

## MAIP Enrollment Process

OHR

1. Receive MAIP census request; Compile data for premium calculation

3. Complete MAIP census request with UNDP data; Send to UN

OBP

2. Validate numbers, budget planning and funds sufficiency checks for UNDP workforce included in MAIP

Staff Member or Beneficiaries or Policy Participant

UN Medical Officer

HR Administrator

UN – Department of Safety and Security (DSS)

UN – Insurance Disbursement Service (IDS)

## MAIP Claim Process

4. Send MAIP claim documents, Medical invoices

5. Certify Medical Invoices, include valid costs

6. Receive claims, Report MAIP incidents to DSS and IDS

Communicate with staff member throughout claims process

7. Certify MAIP Claims as being compliant with security guidelines and procedures

8. Receive claims, Review, claims verify reimbursement as calculated by Insurance Adjuster

Approved ?

Yes

No

Notify HR Administrator

Transfer funding to UN Disbursement Account by Insurance Adjuster

Disburse funds to Staff Member, beneficiaries or policy participants (in case of funds /agencies /program)