

親愛的師長，

大家好！

本校提供專任與專案教職員團體保險福利，涵蓋醫療、身故、癌症、意外、住院等多項保障。請詳閱計畫內容。如您遇到上述情況，可申請保險金理賠，是否理賠將由保險公司決定。

113 學年度團體保險詳細資訊如下：

1. 承保公司：[台灣人壽](#)
2. [計畫內容](#)
3. 保險金申請書：敬請至本室教職員工保險網頁  
<https://c009.wzu.edu.tw/category/129448> 下載最新版本保險金申請書以及參考填寫範例。
4. 申請保險金所需文件：
  - (1) 保險金申請書：需被保險人親自簽名。
  - (2) 診斷證明正本：若無正本，影本需醫療院所加蓋與正本相符戳章。
  - (3) 收據正本：若無正本，影本需醫療院所加蓋與正本相符戳章。收據日期須與診斷證明內容相符。
  - (4) 存摺封面影本：以確保保險金匯款帳號正確。
5. 申請保險金可一次申請，亦可分次申請，事故發生後起算兩年內可受理理賠申請，建議儘早申請，以免逾期。
6. 牙科不在理賠範圍。
7. 海外醫療可以申請理賠，同樣需要診斷證明書跟收據，先去健保署核退。

如有相關疑義，歡迎洽詢人事室業務承辦人陳美珠，校內分機1212，[ps1002@mail.wzu.edu.tw](mailto:ps1002@mail.wzu.edu.tw)。

祝 平安喜樂

人事室 敬上

Dear Faculty and Staff,

Greetings!

We offer group insurance benefits for full-time and project-based faculty and staff that covers medical, death, cancer, accident, hospitalization, and more. Please read the details of the plan content. If you encounter any of the above situations, you may file a claim for insurance benefits, which will be determined by the insurance company.

The details of the group insurance plan for the 113th school year are as follows

1. Insurance company: [Taiwan Life Insurance Company](#)
2. [Plan content](#)
3. Claim form: Please visit the website of the Personnel Office at <https://c009.wzu.edu.tw/category/129448/1> to download the latest claim form and refer to the example of how to complete the claim form.
4. Documents required for claim application.
  - ( 1 ) Claim form: The claim form must be signed by the insured person.
  - ( 2 ) Original certificate of diagnosis: If the original certificate of diagnosis is not available, a photocopy must be stamped as an original by the hospitals or clinics.
  - ( 3 ) Original receipt: If the original receipt is not available, a photocopy must be stamped as an original by the hospitals or clinics. The dates of the receipts must be consistent with the contents described in the certificate of diagnosis.
  - ( 4 ) Photocopy of bank passbook cover: The photocopy of the bank passbook cover is to ensure the correct account number for remittance of premiums.
  - ( 5 ) Claims may be submitted in one or more installments. Claims may be processed up to two years after an incident occurs. To

avoid delays, it is recommended that you apply for claims as soon as possible.

(6) Dental care is not covered.

(7) You can claim overseas medical treatment, but you will also need a diagnostic certificate and receipts. You must also get approval from the National Health Insurance Administration before submitting the claim.

If you have any questions, please feel free to contact Ms. Pearl Chen, Personnel Office, ext. 1212, [ps1002@mail.wzu.edu.tw](mailto:ps1002@mail.wzu.edu.tw).

Best regards,

Personnel Office

