

**To:** Members of the Health Insurance Plan (HIP)

**Subject:** Important HIP Guidance – Access Cards & Emergency Situations.

**Date:** January 2011

### **ACCESS CARDS TO MEDICAL SERVICES.**

**AUB staff, faculty and students** can use the University Id. to have access to HIP medical services now and in the future. **ONLY DEPENDENTS, RETIREES AND IC MEMBERS** will be given new cards. It is advisable for these people to have with them either a Lebanese Id card or “individual civil status” or a passport in case of need of medical services.

### **EMERGENCY CASES IN LEBANON.**

In such cases, if the patient is within reasonable distance to AUBMC, he/she should report immediately to its Emergency Unit otherwise to the nearest healthcare provider in Beirut or in any other Lebanese region. The patient or his/her family should report the case the soonest possible to the **HIP Medical Auditor** at the following phone numbers:

TEL	01 – 350000	EXT. 6117, 6118, 6119	WORK DAYS	8:00 AM - 5:00 PM
TEL	01 – 374374	EXT. 6117, 6118, 6119	WORK DAYS	8:00 AM - 5:00 PM
TEL	01 – 374444	EXT. 6117, 6118, 6119	WORK DAYS	8:00 AM - 5:00 PM
FAX	01 – 744475		WORK DAYS	8:00 AM - 5:00 PM
CELL	03 – 080804	EMERGENCY LINE	WORK DAYS	8:00 AM - 8:00 PM
CELL	03 – 080804	EMERGENCY LINE	WEEK ENDS & HOLIDAYS	24 HOURS

After inquiring about the case **the Medical Auditor will issue a commitment letter** to be sent by fax or electronically to the hospital for coverage of the case.

### **EMERGENCY CASES OUTSIDE LEBANON**

AUB faculty and staff who travel outside Lebanon on official leave or on University business are covered by HIP in emergency situations up to 80% of AUBMC rates. It is known that healthcare cost in certain countries like the United States or in Europe, is much more expensive than Lebanon therefore **it is advisable in case of travel to buy a healthcare insurance with a minimum coverage of \$150,000 extending over the whole period of travel.**

**HEALTH INSURANCE PLAN.**

Important HIP Guidance – Access Cards and Emergency Situations (cont).

People traveling on **University business can call “Environmental Health, Safety and Risk Management” at ext. 2360** to request a special healthcare insurance that is paid by the University.

**RETIREES AND STUDENTS** are not covered by HIP outside Lebanon. Therefore, in case they travel they are advised to buy a healthcare insurance for the place of destination and covering the period of travel.

Should you have questions or comments, please email at: [benefits@aub.edu.lb](mailto:benefits@aub.edu.lb)

Sincerely,

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**Maroun Ghazal**

**Director of Benefits**

**Human Resources**

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