

Dear Eligible Scheme Members,

Integrated Medical Scheme – Voluntary / Top-up / Conversion Plan

This is to provide you, as members of the Integrated Medical Scheme [“Members”], the information concerning the Voluntary / Top-up / Conversion Plan offered by our hospitalisation plan service provider, Bupa (Asia) Limited [“Bupa”]. You may refer to [Annex 1](#) for the hospitalisation benefit schedules for reference.

I. Annual Enrolment to the Voluntary Plan

The current **Sapphire Plan** (a voluntary plan as part of the group plan / Integrated Scheme) will expire on 30 June 2023 and **no automatic enrolment** to the next scheme year will take place. Current Members (including the enrolled family members) who wish to join / re-join the plan, please complete the required enrolment form for the scheme year 2023-24 **by 31 May 2023**. Important notes and details of the Plan can be found in [Annex 2](#).

Enrolment Details:

Member	Plan	Plan Effective Date	Enrolment Deadline	Enrolment Method
Current or New	Sapphire Plan (upgrade hospitalisation coverage under the GROUP Plan)	1 July 2023 – 30 June 2024	31 May 2023	Click here

II. Annual Enrolment to Top-up / Conversion Medical Plan

For Members who are interested to enroll in the individual **Top-up / Conversion Medical Plan** offered by Bupa at their own cost, please refer to the details in [Annex 3](#) or visit the following web sites:

- Bupa Transfer Care: <https://www.bupa.com.hk/en/medical-insurance/transfer-care/>
- Bupa VTop: <https://www.bupa.com.hk/en/medical-insurance/vtop/>

Members who fall under the following categories may benefit from joining the plan:

- Prospective retirees (advanced planning is highly important given the variations of restrictions imposed by the service provider will change from time to time);
- Staff leaving University service on resignation or contract completion;
- Dependent children approaching the age of 21;
- Spouse approaching the age of 65; or
- Members who wish to acquire additional coverage of hospitalisation benefit.

Enrolment Details:

Members	Plan	Plan Effective Date	Enrolment Deadline	Enrolment Method
Current	Bupa Transfer Care / Bupa VTop (top-up PERSONAL Plan)	1 July 2023	31 July 2023	Contact Bupa at <u>2517 5860</u> or visit the websites provided
Departing	Bupa Transfer Care / Bupa VTop (conversion PERSONAL Plan)	1st day of the month when the Group Plan benefits will be ceased	<u>Within 30 days</u> prior to the final date of Group Plan coverage	

III. Information Sessions

We have invited Bupa to hold two identical information sessions on **Bupa Transfer Care/ Bupa VTop** for our Members. The briefing schedules are as follows:

Date	16 May 2023 (Tuesday)	18 May 2023 (Thursday)
Time	1:00 p.m. – 2:00 p.m.	1:00 p.m. – 2:00 p.m.
Language	Cantonese	English
Mode of delivery	Zoom (Meeting details will be sent to registered participants the day before the event)	
Deadline for registration	12 May 2023 (Registration Link: here)	

IV. Letter of Guarantee for Hospitalisation

Effective 1 July 2023, the option to apply for a Letter of Guarantee credit facility with BUPA will be discontinued. Members can continue to make the claims online or by paper form after settling the hospitalisation bills first.

V. Feedback from Scheme Members

The Integrated Medical Scheme aims to provide appropriate wellness support to Members. Members are welcome to provide feedback on the Scheme and service providers through the designated e-mail account: hro-medi@hkbu.edu.hk for our review with our Medical Consultant and service providers for continuous improvement.

Should you have any questions on the above, please contact us via hro-medi@hkbu.edu.hk.

Wish you all a healthy year ahead!

Thank you.

Adam LAU

Acting Director of Human Resources

5 May 2023