it is for eligible treatment, and
- is on the recommendation of your GP.

Benefit 13 Free Bupa health assessment

If this benefit does not appear on your membership certificate then you do not have cover for this benefit.

We pay for one Bupa health assessment, every other year, for either you or any one of your dependants who is aged 18 or over on the date of the assessment. For example, if you or your dependant has a health assessment in the first year of your scheme, you or they would next be eligible for an assessment in the third consecutive year (and so on). Only one free Bupa health assessment is available every other year, for only one member covered on your membership. The Bupa health assessment you or your dependant is entitled to is either:
- the Bupa Health Enhance assessment (for those aged under 65); or
- the Bupa Mature health assessment (for those aged over 65)

Details of the tests and investigations that form part of the Bupa health assessments and the facilities at which the assessments are offered are available on request. To claim your free Bupa health assessment, please call Bupa Health Clinics on 0345 604 0612*. Lines are open 8am to 6pm Monday to Friday.

*We may record or monitor our calls.
Cash benefits

Benefit CB1  NHS cash benefit for NHS hospital in-patient treatment
If this benefit does not appear on your membership certificate then you do not have cover for this benefit.

We pay NHS cash benefit for each night you receive in-patient treatment provided to you free under the NHS. We only pay NHS cash benefit if your treatment would otherwise have been covered for private in-patient treatment under your benefits.

Any costs you incur for choosing to occupy an amenity bed while receiving your in-patient treatment are not covered under your benefits. By an amenity bed we mean a bed for which the hospital makes a charge but where your treatment is still provided free under the NHS.

Benefits CB2 to CB5 do not apply to your cover

Benefit CB6  NHS cash benefit for treatment for cancer

benefit CB6.1 NHS cash benefit for NHS in-patient treatment for cancer
You are only covered for this benefit if your membership certificate shows it is covered. If you are covered, your membership certificate shows the benefit limits that apply.

This benefit is not payable at the same time as any other NHS cash benefit for NHS in-patient treatment.

We pay NHS cash benefit for each night of in-patient stay that you receive radiotherapy, chemotherapy or a surgical operation that is for cancer treatment including in-patient treatment related to blood and marrow transplants when those are carried out in the NHS. The in-patient treatment must be provided to you free under your NHS and we only pay if your treatment would otherwise have been covered for private in-patient treatment under your benefits.

Any costs you incur for choosing to occupy an amenity bed while receiving your in-patient treatment are not covered under your benefits. By an amenity bed we mean a bed which the hospital makes a charge for but where your treatment is still provided free under your NHS.

benefit CB6.2 NHS cash benefit for NHS out-patient, day-patient and home treatment for cancer
You are only covered for this benefit if your membership certificate shows it is covered. If you are covered, your membership certificate shows the benefit limits that apply.
This benefit is not payable at the same time as any other NHS cash benefit.

We pay NHS cash benefit as follows:

- radiotherapy: for each day radiotherapy is received in a hospital setting
- chemotherapy: for each day you receive treatment for IV-chemotherapy and for each three-weekly interval of oral chemotherapy, or part thereof
- a **surgical operation**: on the day of your operation

which is **treatment** for **cancer** carried out as **out-patient treatment**, **day-patient treatment** or in your **home**, when it is provided to you free under your **NHS**. **We** only pay NHS cash benefit if your **treatment** would otherwise have been covered for private **out-patient** or **day-patient treatment** under your **benefits**.

**We** only pay this benefit once even if you have more than one **eligible treatment** on the same day.
What is not covered

This section explains the treatment, services and charges that are not covered. The exclusions are grouped under headings. The headings are just signposts, they are not part of the exclusion. If there is an exception to an exclusion this is shown. In the exceptions where, as an example, we refer to specific treatments or medical conditions these are examples only and not evidence that it is covered under your benefits.

This section does not contain all the limits and exclusions to cover. For example, the benefits set out in the section ‘Benefits’, also describe some limitations and restrictions for particular types of treatment, services and charges. There may also be some exclusions on your membership certificate.

Exclusion 1 Ageing, menopause and puberty

We do not pay for treatment to relieve symptoms commonly associated with any bodily change arising from any physiological or natural cause such as ageing, menopause or puberty and which is not due to any underlying disease, illness or injury.

Exclusion 2 AIDS/HIV

We do not pay for treatment for, related to or arising from, AIDS or HIV including any condition which is related to, or results from, AIDS or HIV.

Exception: We pay for eligible treatment for or arising from AIDS or HIV if the person with AIDS or HIV:

- became infected five years or more after their current continuous membership began, or
- has been covered for this type of treatment under a Bupa private medical insurance scheme (including under the agreement) since at least July 1987 without a break in their cover.

Exclusion 3 Allergies or allergic disorders

We do not pay for treatment to de-sensitise or neutralise any allergic condition or disorder.

Exclusion 4 Benefits that are not covered and/or are above your benefit limits

We do not pay for any treatment, services or charges that are not covered under your benefits. We also do not pay for any treatment costs in excess of the amounts for which you are covered under your benefits.
Exclusion 5 Birth control, conception, sexual problems and sex changes

We do not pay for treatment:
- for any type of contraception, sterilisation, termination of pregnancy
- for any type of sexual problems (including impotence, whatever the cause)
- for any type of assisted reproduction (eg IVF investigations or treatment), surrogacy, the harvesting of donor eggs or donor insemination
- where it relates solely to the treatment of infertility
- sex changes or gender reassignments

or treatment for or arising from any of these.

Please also see ‘Pregnancy and childbirth’ in this section.

Exclusion 6 Chronic conditions

We do not pay for treatment of chronic conditions. By this, we mean a disease, illness or injury which has at least one of the following characteristics:
- it needs ongoing or long-term monitoring through consultations, examinations, check-ups and/or tests
- it needs ongoing or long-term control or relief of symptoms
- it requires your rehabilitation or for you to be specially trained to cope with it
- it continues indefinitely
- it has no known cure
- it comes back or is likely to come back.

Exception: We pay for eligible treatment arising out of a chronic condition, or for treatment of acute symptoms of a chronic condition that flare up. However, we only pay if the treatment is likely to lead quickly to a complete recovery or to you being restored fully to your previous state of health, without you having to receive prolonged treatment. For example, we pay for treatment following a heart attack arising out of chronic heart disease. This exception does not apply to treatment of a mental health condition.

Please note: in some cases it might not be clear, at the time of treatment, that the disease, illness or injury being treated is a chronic condition. We are not obliged to pay the ongoing costs of continuing, or similar, treatment. This is the case even where we have previously paid for this type of or similar treatment; and we do not consider cancer as a chronic condition. We explain what we pay for treatment of cancer in Benefit 4 Cancer treatment.

Please also see ‘Temporary relief of symptoms’ in this section.
Exclusion 7  Complications from excluded conditions/treatment and experimental treatment

*We* do not pay any *treatment* costs, including any increased *treatment* costs, you incur because of complications caused by a disease, illness, injury or *treatment* for which cover has been excluded or restricted from your membership. For example, if cover for diabetes is excluded by a *special condition*, and you have to spend any extra days in hospital or a treatment facility after an operation because you have diabetes, *we* would not pay for these extra days.

*We* do not pay any *treatment* costs you incur because of any complications arising or resulting from experimental *treatment* that you receive or for any subsequent *treatment* you may need as a result of you undergoing any experimental *treatment*.

Exclusion 8  Contamination, wars, riots and terrorist acts

*We* do not pay for *treatment* for any disease, illness or injury arising directly or indirectly from:

- war, riots, terrorist acts, civil disturbances, acts against any foreign hostility, whether war has been declared or not, or any similar event
- chemical, radioactive or nuclear contamination, including the combustion of chemicals or nuclear fuel, or any similar event.

Exclusion 9  Convalescence, rehabilitation and general nursing care

*We* do not pay for *recognised facility* accommodation if it is primarily used for any of the following purposes:

- convalescence, rehabilitation, supervision or any purpose other than receiving *eligible treatment*
- receiving general nursing care or any other services which could have been provided in a nursing home or in any other establishment which is not a *recognised facility*
- receiving services from a *therapist*, *complementary medicine practitioner* or *mental health and wellbeing therapist*.

**Exception:** *We* may, at *our* discretion, pay for *eligible treatment* for rehabilitation. By rehabilitation *we* mean *treatment* which is aimed at restoring health or mobility or to allow you to live an independent life, such as after a stroke. *We* will only consider cases where the rehabilitation:

- is an integral part of *in-patient treatment*
- starts within 42 days from and including the date you first receive that *in-patient treatment*, and
- takes place in a *recognised facility*.
You must have our written agreement before the rehabilitation starts and we need full clinical details from your consultant before we can give our decision. If we agree we pay for up to a maximum of 21 consecutive days’ rehabilitation.

**Exclusion 10  Cosmetic, reconstructive or weight loss treatment**

*We* do not pay for treatment to change your appearance, such as a remodelled nose or facelift whether or not it is needed for medical or psychological reasons.

*We* do not pay for breast enlargement or reduction or any other treatment or procedure to change the shape or appearance of your breast(s) whether or not it is needed for medical or psychological reasons, for example, for backache or gynaecomastia (which is the enlargement of breasts in males).

*We* do not pay for any treatment, including surgery,

* • which is for or involves the removal of healthy tissue (ie tissue which is not diseased), or the removal of surplus or fat tissue, or

* • where the intention of the treatment, whether directly or indirectly, is the reduction or removal of surplus or fat tissue including weight loss (for example, surgery related to obesity including morbid obesity)

whether or not the treatment is needed for medical or psychological reasons.

*We* do not pay for treatment of keloid scars. *We* also do not pay for scar revision.

**Exception:** *We* pay for an eligible surgical operation to restore your appearance after:

* • an accident, or

* • if your benefits include cover for cancer treatment, as a direct result of surgery for cancer.

*We* only pay if the accident or the cancer surgery takes place during your current continuous period of cover under this scheme and any other Bupa scheme provided there has been no break in your cover between this scheme and the other Bupa scheme. *We* will only pay if this is part of the original eligible treatment resulting from the accident or cancer surgery and you have obtained our written agreement before receiving the treatment.

*Please also see ‘Screening, monitoring and preventive treatment’ in this section.*

**Exclusion 11  Deafness**

*We* do not pay for treatment for or arising from deafness caused by a congenital abnormality, maturing or ageing.
Exclusion 12 Dental/oral treatment

We do not pay for any dental or oral treatment including:

- the provision of dental implants or dentures, the repair or replacement of damaged teeth (including crowns, bridges, dentures, or any dental prosthesis made by a laboratory technician)
- the management of, or any treatment related to, jaw shrinkage or loss as a result of dental extractions or gum disease
- the treatment of bone disease when related to gum disease or tooth disease or damage.

Exception 1: We pay for an eligible surgical operation carried out by a consultant to:

- put a natural tooth back into a jaw bone after it is knocked out or dislodged in an unexpected accidental injury
- treat a jaw bone cyst, but not if it is related to a cyst or abscess on the tooth root or any other tooth or gum disease or damage.

Exception 2: We pay for an eligible surgical operation carried out by a consultant to surgically remove a complicated, buried or impacted tooth root, such as an impacted wisdom tooth, but not if the purpose is to facilitate dentures or the acute condition relates to a pre-existing condition or a moratorium condition.

Exclusion 13 Dialysis

We do not pay for treatment for or associated with kidney dialysis (haemodialysis), meaning the removal of waste matter from your blood by passing it through a kidney machine or dialyser.

We do not pay for treatment for or associated with peritoneal dialysis, meaning the removal of waste matter from your blood by introducing fluid into your abdomen which acts as a filter.

Exception 1: We pay for eligible treatment for short-term kidney dialysis or peritoneal dialysis if the dialysis is needed temporarily for sudden kidney failure resulting from a disease, illness or injury affecting another part of your body.

Exception 2: We pay for eligible treatment for short-term kidney dialysis or peritoneal dialysis if you need this immediately before or after a kidney transplant.
Exclusion 14 Drugs and dressings for out-patient or take-home use and complementary and alternative products

We do not pay for any drugs or surgical dressings provided or prescribed for out-patient treatment or for you to take home with you on leaving hospital or a treatment facility.

We do not pay for any complementary or alternative therapy products or preparations, including but not limited to homeopathic remedies or substances, regardless of who they are prescribed or provided by or the type of treatment or medical condition they are used or prescribed for.

Exception: If your benefits include cover for cancer treatment, we pay for out-patient common drugs, advanced therapies and specialist drugs for eligible treatment of cancer but only as set out in benefit 4 in the section ‘Benefits’.

Please also see ‘Experimental drugs and treatment’ in this section.

Exclusion 15 Excluded treatment or medical conditions

We do not pay for:

- treatment of any medical condition, or
- any type of treatment

that is specifically excluded from your benefits.

Exclusion 16 Experimental drugs and treatment

We do not pay for treatment or procedures which, in our reasonable opinion, are experimental or unproved based on established medical practice in the United Kingdom, such as drugs outside the terms of their licence or procedures which have not been satisfactorily reviewed by NICE (National Institute for Health and Care Excellence).

Exception: We may pay for this type of treatment of an acute condition. However, you will need our written agreement before the treatment is received and we need full clinical details from your consultant before we can give our decision.

Please also see ‘Complications from excluded conditions/treatment and experimental treatment’ and ‘Drugs and dressings for out-patient or take-home use and complementary and alternative products’ in this section.

Exclusion 17 Eyesight

We do not pay for treatment to correct your eyesight, for example, for long or short sight or failing eyesight due to ageing, including spectacles or contact lenses.

Exception: We pay for eligible treatment for your eyesight if it is needed as a result of an injury or an acute condition, such as a detached retina.
Exclusion 18 Pandemic

*We* do not pay for *treatment* for or arising from any pandemic disease and/or epidemic disease. By pandemic *we* mean the worldwide spread of a disease with epidemics occurring in many countries and most regions of the world. By epidemic *we* mean more cases of a disease than would be expected for that disease in that area at that time.

Exclusion 19 Intensive care (other than routinely needed after private day-patient treatment or in-patient treatment)

*We* do not pay for any *intensive care* if:

- it follows an unplanned or an emergency admission to an *NHS* hospital or facility
- it follows a transfer (whether on an emergency basis or not) to an *NHS* hospital or facility from a private *recognised facility*
- it follows a transfer from an *NHS* critical care unit to a private critical care unit
- it is carried out in a unit or facility which is not a critical care unit.

*We* do not pay for any *intensive care*, or any other *treatment* in a critical care unit, if it is not routinely required as a medically essential part of the *eligible treatment* being carried out.

**Exception:** *We* pay for *eligible treatment* for *intensive care* but only as set out in benefit 3 in the section ‘Benefits’.

Exclusion 20 Learning difficulties, behavioural and developmental problems

*We* do not pay for *treatment* related to learning difficulties, such as dyslexia, or behavioural problems, such as attention deficit hyperactivity disorder (ADHD), or developmental problems, such as shortness of stature.

Exclusion 21 Overseas treatment or repatriation

*We* do not pay for *treatment* that you receive outside the *United Kingdom* or for repatriation to the *United Kingdom* or any other country.

Exclusion 22 Physical aids and devices

*We* do not pay for supplying or fitting physical aids and devices (e.g. hearing aids, spectacles, contact lenses, crutches, walking sticks, etc.).

**Exception:** *We* pay for *prostheses* and *appliances* as set out in benefit 3, in the section ‘Benefits’.
Exclusion 23 Pre-existing conditions

For underwritten members we do not pay for treatment of a pre-existing condition, or a disease, illness or injury that results from or is related to a pre-existing condition.

Exception: For underwritten members we pay for eligible treatment of a pre-existing condition, or a disease, illness or injury which results from or is related to a pre-existing condition, if all the following requirements have been met:

- you have been sent your membership certificate which lists the person with the pre-existing condition (whether this is you or one of your dependants)
- you gave us all the information we asked you for, before we sent you your first membership certificate listing the person with the pre-existing condition for their current continuous period of cover under the scheme
- neither you nor the person with the pre-existing condition knew about it before we sent you your first membership certificate which lists the person with the pre-existing condition for their current continuous period of cover under the scheme, and
- we did not exclude cover (for example under a special condition) for the costs of the treatment, when we sent you your membership certificate.

Exclusion 24 Pregnancy and childbirth

We do not pay for treatment for:

- pregnancy, including treatment of an embryo or foetus
- childbirth and delivery of a baby
- termination of pregnancy, or any condition arising from termination of pregnancy.

Exception 1: We pay for eligible treatment of the following conditions:

- miscarriage or when the foetus has died and remains with the placenta in the womb
- stillbirth
- hydatidiform mole (abnormal cell growth in the womb)
- foetus growing outside the womb (ectopic pregnancy)
- heavy bleeding in the hours and days immediately after childbirth (post-partum haemorrhage)
- afterbirth left in the womb after delivery of the baby (retained placental membrane)
- complications following any of the above conditions.
Exception 2: We may pay for the delivery of a baby by caesarean section only when the life of the member (mother) is in immediate danger or would be put at direct risk by vaginal delivery. However, we need full clinical details from your consultant before we can give our decision.

Exception 3: We pay for eligible treatment of an acute condition of the member (mother) that relates to pregnancy or childbirth but only if all the following apply:

- the treatment is required due to a flare-up of the medical condition, and
- the treatment is likely to lead quickly to a complete recovery or to you being restored fully to your state of health prior to the flare-up of the condition without you needing to receive prolonged treatment.

Please also see ‘Birth control, conception, sexual problems and sex changes’, ‘Screening, monitoring and preventive treatment’ and ‘Chronic conditions’ in this section.

Exclusion 25 Screening, monitoring and preventive treatment

We do not pay for:

- health checks or health screening, by health screening we mean where you may not be aware you are at risk of, or are affected by, a disease or its complications but are asked questions or have tests to find out if you are and which may lead to you needing further tests or treatment
- routine tests, or monitoring of medical conditions, including:
  - routine antenatal care or screening for and monitoring of medical conditions of the mother or foetus during pregnancy
  - routine checks or monitoring of chronic conditions such as diabetes mellitus or hypertension
- tests or procedures which, in our reasonable opinion based on established clinical and medical practice, are carried out for screening or monitoring purposes, such as endoscopies when no symptoms are present
- preventive treatment, procedures or medical services (including vaccinations).

Exception: if you are being treated for cancer, have strong direct family history of cancer and your consultant has advised that you receive a genetically-based test to evaluate future risk of developing further cancers, we may at our discretion cover this test as well as the recommended prophylactic surgery when it is recommended by your consultant. You must have our written agreement before you have tests, procedures or treatment and we will need full clinical details from your consultant before we can give our decision.

Please also see, ‘Chronic conditions’ and ‘Pregnancy and childbirth’ in this section.
Exclusion 26 Sleep problems and disorders

We do not pay for treatment for or arising from sleep problems or disorders such as insomnia, snoring or sleep apnoea (temporarily stopping breathing during sleep).

Exclusion 27 Special conditions

For underwritten members we do not pay for treatment directly or indirectly relating to special conditions.

We are willing, at your renewal date, to review certain special conditions. We will do this if, in our opinion, no treatment is likely to be needed in the future, directly or indirectly, relating to the disease, illness or injury referred to in the special condition or for a related disease, illness or injury. However, there are some special conditions which we do not review. If you would like us to consider a review of your special conditions please call the helpline prior to your renewal date. We will only determine whether a special condition can be removed or not, once we have received full current clinical details from your GP or consultant. If you incur costs for providing the clinical details to us you are responsible for those costs, they are not covered under your benefits.

Please also see the ‘Covering your newborn baby’ rule in the section ‘How your membership works’.

Exclusion 28 Speech disorders

We do not pay for treatment for or relating to any speech disorder, for example stammering.

Exception: We may, at our discretion, pay for short-term speech therapy when it is part of eligible treatment. The speech therapy must be provided by a therapist who is a member of the Royal College of Speech and Language Therapists.

Exclusion 29 Remote consultations

We do not pay for any remote consultations by telephone or via any other remote medium with a consultant, therapist, mental health and wellbeing therapist or any other healthcare professional, unless such healthcare professional is at the time of your treatment recognised by us to carry out remote consultations and is on our list of recognised practitioners, which is available on request or you can access these details at finder.bupa.co.uk.

Exclusion 30 Temporary relief of symptoms

We do not pay for treatment, the main purpose or effect of which is to provide temporary relief of symptoms or which is for the ongoing management of a condition.
**Exception:** We may pay for this type of treatment if you need it to relieve the symptoms of a terminal disease or illness.

**Exclusion 31 Treatment in a treatment facility that is not a recognised facility**

*We* do not pay consultants’ fees for treatment that you receive in a hospital or any other type of treatment facility that is not a recognised facility.

If your facility access is:

- partnership facility
- local access facility
- national access facility
- extended access facility
- prime facility
- prime with key London facility

We also do not pay for facility charges for treatment that you receive in a hospital or any other type of treatment facility that is not a recognised facility.

**Exception:** We may pay consultants’ fees and facility charges for eligible treatment in a treatment facility that is not a recognised facility when your proposed treatment cannot take place in a recognised facility for medical reasons. However, you will need our written agreement before the treatment is received and we need full clinical details from your consultant before we can give our decision.

*Please also see the section ‘Benefits’.*

**Exclusion 32 Unrecognised medical practitioners, providers and facilities**

*We* do not pay for any of your treatment if the consultant who is in overall charge of your treatment is not recognised by Bupa.

*We* also do not pay for treatment if any of the following apply:

- the consultant, medical practitioner, therapist, complementary medicine practitioner, mental health and wellbeing therapist or other healthcare professional is:
  - not recognised by Bupa for treating the medical condition you have and/or for providing the type of treatment you need, and/or
  - is not in the list of recognised practitioners that applies to your benefits
- the hospital or treatment facility is:
  - not recognised by Bupa for treating the medical condition you have and/or for providing the type of treatment you need, and/or
  - is not in the facility access list that applies to your benefits
the hospital or treatment facility or any other provider of services is not recognised by us and/or we have sent a written notice saying that we no longer recognise them for the purpose of our private medical insurance schemes.

Bupa does not recognise consultants, therapists, complementary medicine practitioners, mental health and wellbeing therapists or other healthcare professionals in the following circumstances:

- where we do not recognise them as having specialised knowledge of, or expertise in, the treatment of the disease, illness or injury being treated
- where we do not recognise them as having specialised expertise and ongoing experience in carrying out the type of treatment or procedure needed
- where we have sent a written notice to them saying that we no longer recognise them for the purposes of our schemes.

Exclusion 33 Moratorium conditions

For moratorium members we do not pay for treatment of a moratorium condition, or a disease, illness or injury that results from or is related to a moratorium condition.

Exception 1: For moratorium members, we pay for treatment of a moratorium condition if at any time after your start date you do not:

- receive any medication for
- ask for or receive any medical advice or treatment for, or
- experience symptoms of

that moratorium condition for a continuous period of two years cover under the scheme. We may take your cover under a previous scheme into account when assessing your claim for a moratorium condition but only if we specifically agreed that we would do this when you joined the scheme.

Exception 2: If you apply to add your newborn baby as a dependant under your membership and the baby’s membership would be as a moratorium member we will not apply this exclusion to the baby’s cover if you or your partner have been a member under your scheme for at least 12 continuous months before the baby’s birth and you include the baby as a dependant within three months of their birth.

Please also see ‘Covering a newborn baby’ in the section ‘How your membership works’.

Exclusion 34 Chronic mental health conditions

We do not pay for any mental health treatment for any member who has suffered from or is suffering from a chronic mental health condition.
Words and phrases printed in bold and italic in these rules and benefits have the meanings set out below.

<table>
<thead>
<tr>
<th>Word/phrase</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Acute condition</strong></td>
<td>a disease, illness or injury that is likely to respond quickly to <em>treatment</em> which aims to return you to the state of health you were in immediately before suffering the disease, illness or injury, or which leads to your full recovery.</td>
</tr>
<tr>
<td><strong>Advanced therapies</strong></td>
<td>new and innovative targeted/bespoke therapies using advanced materials and methods to be used as part of your <em>eligible treatment</em> and are at the time of your <em>eligible treatment</em> included on our list of advanced therapies that applies to your <em>benefits</em> that is available at bupa.co.uk/policyinformation and on request. The advanced therapies on the list may change from time to time.</td>
</tr>
<tr>
<td><strong>Agreement</strong></td>
<td>the agreement between the <em>main member</em> and <em>us</em> to provide cover for <em>you</em> and <em>your dependants</em> (if any) under the terms and conditions set out in the documents referred to under the heading ‘<em>The agreement between you and us</em>’ in the section ‘<em>How your membership works</em>’.</td>
</tr>
<tr>
<td><strong>Appliance</strong></td>
<td>any appliance which is in <em>our</em> list of appliances for your <em>benefits</em> at the time you receive your <em>treatment</em>. The list of appliances may change from time to time. Details of the appliances are available on request.</td>
</tr>
<tr>
<td><strong>Benefits</strong></td>
<td>the benefits specified on your <em>membership certificate</em> for which you are entitled as an individual under the scheme subject to the terms and conditions that apply to your membership in this Bupa Membership Guide including all exclusions.</td>
</tr>
<tr>
<td><strong>Bupa</strong></td>
<td>Bupa Insurance Limited. Registered in England and Wales No. 3956433. Registered office: 1 Angel Court, London EC2R 7HJ. Bupa provides the cover.</td>
</tr>
</tbody>
</table>
| **Bupa member/ Bupa members** | A member covered under one of the following Bupa products as shown on their *membership certificate*:  
- BupaCare, LocalCare, EssentialCare, Local HospitalCare, SeniorCare, Senior EssentialCare, EmployeeChoice, EmployeeChoice Essential, LocalCare Direct, Fixed Price Cover  
- Heartbeat – cover options Health care select 1, 2, 3 Plus, 3 and 4. |
<p>| <strong>Cancer</strong>        | a malignant tumour, tissues or cells characterised by the uncontrolled growth and spread of malignant cells and invasion of tissue. |</p>
<table>
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<tr>
<td><strong>Chiropodist</strong></td>
<td>a chiropodist who is a <strong>recognised practitioner</strong>. You can contact us to find out if a chiropodist is a <strong>recognised practitioner</strong>.</td>
</tr>
<tr>
<td><strong>Chronic condition</strong></td>
<td>a disease, illness or injury which has one or more of the following characteristics:   - it needs ongoing or long-term monitoring through consultations, examinations, check-ups and/or tests  - it needs ongoing or long-term control or relief of symptoms  - it requires rehabilitation or for you to be specially trained to cope with it  - it continues indefinitely  - it has no known cure  - it comes back or is likely to come back.</td>
</tr>
<tr>
<td><strong>Chronic mental health condition</strong></td>
<td>a <strong>mental health condition</strong> which either:   - meets the definition of a <strong>chronic condition</strong>; or   - is a <strong>mental health condition</strong> or is related to any <strong>mental health condition</strong> for which benefits for <strong>mental health treatment</strong> have been paid by <strong>Bupa</strong> in three different membership years which need not be consecutive or relate to the same scheme. This applies to all <strong>Bupa</strong> administered plans you have been a member of in the past, or may be a member of in the future, whether your membership is continuous or not.  (A ‘<strong>membership year</strong>’ in this definition means the period from:   - the date you started cover under any <strong>Bupa</strong> scheme to the day before the <strong>renewal date</strong> for that scheme or the date cover ended, or   - the <strong>renewal date</strong> for any <strong>Bupa</strong> scheme to the day before the next renewal date for that scheme or the date cover ended.  For the avoidance of doubt, any reference to a <strong>Bupa</strong> scheme includes a <strong>Bupa</strong> administered plan).</td>
</tr>
<tr>
<td><strong>Co-insurance</strong></td>
<td>the percentage of the cost of treatment that <strong>you</strong> receive with a set upper financial amount that <strong>you</strong> have to pay towards that cost that would otherwise have been payable under <strong>your</strong> benefits.  For example, Co-insurance of ‘20% towards any claim with maximum payment of £500 per <strong>scheme year</strong>’, would mean you will pay 20% towards any claim, until <strong>you</strong> have paid a total of £500 in a <strong>scheme year</strong>.</td>
</tr>
<tr>
<td><strong>Common drugs</strong></td>
<td>commonly used medicines, such as antibiotics and painkillers that in <strong>our</strong> reasonable opinion based on established clinical and medical practice should be used as part of your <strong>eligible treatment</strong>.</td>
</tr>
<tr>
<td>Word/phrase</td>
<td>Meaning</td>
</tr>
<tr>
<td>-------------</td>
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</tr>
<tr>
<td><strong>Complementary medicine practitioner</strong></td>
<td>an acupuncturist, chiropractor or osteopath who is a <em>recognised practitioner</em>. You can contact us to find out if a practitioner is a <em>recognised practitioner</em> and the type of <em>treatment</em> we recognise them for.</td>
</tr>
</tbody>
</table>
| **Consultant** | a registered medical or dental practitioner who, at the time you receive your *treatment*:  
- is recognised by *us* as a consultant and has received written confirmation from *us* of this, unless *we* recognised him or her as being a consultant before 30 June 1996  
- is recognised by *us* both for treating the medical condition you have and for providing the type of *treatment* you need, and  
- is in our list of consultants that applies to your *benefits*.  
You can contact us to find out if a medical or dental practitioner is recognised by *us* as a consultant and the type of *treatment* we recognise them for. |
| **Consultant fees schedule** | the schedule used by Bupa for the purpose of providing *benefits* which sets out the benefit limits for consultants’ fees based on:  
- the type of *treatment* carried out  
- the *surgical operations*, the type and complexity of the *surgical operation* according to the *schedule of procedures* – the benefits available for consultant surgeons and consultant anaesthetists may differ for the same *surgical operation*  
- the Bupa recognition status of the consultant, and  
- where the *treatment* is carried out both in terms of the treatment facility and the location.  
The schedule may change from time to time. Details of the schedule can be found at [bupa.co.uk/codes](http://bupa.co.uk/codes) |
| **Critical care unit** | any intensive care unit, intensive therapy unit, high dependency unit, coronary care unit or progressive care unit which is in our list of critical care units and recognised by *us* for the type of *intensive care* that you require at the time you receive your *treatment*. The units on the list and the type of *intensive care* that *we* recognise each unit for may change from time to time. Details of these critical care units are available on request. |
| **Day-patient** | a patient who is admitted to a hospital, treatment facility or day-patient unit because they need a period of medically supervised recovery but does not occupy a bed overnight. |
| **Day-patient treatment** | *eligible treatment*, that, for medical reasons, is received as a *day-patient*. |
**Word/phrase** | **Meaning**
--- | ---
Dependant | your partner and any child of yours or your partner’s who is a member of the scheme and named on your membership certificate.
Diagnostic tests | investigations, such as X-rays or blood tests, to find or to help to find the cause of your symptoms.
Eligible surgical operation | eligible treatment carried out as a surgical operation.
Eligible treatment | treatment of an acute condition together with the products and equipment used as part of the treatment that:
- are consistent with generally accepted standards of medical practice and representative of best practices in the medical profession in the UK
- are clinically appropriate in terms of type, frequency, extent, duration and the facility or location where the services are provided
- are demonstrated through scientific evidence to be effective in improving health outcomes, and
- are not provided or used primarily for the expediency of you or your consultant or other healthcare professional
and the treatment, services or charges are not excluded under your benefits.
Excess | the amount that you have to pay towards the cost of treatment that you receive that would otherwise have been payable under your benefits.
Extended access facility | a hospital or a treatment facility, centre or unit that, at the time you receive your eligible treatment, is in our extended access facility list that applies to your benefits and is recognised by us for both:
- treating the medical condition you have, and
- carrying out the type of treatment you need.
- any other establishment which we may decide to treat as an extended access facility for the purpose of the scheme.
The hospitals, treatment facilities, centres and units in the list and the medical conditions and types of treatment we recognise them for may change from time to time. For details of a hospital or a treatment facility, centre or unit in your recognised facility network visit our consultants and facilities website at finder.bupa.co.uk
<table>
<thead>
<tr>
<th>Word/phrase</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Facility access</strong></td>
<td>the network of <strong>recognised facilities</strong> for which you are covered under your <strong>benefits</strong> as shown on your <strong>membership certificate</strong> and being either:</td>
</tr>
</tbody>
</table>
|                      | • **participating facility**  
|                      | • **partnership facility**  
|                      | • **extended access facility**  
|                      | • **local access facility**  
|                      | • **national access facility**  
|                      | • **prime facility, or**  
|                      | • **prime with key London facility**.                                                                                                       |
| **GP**               | a doctor who, at the time he/she refers you for your consultation or **treatment**, is, on the UK General Medical Council’s General Practitioner Register; and  |
|                      | • has seen you whilst practising in the **NHS** primary care setting as an **NHS** GP, or  
|                      | • is a private sector GP who is recognised by us as an independent general practitioner for the purposes of your **scheme**.                                                            |
| **Group sponsor**    | the company, association, organisation or group (of which the **main member** is an employee or member) for whose employees or members **we** have agreed to operate the **scheme** for the time being. Please contact **your** helpline to check if **your** cover has been arranged by a group sponsor. |
| **Home**             | • the place where you normally live, or  
<p>|                      | • any other establishment, including a non-healthcare setting, which <strong>we</strong> may decide to treat as a home for the purpose of your <strong>benefits</strong>.                                                               |
| <strong>In-patient</strong>       | a patient who is admitted to a hospital or treatment facility and who occupies a bed overnight or longer for medical reasons.                                                                             |
| <strong>In-patient treatment</strong> | <strong>eligible treatment</strong> that, for medical reasons, is received as an <strong>in-patient</strong>.                                                                                                                  |
| <strong>Intensive care</strong>   | <strong>eligible treatment</strong> for intensive care, intensive therapy, high dependency care, coronary care or progressive care.                                                                               |</p>
<table>
<thead>
<tr>
<th>Word/phrase</th>
<th>Meaning</th>
</tr>
</thead>
</table>
| **Local access facility**   | - a hospital or a treatment facility, centre or unit that, at the time you receive your **eligible treatment**, is in **our** local access facility list that applies to your **benefits** and is recognised by **us** for both:  
  - treating the medical condition you have, and  
  - carrying out the type of **treatment** you need.  
- any other establishment which **we** may decide to treat as a local access facility for the purpose of the **scheme**.  
The hospitals, treatment facilities, centres and units in the list and the medical conditions and types of **treatment we** recognise them for may change from time to time. For details of a hospital or a treatment facility, centre or unit in your **recognised facility** network visit **our** consultants and facilities website at **finder.bupa.co.uk** |
| **Main member**             | the person named as the main member on the **membership certificate**.                                                                                                                                                                                                                                                                                                                                                                                                   |
| **Medical treatment provider** | a person or company who is recognised by **us** as a medical treatment provider for the type of **treatment** at **home** that you need at the time you receive your **treatment**. These medical treatment providers and the type of **treatment we** recognise them for may change from time to time. Details of these medical treatment providers and the type of **treatment we** recognise them for are available on request. |
| **Membership certificate**  | the most recent membership certificate that **we** issue to **you** for your current continuous period of membership of the **scheme**.                                                                                                                                                                                                                                                                                                                                 |
| **Mental health and wellbeing therapist** | - a psychologist registered with the Health Professions Council  
  - a psychotherapist accredited with UK Council for Psychotherapy, the British Association for Counselling and Psychotherapy or the British Psychoanalytic Council  
  - a counsellor accredited with the British Association for Counselling and Psychotherapy, or  
  - a cognitive behavioural therapist accredited with the British Association for Behavioural and Cognitive Psychotherapies who is a **recognised practitioner**. You can contact **us** to find out if a practitioner is a **recognised practitioner** and the type of treatment **we** recognise them for. |
<p>| <strong>Mental health condition</strong> | a mental health condition, including alcoholism, drug addiction, anorexia nervosa and bulimia nervosa.                                                                                                                                                                                                                                                                                                                                                               |
| <strong>Mental health day-patient treatment</strong> | <strong>mental health treatment</strong> which for medical reasons means you have to be admitted to a <strong>recognised facility</strong> because you need a period of clinically-supervised <strong>mental health treatment</strong> as a day case but do not have to occupy a bed overnight and the <strong>mental health treatment</strong> is provided on either an individual or group basis. |</p>
<table>
<thead>
<tr>
<th>Word/phrase</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mental health</td>
<td><strong>mental health treatment</strong> that, for medical reasons, is received as an <strong>in-patient</strong>.</td>
</tr>
<tr>
<td>in-patient treatment</td>
<td></td>
</tr>
<tr>
<td>Mental health treatment</td>
<td>eligible treatment of a <strong>mental health condition</strong>.</td>
</tr>
</tbody>
</table>
| Moratorium               | this is an underwriting method where the member does not need to declare their medical history to **us** at the start of their cover under the policy. However, in the event of a claim **we** will ask the member questions about their (or any relevant **dependant’s**) health and medical history and may ask their **GP** for a medical report (which **we** do not pay for). For **moratorium members** **we** pay for eligible treatment for a **moratorium condition** if any time after the **start date** of **your** cover under the policy **you** do not:  
  ▪ receive any medication for, or  
  ▪ ask for or receive any medical advice or treatment for, or  
  ▪ experience symptoms of that **moratorium condition** for a continuous period of two years cover under the **scheme**.  |
| Moratorium condition     | any disease, illness or injury or related condition, whether diagnosed or not, which you:  
  ▪ received medication for,  
  ▪ asked for or received, medical advice or **treatment** for,  
  ▪ experienced symptoms of, or  
  ▪ were to the best of your knowledge aware existed in the five years before your **start date**. By a related condition **we** mean any symptom, disease, illness or injury which reasonable medical opinion considers to be associated with another symptom, disease, illness or injury.  
  **We** may take the start date of your cover under a **previous scheme** into account when assessing whether a medical condition is a moratorium condition but only if **we** specifically agreed **we** would do this when you joined the **scheme**.  |
<p>| Moratorium member        | ▪ a member whose <strong>membership certificate</strong> shows the underwriting method applied to them is moratorium.                                                                                               |</p>
<table>
<thead>
<tr>
<th>Word/phrase</th>
<th>Meaning</th>
</tr>
</thead>
</table>
| **National access facility**    | - a hospital or a treatment facility, centre or unit that, at the time you receive your *eligible treatment*, is in our national access facility list that applies to your *benefits* and is recognised by us for both:  
  - treating the medical condition you have, and  
  - carrying out the type of *treatment* you need.  
  - any other establishment which we may decide to treat as a national access facility for the purpose of the *scheme*.  
  The hospitals, treatment facilities, centres and units in the list and the medical conditions and types of *treatment we* recognise them for may change from time to time. For details of a hospital or a treatment facility, centre or unit in your *recognised facility* network visit our consultants and facilities website at finder.bupa.co.uk |
| **NHS**                         | - the National Health Service operated in Great Britain and Northern Ireland, or  
  - the healthcare scheme that is operated by the relevant authorities of the Channel Islands, or  
  - the healthcare scheme that is operated by the relevant authorities of the Isle of Man. |
<p>| <strong>Nurse</strong>                       | a qualified nurse who is on the register of the Nursing and Midwifery Council (NMC) and holds a valid NMC personal identification number.                                                               |
| <strong>Out-patient</strong>                 | a patient who attends a hospital, consulting room, out-patient clinic or treatment facility and is not admitted as a <em>day-patient</em> or an <em>in-patient</em>.                                                   |
| <strong>Out-patient surgical operation</strong> | an <em>eligible surgical operation</em> received as an <em>out-patient</em>.                                                                                                                                            |
| <strong>Out-patient treatment</strong>       | <em>eligible treatment</em> that, for medical reasons, is received as an <em>out-patient</em>.                                                                                                                          |</p>
<table>
<thead>
<tr>
<th>Word/phrase</th>
<th>Meaning</th>
</tr>
</thead>
</table>
| Participating facility | a hospital or a treatment facility, centre or unit that, at the time you receive your **eligible treatment**, is in our participating facility list that applies to your **benefits**, and is recognised by **us** for both:  
  - treating the medical condition you have, and  
  - carrying out the type of **treatment** you need.  
  any other establishment which **we** may decide to treat as a participating facility for the purpose of the **scheme**.  
  
  The hospitals, treatment facilities, centres or units in the list and the medical conditions and types of **treatment** we recognise them for may change from time to time. For details of a hospital or a treatment facility, centre or unit in your **recognised facility network** visit our consultants and facilities website at **finder.bupa.co.uk** |
| Partner                | **your** husband or wife or civil partner or the person **you** live with in a relationship similar to that of a husband and wife whether of the opposite sex or not.                                                                                                                            |
| Partnership consultant | a **consultant** who, at the time you receive **treatment**, is recognised by **us** as a partnership consultant. You can contact **us** to find out if a **consultant** is a partnership consultant.                                                                                              |
| Partnership facility   | a hospital or a treatment facility, centre or unit that, at the time you receive your **eligible treatment**, is in our partnership facility list that applies to your **benefits** and is recognised by **us** for both:  
  - treating the medical condition you have, and  
  - carrying out the type of **treatment** you need  
  any other establishment which **we** may decide to treat as a partnership facility for the purpose of the **scheme**.  
  
  The hospitals, treatment facilities, centres and units in the list and the medical conditions and types of **treatment** we recognise them for may change from time to time. For details of a hospital or a treatment facility, centre or unit in your **recognised facility network** visit our consultants and facilities website at **finder.bupa.co.uk** |
| Pre-existing condition | any disease, illness or injury for which in the seven years before your **start date**:  
  - you have received medication, advice or **treatment**, or  
  - you have experienced symptoms  
  whether the condition was diagnosed or not. |
Previous scheme
- another Bupa private medical insurance scheme, or
- a private medical insurance scheme or medical healthcare trust provided or administered by another insurer

that you were covered under without a break between that previous scheme and this scheme that we specifically agree will be treated as a previous scheme for the purpose of assessing waiting periods or continuous periods of cover.

Prime facility
- a hospital or a treatment facility, centre or unit that, at the time you receive your eligible treatment, is in our prime facility list that applies to your benefits, and is recognised by us for both:
  - treating the medical condition you have, and
  - carrying out the type of treatment you need
- any other establishment which we may decide to treat as a prime facility for the purpose of the scheme.

The hospitals, treatment facilities, centres or units in the list and the medical conditions and types of treatment we recognise them for may change from time to time. For details of a hospital or a treatment facility, centre or unit in your recognised facility network visit our consultants and facilities website at finder.bupa.co.uk

Prime with key London facility
- a hospital or a treatment facility, centre or unit that, at the time you receive your eligible treatment, is in our prime with key London facility list that applies to your benefits, and is recognised by us for both:
  - treating the medical condition you have, and
  - carrying out the type of treatment you need
  - any other establishment which we may decide to treat as a prime with key London facility for the purpose of the scheme.

The hospitals, treatment facilities, centres or units in the list and the medical conditions and types of treatment we recognise them for may change from time to time. For details of a hospital or a treatment facility, centre or unit in your recognised facility network visit our consultants and facilities website at finder.bupa.co.uk

Prosthesis
any prosthesis which is in our list of prostheses for both your benefits and your type of treatment at the time you receive your treatment.

The prostheses on the list may change from time to time. Details of the prostheses covered under your benefits for your type of treatment are available on request.
<table>
<thead>
<tr>
<th>Word/phrase</th>
<th>Meaning</th>
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</thead>
<tbody>
<tr>
<td>Recognised facility</td>
<td>the:</td>
</tr>
<tr>
<td></td>
<td>- participating facility</td>
</tr>
<tr>
<td></td>
<td>- partnership facility</td>
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<tr>
<td></td>
<td>- national access facility</td>
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<td></td>
<td>- local access facility</td>
</tr>
<tr>
<td></td>
<td>- extended access facility</td>
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<tr>
<td></td>
<td>- prime facility, or</td>
</tr>
<tr>
<td></td>
<td>- prime with key London facility</td>
</tr>
<tr>
<td></td>
<td>in accordance with your facility access that applies to your benefits.</td>
</tr>
<tr>
<td></td>
<td>For details of a hospital or a treatment facility, centre or unit in your recognised facility network visit our consultants and facilities website at finder.bupa.co.uk</td>
</tr>
<tr>
<td>Recognised practitioner</td>
<td>a healthcare practitioner who at the time of your treatment:</td>
</tr>
<tr>
<td></td>
<td>- is recognised by us for the purpose of our private medical insurance schemes for treating the medical condition you have and for providing the type of treatment you need, and</td>
</tr>
<tr>
<td></td>
<td>- is in our list of recognised practitioners that applies to your benefits.</td>
</tr>
<tr>
<td></td>
<td>each anniversary of your start date, or a common renewal date</td>
</tr>
<tr>
<td></td>
<td>depending on the month in which you join the scheme, your initial period of cover may not be a full year and your subscription and benefits may change at the common renewal date. This date may be different to the start date of you joining the scheme.</td>
</tr>
<tr>
<td></td>
<td>to identify which applies to you please see your membership certificate or eligibility information leaflet.</td>
</tr>
<tr>
<td>Resident</td>
<td>where your current, permanent address is.</td>
</tr>
<tr>
<td>Scale of cover</td>
<td>if a scale of cover applies to your benefits, the scale of cover specified on your membership certificate, which is Scale A, B or C.</td>
</tr>
<tr>
<td></td>
<td>Your scale of cover sets your benefit levels for out-patient therapists’ fees and, where it is included in your cover, NHS cash benefit for NHS hospital in-patient treatment. Benefit levels are specified on your membership certificate. Other benefits may apply to particular scales of cover from time to time.</td>
</tr>
<tr>
<td>Schedule of procedures</td>
<td>the schedule used by Bupa for the purpose of providing benefits which classifies surgical operations according to their type and complexity. The schedule may change from time to time. Not all procedures listed in the schedule are covered under Bupa schemes. Further information on the schedule is available on request.</td>
</tr>
<tr>
<td>Word/phrase</td>
<td>Meaning</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Scheme</td>
<td>the cover and <em>benefits</em> we provide as shown on your <em>membership certificate</em> together with this Bupa membership guide subject to the terms and conditions of the <em>agreement</em>.</td>
</tr>
<tr>
<td>Special condition</td>
<td>any exclusions or restrictions to cover that are personal to an individual based on the medical history given to <em>us</em> for that individual. If special conditions apply to an <em>underwritten member’s</em> cover these are shown in the ‘Special conditions’ section for that <em>underwritten member</em> on your <em>membership certificate</em>.</td>
</tr>
<tr>
<td>Specialist drugs</td>
<td>drugs and medicines to be used as part of your <em>eligible treatment</em> which are not <em>common drugs</em> and are at the time of your <em>eligible treatment</em> included on our list of specialist drugs that applies to your <em>benefits</em> that is available at bupa.co.uk/policyinformation and on request. The specialist drugs on the list may change from time to time.</td>
</tr>
<tr>
<td>Start date</td>
<td>the date <em>you</em> started <em>your</em> current continuous period of cover under the scheme as shown as ‘effective underwriting date’ on your <em>membership certificate</em>.</td>
</tr>
</tbody>
</table>
| Subscription review date | *if* *you* have agreed a five-year subscription review option with *us*, every fifth *renewal date* after the date *we* agreed the five year subscription review with *you*, or  
*if* *you* have agreed a ten-year subscription review option with *us*, every tenth *renewal date* after the date that *we* agreed the ten year subscription review with *you*.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Surgical operation       | a surgical procedure or complex investigative/diagnostic procedure including all medically necessary *treatment* related to the procedure and all consultations carried out from the time you are admitted to a *recognised facility* until the time you are discharged, or if it is carried out as *out-patient treatment*, all medically necessary *treatment* related to the operation and any consultation on the same day which is integral to the operation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Therapist                | *a* chartered physiotherapist  
*a* British Association of Occupational Therapists registered occupational therapist  
*a* British and Irish Orthoptic Society registered orthoptist, or  
*a* Royal College of Speech and Language Therapists registered speech and language therapist  
who is Health Professions Council Registered and is a *recognised practitioner*. *You* can contact us to find out if a practitioner is a *recognised practitioner* and the type of *treatment* we recognise them for.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
<table>
<thead>
<tr>
<th>Word/phrase</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treatment</td>
<td>surgical or medical services (including <strong>diagnostic tests</strong>) that are needed to diagnose, relieve or cure a disease, illness or injury.</td>
</tr>
<tr>
<td>Underwritten member</td>
<td>a member whose <strong>membership certificate</strong> shows the underwriting method applied to them is underwritten.</td>
</tr>
<tr>
<td>United Kingdom/ UK</td>
<td>Great Britain, Northern Ireland, the Channel Islands and the Isle of Man.</td>
</tr>
<tr>
<td>Waiting period</td>
<td>a period of continuous cover during which benefits are not payable. The length of any waiting periods that apply to your <strong>benefits</strong> are shown under the ‘Waiting periods’ section on your <strong>membership certificate</strong>.</td>
</tr>
<tr>
<td>We/our/us</td>
<td><strong>Bupa.</strong></td>
</tr>
<tr>
<td>Year</td>
<td>the period beginning on <strong>your start date</strong> or <strong>renewal date</strong> and ending on the day before <strong>your next renewal date</strong>.</td>
</tr>
<tr>
<td>You/your</td>
<td>this means the <strong>main member</strong> only.</td>
</tr>
</tbody>
</table>
Privacy notice – in brief

We are committed to protecting your privacy when dealing with your personal information. This privacy notice provides an overview of the information we collect about you, how we use and protect it. It also provides information about your rights. Further details can be found in our Full Privacy Notice available at bupa.co.uk/privacy. If you do not have access to the internet and would like a paper copy of the Full Privacy Notice, please contact the Bupa Privacy team on +44 (0) 1784 893706. Alternatively you can email the team at dataprotection@bupa.com or write to Bupa Data Protection, Willow House, 4 Pine Trees, Chertsey Lane, Staines-Upon-Thames, Middlesex TW18 3DZ.

If you have any questions about how we handle your information, please contact us at dataprotection@bupa.com

Information about Bupa

In this privacy notice, references to ‘we’ or ‘us’ or ‘our’ are to Bupa. Bupa is registered with the Information Commissioner’s Office, registration number Z6831692. Bupa is comprised of a number of trading companies, many of which also have their own data protection registrations. For company contact details, visit bupa.co.uk/legal-notices

Scope of our privacy notice

This privacy notice applies to anyone who interacts with us in relation to our products and services (‘you’, ‘your’), via any channel (eg email, website, telephone, app etc).

Ways in which we obtain personal information

We obtain personal information from you and from certain third parties (eg those acting on your behalf, like brokers, healthcare providers etc.). Where you provide us with information about other individuals, you must ensure that they have seen a copy of this privacy notice and are comfortable with you doing this.

Categories of personal information

We process two categories of personal information about you and/or, where applicable, your dependants, namely standard personal information (eg information we use to contact you, identify you or manage our relationship with you); and special categories of information (eg health information, information about race, ethnic origin and religion that allows us to tailor your care, and information about crime in connection with screening).
Purposes and lawful grounds of our processing personal information

We process your personal information for the purposes set out in our Full Privacy Notice, including to administer our relationship with you (including for claims and complaints handling), for research and analysis, to monitor our expectations of performance (including of health providers relevant to you) and in order to protect the rights, property, or safety of Bupa, our customers, or others. The legal ground upon which we process personal information depends on what category of personal information we process. Standard personal information is normally processed by us on the basis that it is necessary for the performance of a contract, our or a third parties’ legitimate interests or it is required or permitted by applicable law.

Marketing and preferences

We may use your personal information to send you marketing by post, telephone, social media platforms, email and text. We only use your personal information to send you marketing if we have either your consent or a legitimate interest. If you don’t want to receive personalised marketing about similar Bupa products and services that we think are relevant to you, please contact us at optmeout@bupa.com or write to Bupa Data Protection, Willow House, 4 Pine Trees, Chertsey Lane, Staines-Upon-Thames, Middlesex TW18 3DZ.

Processing for Profiling and Automated Decision Making

Like many businesses, we sometimes use automation to provide you with a quicker, better, more consistent and fair service, as well as with marketing information we think will be of interest (including discounts on our products and services). This may involve evaluating information about you and, in some limited cases, using technology to provide you with automatic responses or decisions. You can read more about this in our Full Privacy Notice. You have the right to object to direct marketing and profiling relating to direct marketing. You may also have rights to object to other types of profiling and automated decision-making. Further details are available in our Full Privacy Notice.

Sharing your information

We share your information within the Bupa Group, with relevant policyholders (including your employer if you are covered under a group scheme), with funders commissioning services on your behalf, those acting on your behalf (eg brokers and other intermediaries) and with others who help us provide services to you (eg healthcare providers) or from whom we need information to handle or verify claims or entitlements (eg professional associations). We also share your information in accordance with the law. You can read more about what information may be shared in what circumstances in our Full Privacy Notice.
Transfers outside of the European Economic Area (EEA)

Bupa deals with many international organisations and uses global information systems. As a result, Bupa transfers your personal information to countries outside of the European Economic Area (‘EEA’), (the EU member states plus Norway, Liechtenstein and Iceland) for the purposes set out in this privacy policy.

How long we retain your personal information

Bupa retains your personal information in accordance with retention periods calculated in accordance with the criteria detailed in the Full Privacy Notice available on our website.

Your rights

You have rights to have access to your information and to ask us to rectify, erase and restrict use of your information. You also have rights to object to your information being used, to ask for the transfer of information you have made available to us, to withdraw consent to the use of your information and not to be subject to automated decision-making which produce legal effects concerning you or similarly significantly affects you.

Data Protection Contacts

If you have any questions, comments, complaints or suggestions in relation to this notice, or any other concerns about the way in which we process information about you, please contact us at dataprotection@bupa.com

You also have a right to make a complaint to your local privacy supervisory authority. Bupa's main establishment is in the UK, where the local supervisory authority is the Information Commissioner, who can be contacted at: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, United Kingdom. Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate).
Financial crime and sanctions

Financial crime

You agree to comply with all applicable UK legislation relating to the detection and prevention of financial crime (including, without limitation, the Bribery Act 2010 and the Proceeds of Crime Act 2002).

Sanctions

Bupa, through your policy, shall not provide cover or be liable to pay any claim where this would expose Bupa to any sanction, prohibition or restriction under United Nations resolutions, or trade or economic sanctions, laws or regulations of the European Union, United Kingdom, United States of America, and/or all other jurisdictions where Bupa transacts its business, including but not limited to providing medical coverage inside Sudan, Iran, North Korea, Syria, and Cuba.
Bupa health insurance is provided by:
Bupa Insurance Limited. Registered in England and Wales No. 3956433. Bupa Insurance Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Financial Services Register No. 203332.

Bupa insurance policies are administered by:

You can check the Financial Services Register by visiting https://register.fca.org.uk or by contacting the Financial Conduct Authority on 0800 111 6768.

Registered office: 1 Angel Court, London EC2R 7HJ
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