
JI Accident & Fire Insurance Co., Ltd.

E-BILLING System Manual

Ver. 2.1

2020年2月1日

Please handle personal information with care.

Guide to E-BILLING system

E-BILLING system can help you to send insurance documents and medical bills electronically instead of sending by mail. Therefore, JI can rapidly confirm documents and quickly make the payment.

1. Expenses subject to E-BILLING

Medical services fees stipulated in our Agreement.

※Available with the claims of JI and Sony Assurance Inc.

※If patients paid the other expenses by themselves, please inform them to make a claim on JI. Ex; Expenses of transportation, medicines, etc.

2. Cost

It does not cost anything when you introduce E-BILLING except for your Internet costs.

3. Procedure (3 Steps)

※ Please see the details from next page.

I . Access the web site. <https://www.jihoken.co.jp/upload/>

II . Enter ID and password.

III. Upload data to each item: ①Insurance form & invoice ②List of Invoice ③Other documents

(1) Insurance form & Invoice

① Claim Form

(See "6. Manual & reference materials" for the latest format.)

② Insurance certificate copy

③ Medical certificate (if you have your own original)

④ Medical bills

(If you do not have ①②③ ⑥ in the case of follow-up,

please mention "first medical examination date" and "diagnosis" in ④ Medical bills.)

⑤ Other documents (ex; Medicine · examination · details of treatment)

⑥ Passport copy (Photo/Exit stamp of Japan)

(2) List of Invoice

Attach the list of invoice when you upload documents of two or more patients.

4. Contact

If you have questions about E-BILLING system, please contact us at [Contact JI](#)

1. Login

1. Access to E-BILLING system: <https://www.jihoken.co.jp/upload/>
2. Select language and enter ID and password.
 - * Only your staff can use them.
 - * Handle them with care.
3. Click "Login".



Information お知らせ

下記の日程において、サーバーメンテナンス作業を行わせて頂きます。
◆メンテナンス日時
2018年8月1日(水) 7:00-9:00 (日本時間)
ご迷惑をおかけ致しますが、ご理解のほどよろしくお願いいたします。

English or Japanese
英語 日本語

English

Enter ID and Password.
IDとPasswordを入力してください。

ID

Password

Login ログイン

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2. Menu

Prepare documents for sections I~III.

* See **Manual & reference materials** for the sample of "List of invoice".

5 Contact JI Logout

Information①

Information②

* Refer to the manual and upload file. **Manual & reference materials** 6

test_kyoten_01

I

① Insurance form & invoice
Select a file (pdf, jpg, jpeg : ~20MB)
Browse Clear

3 II

② Invoice list
Select a file (xlsx, xls, pdf : ~20MB)
Browse Clear

III

③ Other documents (Bank information, Address change etc.)
Select a file (pdf, jpg, jpeg, docx, doc, xlsx, xls : ~20MB)
Browse Clear

Upload Upload history 4

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※When you log in, please confirm "information".

JI will sometimes send important messages.

● Directions for uploading documents appear on the next page.

3. Upload

For each section, click "Browse" and choose the files that you would like to upload.
Click "Upload" after reconfirming.

NOTE: Files must not exceed 20 MB ①～③ each and total of 28 MB.
For document files over 20 MB, please upload separately.

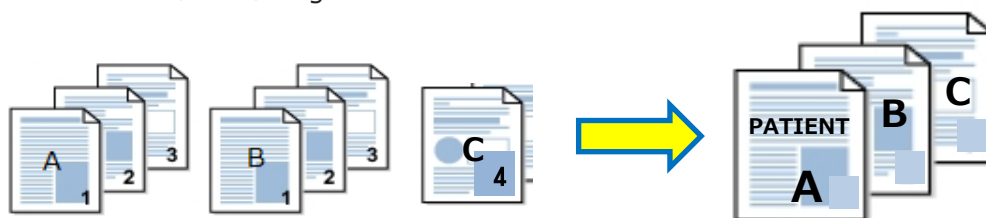
(1) Insurance documents · Medical bills

- ① Claim Form
(See "6. Manual & reference materials" for the latest format.)
- ② Insurance certificate copy
- ③ Medical certificate (if you have your own original)
- ④ Medical bills
- ⑤ Other documents (ex; Medicine · examination · details of treatment)
- ⑥ Passport copy (Photo/Exit stamp of Japan)

※If you do not have ①②③ ⑥ in the case of follow-up,

please mention "first medical examination date" and "diagnosis" in ④ Medical bills.

※Please combine ① ~ ⑥ together as one file.



(2) List of Invoice

In order to ensure a smooth and accurate payment, upload "list of invoice".

(Excel is recommended.)

JI would pay total amount of the list of invoice in principle.

- Refer to the following link below for necessary items of "list of invoice".

<http://kaigai-service.com/e-billing>

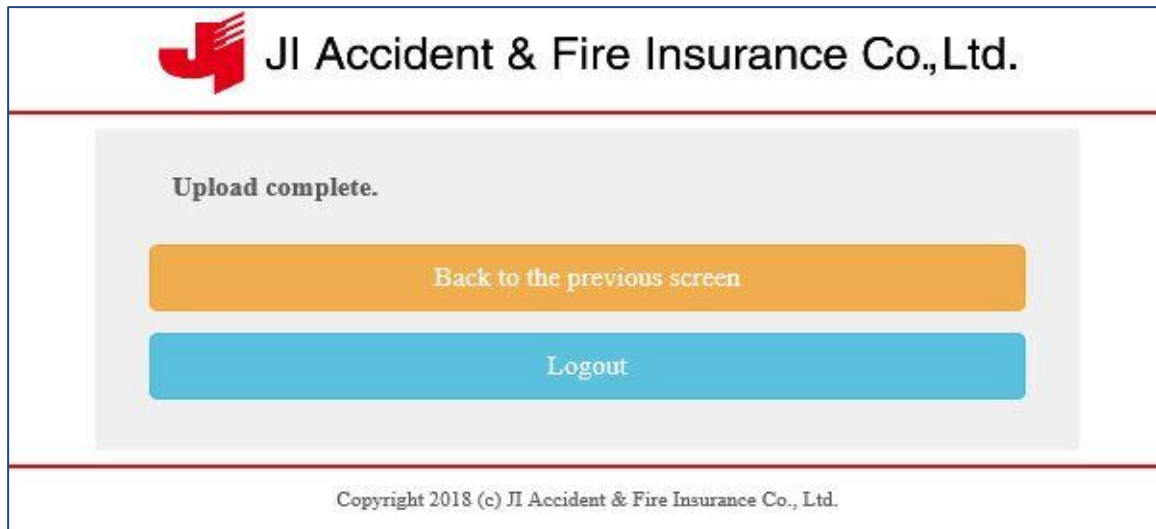
(3) Other documents (Payee account, Address change notice etc.)

In addition to I . II , please use III if there is other necessary information from you.

【 NOTE 】

Available with the claims of JI and Sony documents on E-BILLING.

※Upload Sony documents separately from JI one.



If the message shown above appears, the upload is completed.

※If the screen notation is not changed, please upload again.

※You do NOT need to mail the original documents after uploading.

【Storage of original documents】

Store and dispose documents according to your own rule.

However, store them at least until the payment would be completed.

JI needs to check the original documents in some cases.

4. Confirm upload history

1. Click **Upload history**

You can check the title of uploaded file.

※Only title is displayed for protection of personal information.



JI Accident & Fire Insurance Co., Ltd.

Upload history

Back to the previous screen

Logout

test_kyoten_01


| No. | Original file | Number of sheets | File size | Sending local time | Sending Japanese time | Upload box |
|-------|---------------|------------------|-----------|---------------------|-----------------------|---------------------------|
| 17645 | 2MENU.jpg | 1 Page | 0.08 MB | 2021/09/01 18:02:55 | 2021/09/01 18:02:55 | ①Insurance form & invoice |

For the last 2 years

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5. Contact

1. Click **Contact JI**
2. Enter required items and click **Confirm**

 **JI Accident & Fire Insurance Co., Ltd.**

Enter your inquiry or notice.

* Required item

Company name*

Department / Name*

E-mail address*

Item* Prior inquiry for claim / Treatment content Payment
 About other insurance companies except JI Other

No. Patient No. Invoice No. Other

Patient name If you select "Prior inquiry for claim / Treatment content", this field is mandatory.

First consultation date Same as above.
YYYY/MM/DD

Contents*

Attached file

(pdf, jpg, jpeg, docx, doc, xls, xlsx : ~1MB)

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※ If the attached file is over 1 MB, please contact us from the previous upload page

3. Click **Send** after confirming the content.



Confirm your inquiry or notice
Check the contents & enter the send button.

| | |
|-------------------------|-----------------------|
| Company name | test_kyoten_01 |
| Department / Name | *** |
| E-mail address | hospital@hospital.com |
| Item | Payment |
| No. | Invoice No. 123456 |
| Patient name | ***** |
| First consultation date | 2021/01/01 |
| Contents | ***** |
| Attached file | |

[Back](#) [Send](#)

* Attach the file again.

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Thank you. JI will check the contents.
Received time:2021/09/01 18:17:08(Japanese time)
2021/09/01 18:17:08(Local time)

[Back to the Upload screen](#)

[Logout](#)

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If the message shown above appears, the inquiry is completed.

※JI will answer from next business day onward.

If in need of immediate response, please contact JI desk directly.

6. Manual & reference materials

You can access the latest "Claim Form" and "List of invoice" on the following link;

<http://kaigai-service.com/e-billing>



JI Digital Service



ご利用時の注意事項

Information

2021-07-21 ジェイアイ傷害火災保険公式ホームページ

ジェイアイの公式ホームページTOPのURLはこちら
<https://www.jihoken.co.jp/>

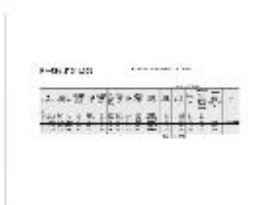
2020-02-01 JI Accident & Fire Insurance Co., Ltd. launched "e-Billing" page.

We would like to announce you our "e-Billing" system.
You can send us your medical bills electrically.
"e-Billing" system URL <http://kaigai-service.com/e-billing>
Please access to our system from the URL and refer to the manual as below.

▲ページトップへ

海外旅行保険

List of invoice



X EXCEL

Claim Form



PDF

"e-Billing" Manual for HOSPITAL / DOCTOR



"e-Billing" manual for HOSPITAL / DOCTOR

PDF

"e-Billing" Manual for JI DESK



"e-Billing" Manual for JI DESK

PDF

