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## Overview of your insurance documents

We will be happy to help you find orientation within your documents:

- **Insurance policy or insurance confirmation** (Versicherungsschein / -bestätigung)  
Your guarantee that you are insured with HALLESCHE. Please keep this document in a safe place.
- **Certificate of Insurance** (Versicherungsbescheinigung)  
Important: You will receive this proof if you have signed a comprehensive health insurance with HALLESCHE. Please send the certificate immediately to your previous health insurer so that your cancellation becomes effective there.
- **Employer's contribution certificate / certificate of sickness allowance for civil servants**  
(Arbeitgeberzuschuss-Bescheinigung / Beihilfebescheinigung)  
The certificates are enclosed if you have taken out comprehensive health insurance cover as an employee or as a person entitled to sickness allowance for civil servants. With the certificate, you will receive your contribution subsidy from your employer or your sickness allowance for civil servants. Therefore, please hand them in to your Human Resources Department or your sickness allowance office for civil servants as soon as possible.
- **Tax certificate** (Steuerbescheinigung)  
The certificate indicates your contributions that are tax-deductible without limit. Please pass this on to your Human Resources Department so that you can benefit directly from the tax advantage. Self-employed persons can use the certificate as proof for the tax office when making advance income tax payments. You can find answers to frequently asked questions on the Internet at [www.hallesche.de/steuervorteil](http://www.hallesche.de/steuervorteil).
- **General terms and conditions of insurance** (Allgemeine Versicherungsbedingungen)  
The conditions inform you about your tariffs and about the rights and obligations arising from your insurance contract.
- **Insurance Product Information Document and User Information**  
(Produktinformationsblatt und Verbraucherinformation)  
Here you will find an overview of the most important information regarding your insurance coverage.

### At the start of your membership with HALLESCHE you will receive additional

- **Short message for invoices** (Kurzmitteilung für Rechnungen)  
You can use the short message for convenient billing. Simply enter all the necessary details there. In addition, we also offer you our free invoice check: Our specialists will check your unpaid doctor's bill - so you are guaranteed not to pay too much!
- **Service booklet** (Serviceheft)  
Here you will find answers to the most important questions about your insurance cover.

Now only one thing is missing: If you are fully insured with the HALLESCHE or have additional hospital insurance, you will receive an **insurance card** from us. It will be sent to you separately by post.