

PVZP Health Insurance for Foreigners EXCLUSIVE instruction

- Check the conditions and pricelist of PVZP [here](#)
- You can enclose the health insurance **online** or **in person** – in case you are present in Hradec Králové, we would strongly recommend you to do it personally (see below)

1) PERSONAL WAY IN BRANCH IN HRADEC KRÁLOVÉ

- Fill in the *Health questionnaire for the insured person* (you can find it [here](#)) – you can write into PDF document
- Send an e-mail to Ms. Jana Kupková jana.kupkova@pvzp.cz, your message should contain:
 - Attached Health questionnaire for the insured person filled in by you (just fill it in electronically, you don't have to sign the document)
 - Your home country
 - Sex
 - Address in the Czech Republic (in case you live in the dormitory, write: Palachova 1129/17, 500 12 Hradec Králové)
 - Your e-mail address (they will send you all the documents electronically there after the insurance enclosure)
 - Your cell phone number (Czech, if possible)
 - Insurance period – please, remember that it is calculated for whole months, for example, in case you would like to be insured for 7 months from the 1st of July, your insurance period will be: 1.7.2024 – 31.1.2025
 - Don't forget to mention that you are a UHK student!
- Visit the [PVZP branch in Hradec Králové](#) (address: Hořická 1710/19a, 500 02 Hradec Králové)
 - Don't forget to take your passport with you!
 - Working hours: Mo 8am-5pm, Tue 8am-3pm, We 8am-5pm, Thu 8am-3pm, Fri 8am-2pm
 - Enter the building, go to the left and there is a calling system panel on the right next to the reception – push the button „Health insurance for foreigners“ on its display and take the number
 - Wait until the system calls you (you can see the screen with numbers above the cash office sign „POKLADNA“) – you should be called to the counter no. 5
- You will receive a health insurance contract, health insurance conditions and HI card from Ms. Kupková – you will be asked to check your personal data on all the important documents
- Remember that in case you visit the branch physically (i.e. you won't enclose your insurance via online form), you will be entitled to receive extra bonuses for special treatments (according to the information we have, it should be, for example, a small allowance for dental hygiene etc.)

2) ONLINE WAY

Please, go to [this website](#) and fill in all the information it asks you for.

IN GENERAL:

- On the other side of the health insurance card, there is a phone number, which you should use in case of need of medical care – there is an English-speaking operator, who will help you and give you the important instructions (what doctors you can visit at the place you are currently staying at, etc.)
- In case you have to pay for the medical care or for a prescribed medication (more than 100 CZK), you should take all the receipts and visit the PVZP branch in Hradec Králové (see above), where they should re-pay your expenses
- Always remember that you **MUST** enclose the comprehensive health (medical) insurance for foreigners – not any other (for example, basic one) type – and only with PVZP company (according to the changes in Act No. 326/1999 Coll. on the Residence of Aliens in the Territory of the Czech Republic made in 2020)