



Contact details

Tel: 0860 101 252 • PO Box 652509, Benmore 2010 • www.retailmedicalscheme.co.za

Application for special payments made from the Medical Savings Account

This is an application form to make special payments from the Medical Savings Account (MSA).

Who we are

Retail Medical Scheme (referred to as "the Scheme"), registration number 1176, is a non-profit organisation, registered with the Council for Medical Schemes.

Discovery Health (Pty) Ltd (referred to as 'the administrator') is a separate company and an authorised financial services provider (registration number 1997/013480/07). Discovery Health (Pty) Ltd administers Retail Medical Scheme.

How to complete this form

1. Please use one letter per block, complete with black ink and print clearly.
2. To avoid any delays, please ensure this application is completed in full and signed.
3. Please email the completed application to service@retailmedicalscheme.co.za.

When you sign this application, you confirm that the information provided is true and correct.

1. Patient's details

Title	<input type="text"/>	Initials	<input type="text"/>
First names	<input type="text"/>		
Surname	<input type="text"/>		
ID or passport number	<input type="text"/>	Membership number	<input type="text"/>
Telephone (H)	<input type="text"/>	Telephone (W)	<input type="text"/>
Cellphone	<input type="text"/>		
Email	<input type="text"/>		
Relationship to main member	<input type="text"/>		

2. Claim details

Date of treatment	<input type="text"/>
Name of supplier of treatment	<input type="text"/>
Amount being claimed R	<input type="text"/>
Practice number	<input type="text"/>
Treatment description	<input type="text"/>

1. Please attach the original claim(s) to this application form.
2. The approval of this application is subject to the funds you have accrued in your Medical Savings Account at the time we receive the claim. If payment of the attached claim(s) is approved, it will be paid from your Medical Savings Account (MSA) during the next claims payment run.
3. If you are on the Essential Plus Option, please note that this claim will not accumulate towards your Annual Threshold. This could increase your Self-payment Gap which means you will have to pay more from your own pocket until you reach the Annual Threshold.
4. On approval of your application by the Scheme, you agree and acknowledge by virtue of your signature hereunder that you are lawfully indebted to the Scheme for the balance of the amount outstanding on your MSA should you withdraw your membership of the Scheme and this amount shall be immediately repaid on withdrawal.
5. There are certain criteria that you need to be aware of before you apply for a special payment from your Medical Savings Account:
 - The main member must complete and sign this application form.
 - A valid account is needed to approve your special payment. The account must be attached to this application form. Special payments will not be approved on quotations, as you may only apply for a special payment for procedures or treatment already received – not for future expenses.

- Special payments from your MSA will only be considered for claims where the healthcare provider is appropriately registered with the Board of Healthcare Funders (BHF). This means the healthcare provider must have a BHF practice number.
 - Special payments from your MSA must be for a valid and recognised medical procedure, treatment, or product.
 - Claims must be for a minimum of R100.
 - If you have a waiting period, you will not be allowed to apply for a special payment from your MSA.
 - Special payments from your MSA cannot be made for procedures or substances which may be considered harmful, e.g. anabolic steroids and slimming substances.
 - We do not approve special payments on quotations, as you may only apply for a special payment for a procedure or treatment already received and not for future expenses.
 - Special payments from your MSA are always subject to an approval process.
 - If approved, the special payment from your MSA will be made to you, the member, and not directly to the provider as you are responsible for ensuring payment of medical accounts.
6. The above decision, one that the Scheme terms an "MSA exception" is made on a discretionary basis. The Scheme will not be held responsible for any consequences, (whether medical, financial or otherwise), that may result from the above-mentioned procedure. By having the procedure performed and accepting the "MSA exception" funding decision, you indemnify the Scheme against any claims for loss or damages that may for any reason be brought against the Scheme. We also confirm that funding from your Medical Savings Account for the above mentioned procedure will not accumulate towards your Above Threshold Benefit.

Please email the completed application to service@retailmedicalscheme.co.za, or post it to: **MSA Special Payments, Retail Medical Scheme, PO Box 652509, Benmore, 2010.**

Once we have reviewed this application, we will let you know of our decision.

Principal member's signature

Date

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Please do not sign an incomplete application form