COOPERATIVE HEALTH MANAGEMENT FEDERATION

Unit 102 Malakas Suite, #88 Malakas St., Brgy. Pinyahan, Central District, Diliman, Quezon City
Tel. No. 02-89310387 / 02-82832321Email: 1coophealth@chmf.coop

DEATH CLAIM FORM

(IMPORTANT: Kindly fill-up this form and attach the required documents)

Date Submitted: _________________

PATIENT'S NAME: ____

(Surname) **(First Name)** (Middle Name) (Ext.)

POLICY NUMBER: ____

COOPERATIVE NAME: ____

CONTACT NUMBER: ____

EMAIL ADDRESS: ____

DEATH BENEFIT REQUIREMENTS CHECKLIST

(To be filled up by the COOP Representative or COOP Member)

Please check the box to the corresponding documents submitted.

NATURAL / ACCIDENTAL DEATH

- ☐ Original or Certified true copy of Death Certificate
- ☐ Photocopy of Birth Certificate of Member
- ☐ Cooperative Members Certificate
- ☐ Photocopy of Valid ID and Coop Health ID of member
- ☐ Record of Hospitalization (if died in the hospital)
- ☐ Physicians Statement (if died in the hospital)
- ☐ Incident Report / Police Report (if died due to accident)
- ☐ Autopsy Report (if required for accidental death)

REQUIREMENTS OF BENIFICIARY

- ☐ Notarized Claimants Form
- ☐ Photocopy of Birth Certificate
- ☐ Photocopy of two (2) Valid ID
- ☐ Affidavit if document submitted has a problem
- ☐ NBI / Barangay Clearance or Residence Certificate
- ☐ Marriage Certificate (if deceased member is married)
- ☐ Letter of Explanation for late claim of death benefit (beyond 30 days after death of member)

NOTE:

1. Members requesting for death claim are given ***THIRTY (30) WORKING DAYS*** from the date of death to complete **ALL** the requirements stated above.
2. Incomplete requirements will not be processed.

For inquiries, questions and concerns, you may contact the **Medical Department** thru Mobile: 0917-8048837 / Landline: 02-82832321 or thru email: claims@chmf.coop.

Submitted by:	**Checked by:**	**Received by:**
(Signature over printed name)	**(Signature over printed name)**	**(Signature over printed name)**
Benificiary of Member	*Cooperative In-charge*	*CHMF Staff*