

## **TRAVELER'S MEDICAL INSURANCE PLAN COORDINATION PROCESS**

Effective 15 Sep 09, all sponsored guests (or military retirees) visiting Yokota AB must provide proof of medical insurance valid in Japan prior to being sponsored on base.

### **PROCEDURES BEFORE GUEST ARRIVES:**

Sponsors must coordinate proof of visitor's medical insurance coverage in Japan with the TRICARE & Patient Administration (TOPA) office, and are encouraged to do so before the visitor has arrived. There are three ways to obtain proper paperwork from the TOPA office prior to the arrival of guests. In order of preference, they are:

--Option 1: Scan proof of insurance and email it to the [374mdss.topaflight@yokota.af.mil](mailto:374mdss.topaflight@yokota.af.mil). TOPA will provide insurance verification letter (or request additional info) via email within one duty day.

--Option 2: Fax proof of insurance to DSN 22 5-6607 or COMM 042-55-22510, after tone dial 6607. TOPA will provide insurance verification letter (or request additional info) within one duty day.

--Option 3: B ring copy of insurance to TOPA office, Room 129, hospital Bldg 4408. TOPA will provide insurance verification letter (or request additional info) while the sponsor waits.

The insurance policy must be written in English or the sponsor will be required to provide a certified English translation of this proof of insurance.

The sponsor will take insurance verification letter (received from TOPA) to Pass and Registration (P&R) where they will be issued an extended base pass in accordance with current visitor policy.

### **PROCEDURES IF GUEST ARRIVES WITHOUT INSURANCE:**

When a visitor arrives at the Visitor Control Center (VCC) and there is an indication they will be on-base for greater than 24 hours, the VCC will provide a handout explaining the new insurance policy and instructions on how to obtain and prove medical insurance coverage while in Japan.

The visitor will be issued a 24-hour pass with instructions to obtain medical insurance and report to the TOPA office during duty hours, or the Urgent Care Clinic after duty hours, to obtain verification of required medical coverage. NOTE: Not all insurance companies process applications and issue insurance within 24 hours. The VCC will issue only a limited number of 24-hour passes.

Once the sponsor received the insurance verification letter from TOPA or the UCC, they will proceed to P&R where they will be issued an extended base pass in accordance with current visitor policy.