

You have been injured as a result of an accident

CHECKLIST OF DOCUMENTS TO BE KEPT IN YOUR CLAIM FILE

In terms of compensation, **ALL documents pertaining to harm suffered are important**. When you receive them, keep them in a safe place; they will be required as evidence of harm and in order for compensation to be paid quickly and in full.

To determine the extent of harm suffered, you will be sent various forms to complete. Below is a checklist of the key documents you need to retain:

- Medical documentation: Reports, x-rays, test results and so forth, as well as certificate of recovery from or stabilisation of your injury or injuries
- Evidence of medical expenses incurred
 - o Invoices for hospital care and ambulance transportation
 - o Certificates of reimbursement by your mutual health-insurance provider
 - o BVAC (*Bijkomende Verzekering/Assurance Complémentaire*) certificates issued on request by pharmacists and stating the identities of the patient and the doctor, and detailing the medication in respect of which the prescription was issued
- Monthly payslips and annual pay statement or tax return
- Travel and administration expenses: All receipts and invoices
- Damage to clothing and other items: Purchase receipts or description/photograph of the item in question

IMPORTANT: Keep all damaged items!

<p style="text-align: center;">Keep these documents in a safe place. Complete and return all forms sent to you <u>as quickly as possible</u>.</p>
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