

List of procedures related to health insurance cards and applicability

Submit to the company (in charge of social insurance)

If you lose your health insurance card Immediately

Submit "Application for Reissuance of Health Insurance Card" and "Notification of Health Insurance Card Loss."

Adding a family member Within five days

Submit "Notification of Health Insurance Dependent (Change)" with other re-quired documents.

Removing a family member Within five days

Submit "Notification of Health Insurance Dependent (Change)" and return the insurance card

Change of name Immediately

Submit "Notification of Name Change (Correction) of Insured Person" and return the insurance card

* Insurance cards from the dependents need to be returned as well.

Loss of Eligibility for membership Within five days

The insurance card must be returned.

* Insurance cards from the dependents need to be returned as well.

List of procedures for filling claims

Submit to the company (in charge of social insurance)

If you take time off from work for childbirth

Submit "Claim for Maternity Allowance" with a certification from your doctor or midwife, as well as a letter from your employer to certify your maternity leave and your remuneration being paid or unpaid during this leave.

If you take time off from work due to sickness

Submit "Claim for Injury and Sickness Allowance" with a letter from your employer to certify your remuneration being paid or unpaid, as well as a letter from a doctor to certify your condition being unable to work.

Death

Submit "Claim for Funeral Expenses"

* When applying without receiving certification from the business owner, please also attach one of the following: the death certificate, a copy of the burial or cremation certificate.

* When applying for Funeral Expenses, please attach receipts for expenses related to the funeral services, and a copy of a detailed statement including a breakdown of the expenses, in addition to the death certificate.

Submit to the FR Health Insurance Organization

When you incur high medical care costs

Submit "Application for Health Insurance Maximum Copayment/Standard Cost Reduction"

If you paid the entire medical care cost up front

Submit "Application Form for Medical Care Expenses" with the receipt attached.

* Written approval from a doctor for treatment or equipment is required, when applying for the cost of a therapeutic orthosis, acupuncture, moxibustion, massage, shiatsu, etc.

Childbirth

«When using the system of direct payment of Childbirth and Childcare Lump-sum Grant to medical institutions»

You need not take any action with respect to the Health Insurance Organization.

«When not using the system of direct payment of Childbirth and Childcare Lump-sum Grant to medical institutions»

Submit "Claim for Childbirth and Childcare Lump-sum Grant," which has been approved by a doctor, midwife, or the mayor of the municipality with the other required documents.

* Required documents to attach are: Copies of receipts for and details of childbirth expenses, copies of agreements from the medical care institution or other facility.

* A copy of the receipt with a stamp certifying the fact is required when you have given birth at a medical institution that is a member of the maternity medical care compensation scheme.

«When using the system of receipt of the Childbirth and Childcare Lump-sum Grant directly by the medical institutions on your behalf»

Fill in and submit "Application for Payment of Childbirth and Childcare Lump-sum Grant (for Receipt on Your Behalf) with a document certifying that birth is expected within two months.

Please download the application forms from our website.

