

Your Insurance Documents at a glance

To make it easier for you to find your way around your insurance documents, we are pleased to provide you with an overview:

- **Insurance policy or Insurance confirmation**

This is your written proof that you are insured with Hallesche.
Please store this document safely.

- **Insurance certificate**

You will receive this certificate if you have taken out comprehensive health coverage with Hallesche.
Please send this document immediately to your previous health insurer so that the cancellation of your previous insurance becomes effective.

- **Certificate of Employer's Allowance or certificate of Civil Servants' Grant**

These certificates are enclosed if you're an employee or civil servant and have taken out comprehensive health coverage.
Please submit these documents to your Human Resources department or your subsidy office.
Your employer's allowance or your civil servants' grant will be calculated on the information provided.

- **Confirmation of Tax Deductibility**

This confirmation states the amount of the premium that is tax-deductible.
Please submit this document to your Human Resources department so that you can benefit from the tax advantage.
Self-employed persons can use this confirmation as a proof for the advance income tax payment and submit it to the tax authority.

- **General Terms and Conditions of Insurance**

These documents inform you about your rates and the rights and obligations arising from your insurance contract.

- **Insurance Product Information Document and Consumer Information**

Here you find an overview of the most important information about your insurance coverage.

At the beginning of your insurance with Hallesche you receive additionally:

- **Short Message Form for Invoices**

You can use the short message form for the reimbursement of your invoices. All required details can be entered with this form. Alternatively, you can submit your invoices quickly and easily via our app Hallesche4U.

- **Service Book**

Here you find answers to the most important questions relating to your insurance coverage.

Now only one thing is missing: If you have a comprehensive health coverage with Hallesche, you will receive an **insurance card**. We will send you this card separately by postal service.