

**TEXAS WOMAN'S UNIVERSITY  
BLOOD BORNE PATHOGEN EXPOSURE**

# HOW TO FILE A CLAIM



In the event of Injury or Sickness the student should:

Mail all prescription drug receipts, medical and hospital bills to the address below. Make sure the following information is included with the bills (some of the information may be printed on the bills, but you may be asked to provide additional information):

Patient Information:

- Name
- Date of Birth

Insured Student Information:

- Name
- Address
- Social Security Number
- Name of school student attends

File claims within 30 days of Injury or first treatment for a Sickness or as soon as reasonably possible. Bills should be received by the Company within 90 days of service. Bills submitted after one year will not be considered for payment except in the absence of legal capacity.

**Submit all Claims and Inquiries to:**

Commercial Travelers  
70 Genesee St.  
Utica, NY 13502

Commerical Travelers Customer Service:  
All Other Calls:

1-800-756-3702  
1-855-357-0245