

Sports Injury

About this claim form

- There are several sections for you to complete in full, as well as some for your employer. If you're self-employed, you'll need to fill in all these sections.
- To avoid delays with your claim, it's important that you provide answers to all the questions, including any additional documentation requested.
- The issue of this form is not an admission of liability.

Helpful instructions

We know that making a claim is often done at a stressful time and understand the importance of processing your claim as quickly as possible. Your claim will be managed by Proclaim Management Solutions (Proclaim), our trusted claims service provider, who is committed to ensuring your claim is handled efficiently, honestly, and fairly.

Sections 1 to 5	Please fully complete Sections 1 to 5 of this claim form, including the injury statement Please do not attach accounts paid or part paid by Medicare
Section 6	Sign the "Club/Association Declaration" and ensure you have provided the email address.
Section 7	If you're an employee , ask your employer to complete Section 6, and include 12 months payroll history prior to the date of your injury/sickness. If you're self-employed , please fill out Section 6 and provide your Tax Assessment Advice from the ATO for the previous financial year as proof of your income.
Section 8	Sign the privacy declaration "Medical Authority and Declaration"
Section 9	"Medical Practitioner's Statement" is completed by your doctor.
Supporting documents	Attach any supporting documents you have for medical expenses to claim.

Ready to submit your claim form?

If so, please double check that you have followed all of the instructions, then send the completed claim form to ahclaims.au@libertymutual.com

You can fill out the form either electronically or by hand and if you have any questions regarding the completion of this claim form, please contact Proclaim on 1300 552 446 or +61 3 9660 5200.

Claim form



1. POLICY AND PERSONAL INFORMATION – ALL QUESTIONS REQUIRE COMPLETION

Employer's name				Policy #
Title	Given name(s)	Male	Female	Prefer not to state
Family name				Date of birth
Residential address				
Suburb		State	Postcode	
Postal address				
Do you consent to us communicating with you by email?	Yes	No	Email	
Daytime contact number			Alternative number	

2. EFT AUTHORISATION

I hereby authorise and request that Proclaim credit my bank account as indicated below

Account holder's name

BSB no

Account no

Bank

3. DETAILS OF ACCIDENT & INJURY

Date of accident

Time

AM

PM

Address where accident occurred

Were there any witnesses to the accident?

Yes

No

Witness name

Witness address

Please describe how the accident/injury occurred:

What were the injuries suffered?

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Have you previously been treated for any serious injury?

Yes No

If yes, please give details:

Provide details of any previous claim made for any previous injury against any insurance company:
(Please attach separate sheet if insufficient space)

During the 24 hours before the injury, did you drink any alcohol or take any drug(s) and/or prescribed medication?

Yes No

If yes, please state types and quantities:

What was your activity at the time of the accident?

Organised competition

Organised training

Social or private competition

Travelling to/from activity

Sanctioned fund-raising/social event

Where did your injury occur?

Indoor

Outdoor

Surface at point of injury?

Timber

Synthetic

Concrete/asphalt

Grass

Other

If other, please advise:

Weather conditions?

Fine

Rain

Showers

Extreme heat

Extreme cold

Surface conditions?

Dry

Wet

Other

If other, please advise:

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4. TREATMENT RECEIVED

Please outline all treatment received to date in the management of your condition, and include any relevant medical documents, reports or investigative scans:

When did you first obtain treatment? Time AM PM

Name of current treating doctor

Clinic name/address

Name of regular doctor

Clinic name/address

Date first consulted doctor

Date last consulted doctor

How long have they been your regular doctor? Years

Months

Was hospital treatment required?

Yes

No

If yes, please complete the following regarding your hospital stay (please attach separate sheet if insufficient space)

From	To	Hospital name	Hospital address

Give details of all attending physicians (please attach separate sheet if insufficient space)

Doctor's name	Address	Telephone number

5. NON-MEDICARE MEDICAL EXPENSES

The Australian Health Insurance Act does not permit us to contribute to any charges covered by Medicare (including the Medicare gap or the Medicare out of pocket amount. Please do not attach accounts paid or part paid by Medicare).

Are you a member of an ambulance service?

Yes

No

If yes, please give details:

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Are you a member of a private health fund? Yes No

If yes, please give details:

Does your private health insurance have hospital cover? Yes No

Does your private health insurance cover extras (physio etc.)? Yes No

Name of provider	Service (e.g. physio)	Date of service	Charged amount	Private health rebate	Amount claimable A\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Total					\$
Less excess					\$
Total amount of claim					\$

6. CLUB/ASSOCIATION DECLARATION

Association/club name

Association/club official's name

Association/club official's position

Address

Suburb

State

Postcode

Daytime contact number

Alternative number

Email (important)

I, the above mentioned Association/club official, confirm that

(Member's name)

was a registered and financial member of this association/club and was an insured person as identified in the Personal Accident Insurance with Liberty at the time of the accident, that the information contained in this statement is true and correct, and to the best of my knowledge and belief the information referred to in this claim form is true and correct.

Is there any comments in relation to this claim? Yes No

If yes, please give details:

Signature of official

Date

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7. TO BE COMPLETED BY YOUR EMPLOYER

Employer's name

This is to certify that

has been unable to attend their occupation as a result of injury from

until

Their average gross weekly salary (as defined by the policy wording) averaged over the previous 12 months at the time of this accident/sickness was

A\$

Has your employee's last 12 months payroll history been attached with this report, and if not, please provide

Yes

No

Their sick leave entitlement as at the date of injury or sickness

days

They have been employed since

Please confirm if they are still an employee

Yes

No

Please confirm the date they were no longer employed

Has a claim for workers' compensation been lodged?

Yes

No

In the case of a motor vehicle accident, has a claim been lodged against the Traffic Accident Commission/CTP insurer?

Yes

No

Signature of supervisor or manager

Name of supervisor or manager (please print)

Telephone number

Date

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8. MEDICAL AUTHORITY AND DECLARATION

I understand that by investigating my claim or by accepting proof of my claim, neither Proclaim Management Solutions (Proclaim) or Liberty have accepted liability, nor waived any of their rights in respect of any claim arising under the policy.

I consent to Proclaim and/or Liberty using and disclosing my personal information in accordance with their respective privacy policies and this document. This consent remains valid unless I alter or revoke it by giving written notice to Proclaim's Privacy Officer.

I authorise any person or entity to provide to Proclaim or Liberty such personal information (including health information) as Proclaim or Liberty in its absolute discretion considers relevant for its assessment of my claim including my entitlement to benefits.

I will use my best endeavours and render all reasonable assistance and cooperation to Liberty and Proclaim in the assessment of my claim. I confirm that any information that I supply will be true and correct and that I will not deliberately withhold any information likely to affect the acceptance or handling of my claim.

I understand that if I do not consent to the terms of this authority or revoke my consent, Proclaim or Liberty may not be able to process or assess my claim.

I appoint Proclaim to do everything necessary or expedient to give effect to the transactions contemplated by the consents and authorisations in this document and to execute, on my behalf, any documents or to do such acts required to give effect to this Privacy Consent and Medical Authority.

Your signature

Date

Your name

Signature of witness (any adult person)

Date

Name of witness

Privacy Notice

Liberty Mutual Insurance Company, Australia Branch (ABN 61 086 083 605) incorporated in Massachusetts, USA (the liability of members is limited) (**Liberty**) is part of the Liberty Mutual Group headquartered in the United States.

Liberty and Proclaim Management Solution (**Proclaim**) are bound by the Privacy Act 1988 (Cth) and its associated Privacy Principles when collecting and handling your personal information. For the purposes of this Privacy Notice, 'we', 'us' or 'our' refers to, if the context permits, both Liberty and Proclaim.

We collect personal information to provide insurance products and services, manage claims and support related business operations. This may include information collected from insurance brokers, intermediaries, or directly from you. If you do not provide the personal information requested, we may be unable to offer the appropriate type or level of service.

If you provide us with personal or sensitive information about another individual, you must ensure they are aware of this notice and have consented to the disclosure. If you have not done so, please inform us before sharing their data. Your personal information may be disclosed to our related entities, reinsurers, insurance intermediaries, loss adjusters, legal and professional advisors and other service providers. We may also store your information with third party cloud or electronic storage providers.

Some recipients may be located overseas in the United States, Canada, United Kingdom, European Union, India, China, Australia, Hong Kong, Singapore and Malaysia. Where reasonably necessary, your information may be transferred to countries without comparable data protection laws to deliver the services you request. By engaging with us, you consent to these cross-border transfers unless you notify us otherwise in writing.

We are committed to protecting your privacy and ensuring transparency in how we use your personal information. As part of this commitment, we confirm Liberty does not currently use automated decision-making (**ADM**).

You may access or seek correction of your personal information, make a privacy complaint, or raise any queries by contacting Liberty's Privacy Officer and/or Proclaim's Data Protection Officer: privacy.officer.ap@libertymutual.com.

If you require a physical mailing address, please contact the Privacy Officer via email: GDPR.enquiries@dwf.law (please mark the subject heading of your email "For the attention of the Data Protection Officer")

For more information, and to view the relevant privacy policy for your jurisdiction, visit: [Australia Privacy Policy](#).

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9. MEDICAL PRACTITIONER'S STATEMENT

This form should be fully completed. The patient is responsible for any fee incurred.

Patient's name

Date of birth

Height

Weight

Diagnosis (if fracture or dislocation, describe nature and location (i.e. simple, compound))

Cause

Is this condition

An injury

A sickness

Does the patient have any other injury or sickness that is contributing to the condition?

Yes

No

Please provide details:

Is condition due to injury or sickness arising out of the patient's employment?

Yes

No

Please provide details:

Date of onset/first symptoms?

When did the patient first consult with you for this condition?

Has the patient ever had the same or similar condition?

Yes

No

If yes, please state when this occurred and the diagnosis:

Name of patient's usual doctor/medical practice

Length of time attending the usual doctor/medical practice?

If the patient was hospitalised,

please provide the admission date

and discharge date

Name of hospital

Has the patient had surgery or is it anticipated?

Yes

No

Please provide details:

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Date performed, or anticipated to be performed

Name of hospital

Outline all treatment received to date in the management of your patient's condition. Please include any relevant medical documents, reports or investigative scans

Was the patient referred by you, or to you?

Referred

Referring

Please provide details:

Doctor's details

Date of referral

Is the patient still disabled?

No

when did the patient return to work?

Yes

how long will the patient be:

– totally disabled (unable to perform any part of their occupation)

from

to

– partially disabled (able to perform part of their occupation)

from

to

Has the patient requested medical evidence for their current disability to be issued to any other insurance company, accident commission, workers' compensation insurer, government body, sports body or any other insurance body?

Yes

No

If yes, please provide the name of the company, the contact and claim number:

Name of company

Contact number

Claim number

Signature of medical practitioner

Name and qualifications (print)

Address

Telephone