

# Accident Insurance

## How to File a Claim

- If you have experienced an injury related to participation in a Southwestern College intercollegiate sports program – Please contact the Sports Medicine department for assistance.
- For all other injuries related to an accident – please follow the procedures listed below.
- Complete the BMI Claim Form located at [southwestern.myahpcare.com](http://southwestern.myahpcare.com).
- Upon completion of the claim form, please return the document to Southwestern College for the assigned institutional department representative - either Dan Falk or Lock Schnelle - for signature.
- When the completed claim form is signed by the department representative, attach your itemized bills and Explanation of Benefit (EOB) statements from your primary insurance company to the completed claim form and mail to the address shown on the claim form – MAKE COPIES OF THE COMPLETED CLAIM FORM, BILLS AND EOB'S BEFORE MAILING.
- As soon as possible, present the ID Card and “Dear Provider” Letter to all physicians and medical facilities involved in your care.
- If possible, try to avoid payment for medical services until your bills have been adjudicated by your claims administrator.
- If you have questions, please contact your claims administrator at the phone number listed on the claim form.