

COLLEGE CLAIM FORM

-PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING-

**SEND ALL FORMS TO
Safety & Risk Management
P.O. Box 3961
Atlanta, GA, 30303--3961**

1. Name of College:				2. Master Policy No.:	
3. Student's Last Name:	First Name:	4. I.D. Number:	5. Date of Birth:	6. Sex: <input type="checkbox"/> M <input type="checkbox"/> F	7. Marital Status <input type="checkbox"/> M <input type="checkbox"/> S
8. Mailing Address			City/State/Zip Code:		9. Telephone Number:
10. Student's E-mail Address:					

IF CLAIM IS FOR INSURED DEPENDENT:

11. Patient's Last Name:	First Name:	12. Date of Birth:	13. Sex: <input type="checkbox"/> M <input type="checkbox"/> F	14. Relationship to Student:
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IF CLAIM IS FOR SICKNESS OR ROUTINE EXAM:

15. Date Symptoms First Appeared:	16. Reason for Visit:	17. Initial Treatment or Exam Date:
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IF CLAIM IS DUE TO ACCIDENT OR INJURY:

18. Date of Accident or Injury:	19. Time: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	20. How Did Accident or Injury Occur?
21. Where Did Accident or Injury Occur?		22. Part of Body Injured:

RE: INTERCOLLEGIATE SPORT ACCIDENT

23. If Intercollegiate Sport, Name of Sport:	24. I certify that the above named claimant was injured while participating in the practice or play of the intercollegiate sport indicated in #23.	Signature of Athletic Official:	Title: Date:
25. Athletic Official's E-mail Address:			

HEALTH CENTER REFERRAL:

HEALTH CENTER REFERRAL	26. <input type="checkbox"/> Date seen at Health Center _____ Authorized Signature or Initial _____		
	<input type="checkbox"/> I did not go to the Health Center because: (please check one)		
	<input type="checkbox"/> I was not in the Area	<input type="checkbox"/> It was an emergency	<input type="checkbox"/> The Health Center was closed
<input type="checkbox"/> Other _____			

PAYMENT AUTHORIZATION

I hereby authorize payment of benefits directly to the providers rendering services.	Please Sign Here: _____	_____
	Parent or Insured (If Adult)	Date

MEDICAL AUTHORIZATION

I hereby authorize the release of any medical or other information necessary to process this claim, including all data covering this and/or previous confinements and/or disability.	Please Sign Here: _____	_____
	Parent or Insured (If Adult)	Date

I hereby certify, swear and affirm that the information given is true and accurate. I fully understand that any willful misrepresentation made by me in an attempt to collect benefits under this policy constitutes fraud and is punishable by law.

Signature _____
Parent or Insured (If Adult)

Date _____

STATEMENT OF OTHER INSURANCE - MUST BE COMPLETED

1. Father's Name:	2. Name and Address of His Employer:
3. Mother's Name:	4. Name and Address of Her Employer:
5. Spouse's Name:	6. Name and Address of Spouse's Employer:
7. Name and Address of Claimant's Employer:	8. <input type="checkbox"/> Yes I do have other personal or group medical insurance.
Names of Other Insurance Companies	Address
9. <input type="checkbox"/> No, I am not covered under other personal group medical insurance of any sort. (CHECK ALL THAT APPLY) <input type="checkbox"/> Due to my age, I am no longer eligible for coverage under my parent's plan. <input type="checkbox"/> My parents are self-employed or unemployed. <input type="checkbox"/> My parents are employed but do not have health insurance. (You must submit a statement from employer verifying that there is no health insurance in force.) <input type="checkbox"/> I am an international student and my parent's insurance does not cover me in the U.S. <input type="checkbox"/> I and/or my spouse is not employed. <input type="checkbox"/> I and/or my spouse is employed but do not have any other health insurance. (You must submit a statement from employer verifying that there is no health insurance in force) <input type="checkbox"/> Other (please provide details below) _____ _____ _____	

INSTRUCTIONS

To avoid processing delays, please follow all instructions:

1. The student (not the Doctor or Hospital) must submit a fully completed claim form within 90 days of an accident or sickness. Only one form is needed for each accident/sickness.
2. Subsequent bills must be submitted within 90 days of the date of service and should clearly indicate patient name, name of College or Policy Number, and Diagnosis. All bills must be itemized as claims cannot be processed from balance due statements.
3. Intercollegiate Sports Accident claims must be signed by an authorized athletic official.
4. If a Health Center Referral is required, the Health Center questions must be fully completed.
5. The Statement of Other Insurance section above **MUST** be completed on policies where this plan is secondary to other insurance. If employed with no insurance, a statement of verification from the employer must be submitted on their letterhead.
6. Please keep a copy of this claim form, all bills and primary insurance Explanations of Benefits for your records.

PLAN ADMINISTRATION AND CLAIM SERVICE BY:



P.O. BOX 727, SHORT HILLS, N.J. 07078-0727 • TELEPHONE (866) 267-0092