



## Insurance/Services for Foreign Travel



The University has an international liability insurance policy for our employees, which is applicable when employees are traveling in foreign countries on behalf of the University. Along with the insurance coverage, some additional services are provided to employees through **Executive Assistance Services**.

**These services do not take the place of your health insurance.** It is important that you check with your insurance carrier to make sure your health insurance coverage will apply while in another country.

Country-specific travel information can be found via U.S. Department of State website at: [www.travel.state.gov](http://www.travel.state.gov)

Attached is a travel card to take with you on your trip. Please complete the attached Employee Travel Notice form and return it to me prior starting your trip.

The **Executive Assistance Services** definition of "employee" means any person working for Washburn, including any voluntary workers or independent contractors with whom we have a written contract and including your accompanying spouse, child(ren) or any other companion anywhere in the World, except those countries for which there is a United States governmental embargo or sanction prohibiting the transaction of business with or within that country. Temporary travel includes personal travel, but only if such personal travel is incidental to the travel for the purposes of conducting University business.

While in a foreign country **Executive Assistance Services** offers the following services to help you get the care you need:

- Pre-trip medical information; Hospital deposits; Physician referrals
- Medications. Including replacement assistance for new, lost or refill prescriptions
- Emergency lawyer referrals
- Embassy and consular information
- Lost document assistance
- Medical monitoring
- Medical evacuations, when a move to another location for more advanced medical care is deemed necessary

Additional info can be found at: <http://www.europassistance-usa.com/customers/ace/>  
Log In ID: acepremier Password: 7kilt6

It is important to contact **Executive Assistance Services** prior to making any emergency arrangements, to be able to make full use of the services. If you have questions or need further assistance please let me know.

*Dorothy Hedman, Insurance Manager*  
Vice President for Administration & Treasurer Office  
Bradbury Thompson Alumni Center, Suite 200  
Extension 1634  
[dorothy.hedman@washburn.edu](mailto:dorothy.hedman@washburn.edu)

## FOR MEDICAL EMERGENCIES HAVE THE FOLLOWING:

1. Name of caller, phone/fax no., relationship to patient
2. Patient's name, age, sex
3. Description of patient's condition
4. Name, location and phone number of hospital
5. Name and phone number of treating doctor; where and when treating doctor can be reached
6. Health insurance, workers' compensation and auto insurance information (if involved in an auto accident)
7. Policy Plan No.
8. Name of Insured

## FOR POLITICAL EMERGENCIES HAVE THE FOLLOWING:

1. Name of caller, phone/fax no., relationship to evacuee(s)
2. Evacuee(s) name, age, sex
3. Description of political emergency and reason for evacuation
4. Name, location and phone number where evacuee(s) can be reached
5. Policy Plan No.
6. Name of Insured

## DESCRIPTION OF EXECUTIVE ASSISTANCE® SERVICES

Through pre-eminent global service providers, ACE offers a unique and proprietary combination of live and e-services to address emergencies faced by those who travel or work outside their home country. Executive Assistance® Services provide covered employees, volunteers, students and chaperones who travel on covered trips with online pre-trip security and travel information and – while they are traveling – with 24 hour access to global providers of emergency medical, personal, legal and travel services, emergency medical and political evacuation or repatriation, and concierge services.

## HOW TO USE EXECUTIVE ASSISTANCE® LIVE SERVICES

When traveling or temporarily assigned outside your home country call Europ Assistance USA 24 hours a day worldwide.



**IDD + (800) 0200-8888** toll free outside U.S. and Canada  
**1 + (202) 659-7777** collect outside U.S. and Canada  
**IDD + 1 + (202) 659-7777** direct dial outside U.S. and Canada  
**1 + (800) 766-8206** U.S. and Canada

## EXECUTIVE ASSISTANCE® SERVICES

Plan No. 01 SP 585

Policy No. PHFD38273905 001

Name of Policyholder:

Washburn University

This is not a credit card or medical insurance card.



## WHEN TO USE EXECUTIVE ASSISTANCE® LIVE SERVICES

**While traveling or working outside your home country**

- Emergency medical or political\* evacuation
- Referral to doctor or hospital
- Hospital admission deposit
- Are hospitalized
- Emergency prescription medication replacement
- Emergency travel arrangements, return of traveling companion/dependents and vehicle return
- Language assistance or translation services
- Legal referral
- Critical travel document replacement (passport, credit card)
- Embassy or consulate contact information
- Concierge services
- Pre-trip medical referral information

\* emergency political evacuation services are provided by iJET Intelligent Risk Systems through Europ Assistance USA

## WHEN TO USE EXECUTIVE ASSISTANCE® E-SERVICES

- Before and during your travel, to access the following e-services, go to [www.aceExecutiveAssistance.com](http://www.aceExecutiveAssistance.com) (see your administrator for log on details).
- Global security information and alerts powered by iJET Intelligent Risk Systems
  - Global health information and safety tips powered by Europ Assistance USA

This identification card provides a brief outline of Executive Assistance® Services available to persons who are covered by policies of the ACE Group that include Executive Assistance® Services. The terms ACE, ACE Company and ACE Group refer to the underwriting insurance companies owned by ACE Limited issuing policies including these services. The availability of these services for you is subject to the terms and conditions of the policy. Coverage is underwritten by member insurers of the ACE Group owned by ACE Limited (NYSE:ACE). Europ Assistance USA will make every effort to refer you to appropriate medical and other providers. Services may be provided by a third party vendor. Neither the ACE Group nor Europ Assistance can be responsible for the quality of results of services provided by these independent providers. Services shall not be available if the insurance policy or specific coverage no longer is in effect for the policyholder or the policy limit has been exceeded. By requesting assistance, you agree to assign to the ACE insurer that issued the policy your rights to recover from any of your responsible insurers any expenses that any ACE Company incurred. In all cases, the medical professional, the medical facility and/or attorney suggested by Europ Assistance or services provided directly to the eligible person pursuant to the insurance policy issued by any ACE Company are not employees or agents of Europ Assistance or of the ACE Group, and the final selection of the medical professional, medical facility or legal counsel is your choice alone. Europ Assistance and the ACE Group assume no responsibility for any medical services rendered by the medical professional and/or attorney, nor do they assume any responsibility for the ACE Group being liable for the negligence of either. The ACE Group does not assume any responsibility for any medical professionals providing direct services pursuant to any insurance policy issued by any member of the ACE Group. Neither you nor the policyholder shall have any recourse against Europ Assistance or the ACE Group by reason of any suggestion of or contract with a medical professional and/or attorney. Copyright © 2010 ACE. 09/2010

## ATTENTION: MEDICAL PERSONNEL OR POLICE

In medical or political unrest emergencies, 24 hour assistance will be provided to the individual named on this card. See Description of Services. Call toll free IDD+ (800) 0200-8888 or collect 1+ (202) 659-7777 when outside U.S. and Canada; toll free 1+ (800) 766-8206 within U.S. and Canada. Language assistance provided.

## ATENCIÓN PERSONAL MÉDICO O DE POLICÍA

En caso de emergencia médica o disturbio político, se proporcionará asistencia médica las 24 horas del día a la persona cuyo nombre aparece en esta tarjeta. Vea la descripción de servicios. Llame al número gratuito IDD+ (800) 0200-8888 o por cobrar al 1+ (202) 659-7777 si está fuera de los EE.UU. o Canadá; ó 1+ (800) 766-8206 dentro de los EE.UU. y Canadá. Asistencia disponible en varios idiomas.

## ATTENTION: ASSISTANCE MÉDICALE OU POLICE

Une assistance 24/24h sera fournie à la personne dont le nom figure sur la carte en cas d'urgence médicale ou d'agitation politique. Référez-vous à la section relative à la description de nos services. Appel gratuit: indicatif du pays + (800) 0200-8888 ou appel en PCV: 1+ (202) 659-7777, hors États-Unis et Canada. Appel gratuit: 1+ (800) 766-8206 pour les appels provenant des États-Unis et du Canada. Assistance fournie en plusieurs langues.



**✈ NOTICE OF EMPLOYEE INTENT TO TRAVEL TO A FOREIGN COUNTRY ✈**

Name: \_\_\_\_\_

Travel Dates: From \_\_\_\_\_ To \_\_\_\_\_

Countries Traveling To/In \_\_\_\_\_

Group Travel \_\_\_\_\_ Individual Travel \_\_\_\_\_

If Group Travel: Travel Arrangements Made By (Name of Company): \_\_\_\_\_

Approximate Number Of People Expected To Travel: \_\_\_\_\_

Travel By (Check All That Apply): \_\_\_\_\_ Plane \_\_\_\_\_ Bus \_\_\_\_\_ Train \_\_\_\_\_ Car

Is Trip In Conjunction With Academic Program? Yes \_\_\_\_\_ No \_\_\_\_\_

Briefly Describe Program or Course \_\_\_\_\_

\_\_\_\_\_

Describe Your Role/Duties During The Trip \_\_\_\_\_

\_\_\_\_\_

Name(s) of Other University Employees Traveling With You, If Any

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return form to:**

*Dorothy Hedman  
Insurance Manager  
Vice President for Administration & Treasurer Office  
Bradbury Thompson Alumni Center, Suite 200  
Extension 1634*