Medibank Claim form

How do I make a claim with Medibank?

The easiest way to submit a claim with Medibank is to use our Online Claims Tool at https://claims.travelinsurancepartners.com.au/Medibank

You can make your claim with Medibank in 3 simple steps:

1 Fill out the claim form

Please look at the below table to see which sections of the claim form are needed for your claim and what pages they can be found on.

<table>
<thead>
<tr>
<th>I am claiming for:</th>
<th>I need to fill out:</th>
<th>On pages:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A medical cost I incurred overseas</td>
<td>Part 1, Part 2, Medical form</td>
<td>2-3, 9-10</td>
</tr>
<tr>
<td>Additional transport or accommodation costs I incurred on my trip</td>
<td>Part 1, Part 3, Medical form is needed if the event was an illness/injury</td>
<td>2-3, 4, 9-10</td>
</tr>
<tr>
<td>The cost of amending/cancelling my trip</td>
<td>Part 1, Part 4</td>
<td>2-3, 5-6</td>
</tr>
<tr>
<td>- due to illness</td>
<td>Medical form</td>
<td>9-10</td>
</tr>
<tr>
<td>- and I have a travel agent</td>
<td>Travel agent form</td>
<td>11-12</td>
</tr>
<tr>
<td>Lost/stolen/damaged luggage or money</td>
<td>Part 1, Part 5</td>
<td>2-3, 7</td>
</tr>
<tr>
<td>Clothing and toiletries I purchased due to a luggage delay</td>
<td>Part 1, Part 6</td>
<td>2-3, 8</td>
</tr>
<tr>
<td>Rental car insurance excess</td>
<td>Part 1, Part 7</td>
<td>2-3, 8</td>
</tr>
<tr>
<td>Something not listed above</td>
<td>Part 1, Part 8</td>
<td>2-3, 8</td>
</tr>
</tbody>
</table>

If you have more than one reason to claim E.g. lost luggage at the start of your trip and a medical bill at the end), please fill out all relevant parts of the form.

2 Provide all relevant documentation

• Each section of the claim form has a checklist of the documents we require to support your claim
• If you can’t provide any of the documents we request, please include a letter explaining why
• We accept documents in a foreign language

3 Send us your claim

@ medibank-claims-processing@travelinsurancepartners.com.au (you can send up to 10mb of attachments)

✉ Medibank Travel Insurance, c/o Travel Insurance Partners
PO Box 168 North Sydney NSW 2060 (registered or express post recommended)

☎ 02 8362 9367 (scanning and emailing your claim is recommended over faxing)

What happens next?

• If you submit your claim via email, you will receive a confirmation email, and then our response to your claim within 10 business days.
• If you submit your claim via post or fax, we will contact you with our response to your claim within 10 business days.

Please do not staple or glue the pages of this claim form or any included documents together before submitting to our office.
Claim form

Part 1: General information - All questions in this section must be answered

Your policy number

Unsure? Contact your policy provider to obtain a copy of the Certificate of Insurance.

a. Your information

<table>
<thead>
<tr>
<th>Title</th>
<th>Given name(s)</th>
<th>Surname</th>
<th>Date of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Mobile phone (or best other contact)</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postal address</th>
<th>Suburb</th>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b. Payment

If your claim is approved we will deposit your settlement into your nominated bank account below (we cannot make payments to a credit card).

We prefer to pay successful claims directly into your bank account as it is faster and safer.

Name of bank

Account holder name

BSB number

Account number

(If you do not complete above payment details, we will post you a cheque which may take up to 5 additional days.)

Please ensure that the bank account details you provide to us are correct. We will not be liable for any loss that you suffer as a result of payment(s) made to an incorrect bank account because the details you have supplied were incorrect. If you are unsure of your bank account details, please contact your bank or financial institution for assistance.

c. ABN holders

Are you registered for GST purposes?

☐ Yes - Fill out your ABN and answer all questions under c. ABN Holders

☐ No - Proceed to d. Your declaration

Have you claimed or are you entitled to claim an Input Tax Credit (ITC) in respect to the GST paid on the insurance policy under which this claim is being made?

☐ Yes ☐ No

If Yes, what percentage of the GST did you claim or are you entitled to claim?

(If the GST paid and your ITC entitlement are the same amount, the answer to this question is 100%)

ABN

d. Your declaration

I/we declare that:

• all statements and particulars stated on this form and all documents submitted are true and correct.

• I/we will cooperate fully with the insurers in the assessment of my claim.

• I/we have not withheld any material information connected with this claim that will inhibit the insurer’s ability to make a fair and reasonable assessment of my claim.

• I/we acknowledge that my personal information may be disclosed to, and obtained from, certain other parties including the Insurance Reference Services database, other insurers and government agencies.

• I/we assign to the insurer all rights of recovery/salvage against any person or organisation and will cooperate to secure such rights.

• I/we have read and understood the Privacy Notice on page 13.

• you may send the personal information included on this form and related documents overseas to assess investigate and pay my claim.

I understand that this information may not be subject to the same level of Privacy as is offered by the Australian Privacy Regime and that I will not be able to seek redress under the Privacy Act 1988 in the overseas jurisdiction.

• where I/we provide information, including sensitive information, about other individuals, that I/we have informed them (or their parent, guardian, executor or Power of Attorney) of the personal information being provided and the contents of the Privacy Notice and have obtained their consent to providing the information.

Signature of claimant(s)

Date

WARNING: We are committed to investigating claims to avoid passing the costs of dishonest and fraudulent claims on to you. We try to conduct investigations quickly and with minimal disruption. Fraud will be reported to the police.
Part 2: Overseas medical and dental

REQUsted DOCUMENTATION:
- Original itinerary
- Certificate of Insurance
- Medical reports from the treating overseas medical provider which confirm the diagnosis.
- All invoices and receipts.
- If the claim is due to a dental condition, we require written confirmation from the treating dentist that the treatment was not caused by or related to the deterioration and/or decay of teeth or associated tissue.
- The Medical Authority (page 9) completed by the person whose state of health caused the claim or Executor of the Estate if applicable.
- The Medical Certificate (page 9) completed by your usual medical practitioner. **Please note:** If you are unable to provide this or don’t have a usual G.P., we may have to request Medicare records which can delay the processing of your claim.

Please list each bill/receipt separately:

<table>
<thead>
<tr>
<th>Name of doctor, dentist, pharmacy, hospital or provider</th>
<th>Date of treatment, consultation etc.</th>
<th>Amount charged (include currency)</th>
<th>Paid?</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.g. Dr T Smith, New York Medical Centre</td>
<td>1/9/13 11:45 AM/PM</td>
<td>USD$180.00</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>1/2/14 9:00 AM/PM</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>1/3/14 10:30 AM/PM</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>1/4/14 3:00 PM/PM</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>1/5/14 12:30 PM/PM</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>1/6/14 9:00 AM/PM</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>1/7/14 11:00 AM/PM</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>1/8/14 2:00 PM/PM</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>1/9/14 3:30 PM/PM</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>1/10/14 10:00 AM/PM</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>1/11/14 12:00 PM/PM</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>1/12/14 3:00 PM/PM</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>1/13/14 11:00 AM/PM</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>1/14/14 9:00 AM/PM</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>1/15/14 11:00 AM/PM</td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

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Part 3: Additional expenses

REQUIRED DOCUMENTATION:
- Original itinerary
- Certificate of Insurance
- All invoices and receipts.

If your claim is due to travel delay:
- You will need to supply a letter from the transport provider that confirms the length and reason for the delay as well as any compensation offered.

If caused by a medical condition:
- If the expenses were incurred due to someone's health, you will need to supply a medical report from the treating overseas medical practitioner confirming the nature of the illness or injury that gave rise to your claim.
- The Medical Certificate (page 9) completed by your usual medical practitioner for claims due to a medical condition, illness or death (i.e. not an injury).
- The Medical Authority (page 9) completed by the patient whose health has caused the claim or the Executor of the Estate for claims due to a medical condition, illness or death (i.e. not an injury).

Please complete this section if you are claiming for expenses incurred as a result of an unforeseen event.
E.g. Accommodation and transport expenses.

1. Please provide a full description of why the additional expenses were incurred.

<table>
<thead>
<tr>
<th>Description of cost</th>
<th>Amount claimed</th>
<th>Description of cost</th>
<th>Amount claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. E.g. Flight</td>
<td>AUD$200</td>
<td>5.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>6.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>7.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>8.</td>
<td></td>
</tr>
</tbody>
</table>

2. If the above event had not occurred, what were your original plans for the same period?

<table>
<thead>
<tr>
<th>Original expected plan</th>
<th>Expected cost</th>
<th>Original expected plan</th>
<th>Expected cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. E.g. Flight</td>
<td>AUD$100</td>
<td>5.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>6.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>7.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>8.</td>
<td></td>
</tr>
</tbody>
</table>

3. Were your original plans above pre-paid?  
- Yes  
- No  
- Partly paid

4. If your original plans were pre-paid, did you receive a refund?  
- Yes  
- No  
- If Yes, please advise the amount

5. If your claim is due to travel delay please advise when you were due to depart and when you actually departed.

When were you due to depart?  
- Date  
- Time  
- AM/PM

When did you actually depart?  
- Date  
- Time  
- AM/PM

Mode of transport  
Transport provider name

REQUIRED DOCUMENTATION:
Original itinerary
Certificate of Insurance
All invoices and receipts.

If your claim is due to travel delay:
You will need to supply a letter from the transport provider that confirms the length and reason for the delay as well as any compensation offered.

If caused by a medical condition:
If the expenses were incurred due to someone's health, you will need to supply a medical report from the treating overseas medical practitioner confirming the nature of the illness or injury that gave rise to your claim.

The Medical Certificate (page 9) completed by your usual medical practitioner for claims due to a medical condition, illness or death (i.e. not an injury).

The Medical Authority (page 9) completed by the patient whose health has caused the claim or the Executor of the Estate for claims due to a medical condition, illness or death (i.e. not an injury).
Part 4: Amendment or cancellation costs

**REQUIRED DOCUMENTATION:**

- Original itinerary
- Certificate of Insurance
- A copy of your original itemised invoice for your travel arrangements.

If due to someone's health (medical condition, injury or death):

- The Medical Certificate (page 9) completed by the usual medical practitioner.
- The Medical Authority (page 9) completed by the person whose state of health caused the claim or the Executor of the Estate.
- Additionally, if the claim is due to someone’s death you will need to provide a full copy of the Death Certificate (not an extract) that states the cause of death.

*Please note that you can obtain the travel information required below from your travel agent or supplier directly.

**International flights documentation (for any international flights)**

- A copy of the airline’s fare sheet/rules (showing the fare conditions).
- N.B.: Please check the conditions as many airlines have waivers. E.g. in the case that a passenger or their relative dies, you may be able to claim a refund from the airline with the submission of a medical or death certificate. This must be applied for first before submitting a claim.

**Domestic flights documentation (for any domestic flights)**

- Confirm if the ticket has been changed to travel at a later date. If the date hasn’t been changed, there is a 12 month credit allowance that is available for use through the airline. If the customer is unable to use the credit, the customer will need to obtain confirmation that the credit has been cancelled before claiming for it through their travel insurance policy.

- Jetstar: Confirm if the ticket has been changed to travel at a later date. If any amounts are being held in credit with the airline, the customer will need to obtain confirmation that the credit has been cancelled before claiming for it through their travel insurance policy.

- Qantas: Identify what the specific conditions are for the Qantas fare. E.g. “Red E deal”, “fully flexible” etc and confirm if the ticket has been changed to travel at a later date or advise if any amounts are being held in credit with the airline. If the customer is unable to use the credit, they will need to obtain confirmation that the credit has been cancelled before claiming for it through their travel insurance policy.

- Land arrangements documentation (for any land bookings)

  - We require a copy of the providers booking conditions showing the published cancellation penalties. This is usually shown in the back of the relevant brochures.

  - If the booking conditions do not specify exactly what cancellation fees apply (E.g. cancellation fees may be up to 100%) then we require written confirmation from the wholesaler confirming how much you are to be refunded.

**Cruise documentation (for any cruises)**

- We require a copy of the providers booking conditions showing the published cancellation penalties. This is usually shown in the brochures.

- We also need a breakdown of any tax component (i.e. port taxes) that should be refundable.

---

Please provide consent by signing below if you would like your travel agent to be able to provide and receive information, including sensitive information, relating to this claim.

<table>
<thead>
<tr>
<th>Your travel agent’s name</th>
<th>Name of the travel agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of policyholder(s)   Date

[ ]/ [ ]/ [ ]

1. Were all of your travel arrangements booked by a travel agent?

- [ ] Yes - You do not need to fill out the following. Instead, please have your travel agent complete the ‘Agent form’ on page 11.
- [ ] No - Please fill out the table following for any arrangements that you booked yourself. If any of your travel arrangements were booked by a travel agent, please have them fill out page 11.

You only need to complete the following for travel arrangements being claimed that were not arranged by a travel agent.

Your policy covers you for amendment or cancellation, whichever is the less (subject to policy limits and the terms and conditions of the Product Disclosure Statement). Firstly you need to work out how much it would cost you to amend your journey (e.g. to travel at a later date) compared to the non-refundable amount you won’t be able to get back if you cancel the journey. In most cases it is more cost effective to amend your journey rather than cancel it. If you have not made any changes to your travel plans yet as a result of a potential claim under this section, please phone us and we will guide you.

2. On what date did you cancel/amend your journey? [ ]/ [ ]/ [ ]

3. Can you travel on different dates? [ ] Yes [ ] No

If No, please explain the reason why you have not amended the journey.

continued on page 6
Please fill out this column for any **amended** travel arrangements

<table>
<thead>
<tr>
<th>Travel arrangement</th>
<th>Amendment costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flights (excluding taxes)</td>
<td>E.g. Flight</td>
</tr>
<tr>
<td>Flight taxes</td>
<td></td>
</tr>
<tr>
<td>Accommodation</td>
<td></td>
</tr>
<tr>
<td>Packages</td>
<td></td>
</tr>
<tr>
<td>Other (i.e. car hire, rail passes, transfers etc.)</td>
<td></td>
</tr>
</tbody>
</table>

Total $  

Please fill out this column for any **cancelled** travel arrangements

<table>
<thead>
<tr>
<th>Cancellation costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Amount paid</td>
</tr>
<tr>
<td>B. Amount refunded by supplier</td>
</tr>
<tr>
<td>Amount claimable (A minus B)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A. Amount paid</th>
<th>B. Amount refunded by supplier</th>
<th>Amount claimable (A minus B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2500</td>
<td>$500</td>
<td>$2000</td>
</tr>
</tbody>
</table>

Fully refundable by the airline

Total $  

If the trip was cancelled outright prior to departure what would it have cost to amend the trip to different dates (rather than cancel outright)? $
### Part 5: Lost/stolen/damaged luggage or money

**REQUIRED DOCUMENTATION:**
- [ ] Original itinerary
- [ ] Certificate of Insurance

**For lost or stolen items:**
- [ ] Loss/theft report. E.g. police report, hotel report. The report needs to come from a responsible authority to confirm that your loss took place.
- [ ] For items lost or stolen while in the custody of a transport provider, we require a letter from the transport provider confirming that the loss has been reported to them by you and advising the amount of compensation they are paying to you for your loss.
- [ ] For all items, we will require proof of ownership.

**As proof we will consider:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Receipt or duplicate receipt from the place of purchase</th>
<th>Mobile service provider contract showing terms of ownership</th>
<th>Other proof (this could be instruction manuals, warranty cards, credit card/bank card statements, photographs or packaging)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical items (including camera, laptops, MP3 players, tablet computers, etc.)</td>
<td>✓</td>
<td></td>
<td>OR</td>
</tr>
<tr>
<td>Mobile phones (including smart phones)</td>
<td>✓</td>
<td>✓</td>
<td>OR</td>
</tr>
<tr>
<td>All other items</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

- For mobile phones we also require a mobile network service provider letter which confirms the handset is barred and the mobile device disabled.
- For all items you have replaced already, please send in copies of the receipts for the replacement items.

**For damaged items:**
- [ ] Obtain from a repairer (of your choice) a quote stating the nature of the damage and the repair cost or a letter stating that the item is damaged beyond economical repair. We may request the damaged item to be sent to us so please keep it.
- [ ] If the item is damaged beyond economical repair, please also send in proof of purchase (please see table above for the kinds of proof we will consider).

1. **How did the loss/theft/damage occur?** (please include a letter if more space required). If the items you are claiming for were with another person at the time of loss, please provide their full name and contact details, and please describe how they are known to you.

   ![Full description of each item](https://example.com)

2. **Did you contact our emergency assistance team?** [ ] Yes [ ] No

3. **Were the police or a responsible authority notified?** [ ] Yes [ ] No

   Report reference number

   If No, please explain why this policy requirement was not met.

4. **If you are claiming for spectacles, dentures or a hearing aid, these items are normally claimable against your health fund.**

   **Do you have a private health fund?** [ ] Yes [ ] No

   Please include evidence of the amount paid by your Private Health Insurer.

5. **If a transport provider caused this loss, have you submitted a claim with them?** [ ] Yes [ ] No

   If No, there is a liability imposed on airlines by the 1999 Montreal Convention for costs associated with lost or delayed luggage so you should claim from them before submitting your claim to us. For other transport providers you also need to submit a claim directly to them in the first instance.

   Travel insurance protects you against the amount the responsible transport provider is unable to compensate you for, subject to your policy conditions and limits.

   If Yes, please give details and the claim reference number.

6. **Have you received compensation from the airline or transport provider?** [ ] Yes [ ] No

   If Yes, what amount did you receive in compensation? Please make sure you include written confirmation of this amount.

   Please list all items you are claiming in the table below.

   **WARNING:** Claiming for items that you never owned, claiming for items that were not lost or stolen, inflating the amount of your claim or providing false or misleading information about how the loss occurred is fraud. As fraudulent claims increase travel insurance premiums for all customers, Medibank has a dedicated team of fraud specialists that investigates all claims.

<table>
<thead>
<tr>
<th>Full description of each item</th>
<th>Brand, model, number etc</th>
<th>Month &amp; year of purchase</th>
<th>Place of purchase</th>
<th>Proof of ownership attached?</th>
<th>Have you replaced this item?</th>
<th>Original purchase price and currency or repair quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.g. T-shirt</td>
<td></td>
<td>01/15</td>
<td></td>
<td>✓</td>
<td>□</td>
<td>AUD$25.00</td>
</tr>
</tbody>
</table>
Have you received compensation from the airline?  

If Yes, what was the compensation amount?  

If No, for items lost or stolen while in the custody of a transport provider, we require a letter from the transport provider advising the amount of compensation they are paying. Travel insurance protects you against the amount the transport provider is unable to compensate you for, subject to your policy conditions and limits. You need to claim compensation from the transport provider in the first instance before submitting your claim to us.

For the traveller(s) affected, how many bags did you check in?  

How many of these bags were delayed?

**Part 7: Rental car insurance excess**

**REQUIRED DOCUMENTATION:**
- Original itinerary
- Certificate of Insurance
- The Rental Agreement/contract showing the excess you were liable to pay in the event of damage or theft.
- A copy of the itemised repair invoice showing the cost of repairs to the vehicle.

**Part 8: Other expenses claimed**

This section is for any other expenses not mentioned above.
Medibank and your personal information

Why we collect your personal information

We collect your personal information (including sensitive information) so we can:

• identify you and conduct necessary checks
• determine what services or products we can provide to you or others
• issue, manage and administer services and products provided to you or others including claims investigation, handling and payment
• improve our services and products e.g training and development of our representatives, product and service research, data analysis and business strategy development
• make special offers of other services and products that might be of interest to you.

What happens if you don’t give us your personal information?

If you choose not to provide us with the information we have requested, we may not be able to provide you with our services or products or properly manage and administer services and products provided to you or others.

How we collect your personal information

Through websites from data you, or your travel consultant, input directly or through cookies and other web analytic tools, via email, by telephone or in writing.

We collect personal information directly from you unless:

• you have consented to collection from someone else
• it is unreasonable or impracticable for us to do so or
• the law permits us to.

We may also collect additional personal information from other third parties who help us provide you with our services and products or help us administer the products.

If you provide us with personal information about another person you must only do so with their consent and agree to make them aware of this privacy notice.

Who we disclose your personal information to

We share your personal information with third parties for the purposes noted above.

The third parties include:

• insurers
• medical providers, travel providers and your travel consultant
• our lawyers and other professional advisers
• our related companies and other representatives or contractors who we have hired to provide services or to monitor the services provided by us or our agents, our products or operations
• other parties we may be able to claim or recover against or other parties where permitted or required by law.

Additional third parties are detailed in our Privacy Policy available on our website www.travelinsurancepartners.com.au.

We may also need to disclose information to recipients located overseas. Who they are may change from time to time. You can contact us for details or refer to our Privacy Policy available at our website www.travelinsurancepartners.com.au. In some cases we may not be able to take reasonable steps to ensure they do not breach the Privacy Act and they may not be subject to the same level of protection or obligations that are offered by the Act in Australia. By proceeding to acquire our services and products you agree that you cannot seek redress under the Act or against us, to the extent permitted by law, and may not be able to seek redress overseas.

By proceeding with your application, you and any other traveller included on the policy consent to this use and these disclosures unless you tell us otherwise, by contacting us.

More information, access, correction or complaint

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Contact us

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