

STANDARD OPERATING PROCEDURES

INSURANCE SERVICES UNIVERSITAS NEGERI SURABAYA


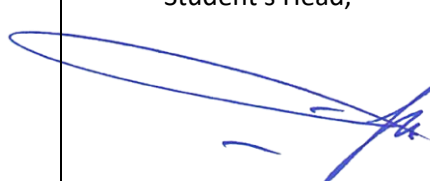


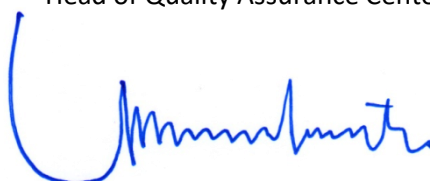


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Checked Head of BAKPK,  <u>Dra. Ratih Pudjiastuti, M.Si.</u> NIP 196205271990032001	Student's Head,  <u>Suyanto, S.Psi., M.Pd.</u> NIP 196206051981031001	Compiled Head of Student and Alumni Welfare Division,  <u>Amin Fauzi, S.Pd., M.Pd.</u> NIP 197405202005011001
Passed Vice Rector of Student Education And Alumni,  <u>Dr. Agus Hariyanto, M.Kes.</u> NIP 196708161992031002	Know Head of Quality Assurance Center,  <u>Prof. Dr. Mega Teguh Budiarto, M.Pd.</u> NIP 195212241980031008	



UNIVERSITAS NEGERI SURABAYA

STANDARD OPERATING PROCEDURE (SOP)

INSURANCE SERVICES

1.0. Goal

This procedure is used as a guideline for managing student insurance for openness, accountability, smoothness, and order management of student insurance in the environment of Universitas Negeri Surabaya.

2.0. Scope

- 2.1 Prosedur management of student insurance is valid from the proposed insurance claim to the acceptance of insurance claims;;
- 2.2 Prosedur is carried out by involving faculty, study programs, and student sections;;
- 2.3 Asuransi Unesa student insurance is student personal accident insurance including::
 - death;
 - permanent defects;;
 - minor defects/injuries;;

3.0. Foundation

- 3.1. Government Regulation No. 4/2014 on The Implementation of Higher Education and Higher Education Management;;
- 3.2 Government Regulation No. 50/2014 tentang Guarantee of Higher Education Quality;;
- 3.3 Government Regulation No. 26/2015 on Higher Education..
- 3.4 Unesa Cooperation Agreement with PT Asuransi Binagriya.

4.0. Definition

- 4.1 Student insurance is student self insurance that results in the risk of death, permanent disability, injuries, caused by an accident i.e. an event or event containing elements of violence both physical and chemical that come suddenly, neither desired nor planned.
- 4.2 Students are registered and officially recognized as students in one of the satu courses at Universitas Negeri Surabaya.

5.0. INSURANCE CLAIM REQUIREMENTS

A. Died

1. Death certificate from the hospital
2. Copy of the relevant driver's license
3. A copy of the accident report from the local Police Department, and the results of the Doctor's visum.
4. Copy of Family Card
5. Copy of Heirs
6. Copy of KTM
7. Copy of heir's account number

B. Injuries

Document No.	Revision	It is	Date of Publication
	02	2 From 4	



1. Copy of the relevant driver's license
2. Copy of KTM
3. Proof of payment/receipt of Original payment or legalized copy
4. Photos of injuries sustained and photos of the entire body
5. Copy of the account number in question

6.0. INSURANCE MANAGEMENT PROCEDURES

A. Death Toll

1. Students / Lecturers / Staff of Education personnel who know or get reports of accidents that happen to Unesa students to report the accident to the Academic and Student Subsections of the Faculty / postgraduate by providing preliminary information/data:
 - a. Name of crash victim
 - b. Chronological brief crash
(maximum 10 days after the incident)
2. Academic and Student Kasubbag faculty immediately **report** preliminary data to kasubbag welfare students and alumni, BAKPK to make insurance claim submissions **(maximum 2 days after accident report);**
3. Students/Lecturers/Staff of Education personnel who report an accident collect insurance claim requirements, and are submitted to the Academic subbag and student faculty /postgraduate **(maximum 1 week after reporting);**
4. The Vice Dean of Student Affairs and Alumni of the Faculty/Vice Director of Academic Affairs filed a claim along with the requirement file to the Vice Rector of Student Affairs and Alumni **(maximum 2 days after the complete requirement);**
5. Head of Student and Alumni Welfare Subbag, BAKPK submits insurance claim along with the requirement file to the **Insurer (maximum 3 weeks from the accident);**
6. The insurer processes claims and submits compensation to heirs or insured accompanied by the head/staff of the Student Section, BAKPK, Unesa.

B. Injuries

1. Ybs students/other students/Lecturers/Education Staff who are aware of the accident struck unesa students report the accident to the Academic and Student Subsection of the Faculty/Postgraduate By providing preliminary information/data:
 - a. Name of crash victim
 - b. Chronological brief crash
(maximum 10 days after the incident) ;
2. Academic and Student Kasubbag faculty/postgraduates immediately **report** preliminary data to the Student and Alumni Welfare Report to submit an insurance claim **(maximum 2 days after accident report);**
3. Ybs students/other students/Lecturers/Education Staff who report an accident collect insurance claim requirements, and are submitted to the Faculty/Graduate Student Subbag **(maximum 1 week after reporting);**

Document No.	Revision	It is	Date of Publication
	02	3 From 4	



UNIVERSITAS NEGERI SURABAYA

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INSURANCE SERVICES

4. The Vice Dean of Student Affairs and Alumni of the Faculty filed a claim along with a requirement file to the Vice Rector of Student affairs and Alumni (**maximum 2 days after the complete requirement**);
5. The Head of Subbag of Student Welfare and Alumni filed an insurance claim along with a requirement file to the **Insurer (maximum 3 weeks from the accident)**;
6. The insurer submits compensation to the Heir or the insured accompanied by the head/staff of the Student Section, BAKPK, Unesa.

7.0. LIST OF DOCUMENTS

- 7.1 Letter of submission of insurance claim from faculty;
- 7.2 Proposed claims files from faculty;
- 7.3 Insurance claim report form;
- 7.4 LOD approval of claims from Insurance;

Document No.	Revision	It is	Date of Publication
	02	4 From 4	