

THE SHERWOOD VETERINARY GROUP

THE SHERWOOD VETERINARY CENTRE
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297, STAINES ROAD WEST
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TW15 1RS
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Instructions for Insurance Claims

To enable us to process your insurance claims quickly and efficiently, please ensure the following:

- The treatment to be claimed for has been paid in full.
- Claim forms must be completed by yourself to include; signature, policy number, address etc.
- Please provide a brief note to indicate the conditions/dates to be included in the claim.
- Please provide a s.a.e. so that they can be posted directly to the insurance company concerned.
- You will be notified in writing when the claim has been processed.

My we remind you that whilst we endeavour to process claims as quickly as possible, please allow **14 days** from receipt of the form before contacting us again.

Any queries concerning insurance claims should be directed to our Practice Administrator - Mrs Adaline Fahey.