



## CLAIM FORM

Please complete the information and answer **all** questions thoroughly, as incomplete forms will not be accepted.

### INSURED'S INFORMATION.

|                            |  |              |   |   |
|----------------------------|--|--------------|---|---|
| LAST NAME                  |  | FIRST NAME   |   | MI  |
| U.S. MAILING ADDRESS       |  |              |   |   |
| DATE OF BIRTH (MM/DD/YYYY) | GENDER<br><input type="checkbox"/> FEMALE<br><input type="checkbox"/> MALE | PHONE NUMBER |   | SCHOOL ID NUMBER  |
| NATURE OF INJURY           |  |              | WAS ACCIDENT DUE TO EMPLOYMENT<br><input type="checkbox"/> YES<br><input type="checkbox"/> NO | HAVE YOU EVER BEEN TREATED FOR THIS CONDITION(S) BEFORE?<br><input type="checkbox"/> YES<br><input type="checkbox"/> NO |

### SECTION 1 – ACCIDENT INFORMATION.

PLEASE STATE HOW, WHEN, AND WHERE ACCIDENT OCCURRED

Is injury related to participation in intercollegiate sports?    Yes    No

### SECTION 2 – OTHER INSURANCE INFORMATION.

Do you have **other** insurance, including, but not limited to group or individual health and/or accident, government plan, or automobile?    Yes    No  
 If yes, please provide the information below.

|                      |                |
|----------------------|----------------|
| NAME                 | POLICY NUMBER  |
| U.S. MAILING ADDRESS | PHONE NUMBER   |
| SUBSCRIBER'S NAME    | EFFECTIVE DATE |

If under the age of 18, please provide Parent / Guardian's information below.

|                |   |
|----------------|---|
| NAME OF PARENT | U.S. MAILING ADDRESS—NUMBER AND STREET NAME (OR PO BOX #) |
|----------------|---|

### AUTHORIZATION TO RELEASE INFORMATION.

I authorize any Health Care Provider, Insurance Company, Employer, Person or Organization to release information regarding medical, dental, mental, alcohol or drug abuse history, treatment or benefits payable, including disability or employment related information, to Administrative Concepts, or their employees and authorized agents for the purpose of validating and determining benefits payable. A photocopy of this authorization shall be as valid as the original. I certify the above information to be true and correct.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

### AUTHORIZATION TO PAY PROVIDER.

I authorize payment of charges associated with this incident directly to the physicians or providers. I further certify that the foregoing information is true and correct.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**TO BE COMPLETED BY THE ORGANIZATION / PROGRAM.**

|                                |               |
|--------------------------------|---------------|
| NAME OF ORGANIZATION / PROGRAM | POLICY NUMBER |
| U.S. MAILING ADDRESS           | PHONE NUMBER  |

**WITNESS SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

I certify that the foregoing information is true and correct.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## **SPECIAL RISK CLAIM FILING INSTRUCTIONS**

In the event of an Injury, the member should:

1. Report to a Physician or Hospital.
2. Coverage is excess to all other insurance. Claims must be filed with your other insurance carrier(s) prior to filing under this Plan.
3. Complete and sign a claim form. Please submit one claim form for each Injury. Mail the completed claim form, all medical bills, and copies of your other insurance carrier's Explanation of Benefits (if applicable) to:

Administrative Concepts, Inc.  
PO BOX 4000  
Collegeville, PA 19426-9000

4. File claim within 30 days of Injury. 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.
5. If you have questions about a claim, contact Administrative Concepts, Inc at **(800) 476-4802** or [claims@acitpa.com](mailto:claims@acitpa.com).

# IMPORTANT NOTICE

This plan of insurance is coordinated with any health insurance you have. Submit your claim to your primary health insurance company first. When you receive an Explanation of Benefits Statement, send it along to us with our itemized bill and this completed form.

## **FRAUD STATEMENTS**

The following fraud language is made part of and cannot be removed from this claim form. Please read thoroughly.

- \* **Alaska:** A person who knowingly and with intent to injure, defraud, or deceive an insurance company files a claim containing false, incomplete, or misleading information may be prosecuted under state law.
- \* **Arizona:** For your protection Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.
- \* **Arkansas or Louisiana:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.
- \* **California:** For your protection California law requires the following to appear on this form. Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.
- \* **Colorado:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.
- \* **Delaware:** Any person who knowingly, and with intent to injure, defraud, or deceive any insurer, files a statement of claim containing any false, incomplete, or misleading information is guilty of a felony.
- \* **District of Columbia:** WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.
- \* **Florida:** Any person who knowingly and with intent to injure, defraud or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.
- \* **Idaho:** Any person who knowingly, and with intent to defraud or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information is guilty of a felony.
- \* **Indiana:** A person who knowingly and with intent to defraud an insurer, files a statement of claim containing any false, incomplete, or misleading information, commits a felony.
- \* **Kentucky:** Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.
- \* **Maine, Tennessee or Virginia:** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and a denial of insurance benefits.
- \* **Minnesota:** A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.
- \* **New Hampshire:** Any person who, with a purpose to injure, defraud, or deceive any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.
- \* **New Jersey:** Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.
- \* **New Mexico:** ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES.
- \* **New York:** ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION OR CONCEALS FOR THE PURPOSE OF MISLEADING INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME AND SHALL ALSO BE SUBJECT TO A CIVIL PENALTY NOT TO EXCEED FIVE THOUSAND DOLLARS AND THE STATED VALUE OF THE CLAIM FOR EACH SUCH VIOLATION. (PURSUANT TO 11 NYC RR86)
- \* **Ohio:** Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.
- \* **Oklahoma:** WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete, or misleading information is guilty of a felony.
- \* **Pennsylvania:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.
- \* **Puerto Rico:** Any person who knowingly and with the intention of **defrauding** presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation by a fine of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances be present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.
- \* **Texas:** Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

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- \* **If you live in a state other than mentioned above, the following statement applies to you:** Any person who knowingly, and with intent to injure, defraud or deceive any insurer or insurance company, files a statement of claim containing any materially false, incomplete, or misleading information or conceals any fact material thereto, may be guilty of a fraudulent act, may be prosecuted under state law and may be subject to civil and criminal penalties. In addition, any insurer or insurance company may deny benefits if false information materially related to a claim is provided by the claimant.