

Catawba Insurance 2006-2007
Injuries/Illnesses Occuring between 8/1/06-7/31/07

HOW TO FILE AN INTERCOLLEGIATE SPORTS INJURY CLAIM

1. In the event of an injury to your son/daughter while engaged in intercollegiate athletic activity, the athletic training staff will complete a claim report and file it with First Agency, Inc. This is done for injuries requiring a medical referral. Photocopies of the claim reports are kept on-file in the athletic training room.
2. Any and all itemized medical bills received will be sent to the parents to be filed *first* with their primary insurance company. **DO NOT SEND** medical bills to Catawba College Athletic Training Department as they will be returned to you.
3. If parents receive itemized bills directly or EOB's (Explanation of Benefits) from their primary insurance, they should be sent to the addresses noted below. Remember to make copies of these for your records along with all correspondence.
4. The primary insurance company for your son/daughter should send copies of their payment sheets to you and these or copies of them must be sent/filed with the insurance companies in the order noted below.
5. Copies of itemized medical bills or copies of payment sheets or even EOB's (Explanation of Benefits) that are received from the primary care insurance must be sent to the athletic insurance carrier at the address noted below.
6. Note, only injuries that occur while participating in organized/supervised varsity athletic activities are covered under the Catawba College Athletic Injury Policy (Policy # 324-120-E82-K). All other injuries, illnesses or conditions should be submitted through the Catawba College Student Health and Accident Policy (Policy # 324-125-006K) provided by the carrier noted below. Please note the other important exclusions/situations on the website: WWW.GOINDIANS.GO.COM, and click on Medical Forms and read the Athletic Health Insurance Coverage Letter.
7. **REMEMBER** to make copies of all bills, payment sheets, EOB's and correspondence sent or received.
8. Order of Filing Insurance Claims:

File First: Parent's Primary Insurance

File Second: First Agency Inc.
5071 West H Avenue
Kalamazoo, MI 49009-8501
(269) 381-6630
FAX: (269) 381-3055
Catawba College Athletic Insurance Policy #324-120-E82-K
Catawba College Student Health and Accident Policy # 324-125-006K

*If NO primary insurance coverage exists under a parent/guardian policy/plan:
file first with First Agency Incorporated.

If you have any questions call Bob Casmus, M.S., ATC at (704) 637-4350

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