



155 North Wacker Drive, Suite 3700  
Chicago, Illinois 60606

## Student Accident Claims Administrator

Telephone: (800) 419-3206 Facsimile: (312) 930-7232

CHSD #117  
Jim McKay  
Business Manager  
1625 Deep Lake Rd  
Lake Villa, IL 60046

July 19, 2016

Dear School Administrator:

Another school year will soon be upon us. As such, we are sending you a Student Accident Claim Kit for the 2016-2017 school year.

A limited supply of Student Accident brochures will be sent shortly. The Claim Form and brochure are also available online at [www.wcsit-isda.com/student-accident](http://www.wcsit-isda.com/student-accident). Please stress to the parents to present the Identification Card that is included in the brochure to medical/dental providers and hospitals.

Please send a copy of the Claim Kit to the employee at each school administration office responsible for handling student accidents. They should make copies to distribute to parents as needed.

Only the 2016-2017 Claim Form should be used for accidents that occur in the 2016-2017 school year. Student Accident Claim Forms from prior years should be destroyed. Claims filed with outdated Claim Forms may not be accepted.

Please note that the Claim Form is to be completed in its entirety and submitted to the ISDA Claims Administrator **no later than 90 days from the date of accident**. Parents **should not** hold onto the Claim Form until they have all the bills and Explanation of Benefits (EOB). In addition, parents should submit itemized bills and EOBs immediately as they receive them but no later than the required time frame stated on the Claim Form.

If you have any questions, please do not hesitate to contact our office at (800) 419-3206 or (312) 930-6143.

Have a safe and healthy year, .

Donna M. O'Neill  
Claims Manager

Enclosures

## Claim Kit

### STUDENT ACCIDENT COVERAGE

#### *How to File a Claim*

#### CLAIM FORM

- **Complete and submit the Claim Form to ISDA Claims Administrator no later than 90 days after the date of injury.** You should not wait until you have all the bills and Explanation of Benefits because you may miss a due date.
- **DO NOT** leave the Claim Form with the physician or hospital.
- A school official must complete Part A of the Claim Form. The parent or guardian must complete Part B – Statement from Parent or Guardian. Do not leave any blank spaces or write “N/A” in any space.

#### ITEMIZED BILLS

- **Itemized bills must be submitted to ISDA Claims Administrator immediately as you receive them, but no later than 90 days after the date of treatment.** Itemized bills include (1) CMS-1500 (physician/ancillary charges) and (2) UB04 (hospital charges). All bills must include patient’s name, date of service, total charge, procedure and diagnosis codes.
- If you already paid the bill(s), include the receipt or a copy of your cancelled check. Payment will be made to the provider(s) of service (hospital, physician, radiologist, etc.) unless a paid receipt or statement from the provider accompanies the itemized bill showing the bill was paid.

#### EXPLANATION OF BENEFITS (EOB)

- Your medical/dental provider must submit the bills to your primary insurance carrier first. You will receive an Explanation of Benefits (EOB) from your primary insurance carrier or claims administrator (Blue Cross, Group Health, Prudential Insurance, etc.) after they have processed your claim. **EOBs should be submitted to ISDA Claims Administrator immediately as you receive them, but no later than 180 days after the date of treatment.** Your claim will be held pending receipt of this information.

#### GENERAL INFORMATION

- Send claim documents to the following address within the required time frames stated above.  
Student Accident Claims  
ISDA Claims Administrator  
155 N. Wacker, Suite 3700  
Chicago, IL 60606  
Telephone: (800) 419-3206 or (312) 930-6143      Facsimile: (312) 930-7232
- Benefits will not be paid unless you submit itemized bills and Explanation of Benefits, if you have other insurance, and they are submitted within the required time frames.
- Benefits under the Student Accident Coverage Plan are not guaranteed. Upon our receipt of acceptable, complete and timely claim documentation, benefits will be determined in accordance with the terms and conditions of the Plan of Coverage.
- Review the 2016-2017 Student Accident Coverage brochure for a summary of benefits, limitations, and exclusions. Please contact your child’s school for a copy of the brochure, if you have not received one or download it from [www.wcsit-isda.com/student-accident](http://www.wcsit-isda.com/student-accident). You should remove the Student Accident Excess Coverage card from the brochure and show it to the providers of service.
- Please remember that this plan is **EXCESS** to all other valid coverage. You **MUST** file a claim with your primary insurance carrier first, even if you have a large deductible.
- Students must be treated by a licensed medical or dental provider **within 30 days** from the date of the covered injury.

2016-2017 STUDENT ACCIDENT CLAIM FORM

Please follow the time frames listed below and submit to ISDA Claims Administrator by the due dates.

- 1) Claim Form must be submitted no later than 90 days after the date of injury.
  - 2) Itemized bills must be submitted no later than 90 days after the date of treatment.
  - 3) Explanation of Benefits (EOB) must be submitted no later than 180 days after the date of treatment.
- #1, #2 & #3 listed above must all be submitted if you have other insurance**

**INSTRUCTIONS: PLEASE RETAIN A COPY FOR YOUR FILES**

- 1. The school official must complete Part A.
- 2. The Insured's parent/guardian must complete Part B.
- 3. In case of dental charges, the attending dentist **must** complete the Attending Dentist's Statement on the reverse side of this form.

**PART A: NOTICE OF INJURY FROM SCHOOL (Please type or print)**

1. Name of School \_\_\_\_\_ School District Name \_\_\_\_\_  
 School Address \_\_\_\_\_  
 \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

2. School Contact Name \_\_\_\_\_ School Contact Phone Number \_\_\_\_\_

3. Name of Student \_\_\_\_\_

4. Date of Injury \_\_\_\_\_ Time \_\_\_\_:\_\_\_\_AM \_\_\_\_:\_\_\_\_PM Under whose supervision? \_\_\_\_\_ Was he/she a witness? \_\_\_\_\_

5. The injury was incurred while the student was participating in: (*please check*)

<p><b>INTERSCHOLASTIC SPORTS</b></p> <p><input type="checkbox"/> Practice</p> <p><input type="checkbox"/> Game</p> <p>Name of Sport _____</p>	<p><b>NON-INTERSCHOLASTIC SPORTS – Where did accident occur?</b></p> <p><input type="checkbox"/> Travel to/from school <input type="checkbox"/> Non-school activity</p> <p><input type="checkbox"/> In classroom <input type="checkbox"/> Other – Activity?</p> <p><input type="checkbox"/> Physical Education _____</p> <p><input type="checkbox"/> On school grounds <input type="checkbox"/> Recess</p>
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6. Part of the body injured (  ) Right (  ) Left \_\_\_\_\_

7. Describe exactly how injury happened (Please be specific) \_\_\_\_\_

Reported by \_\_\_\_\_  
 Signature of School Official \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**PART B: STATEMENT FROM PARENT OR GUARDIAN (Important Information on Reverse Side) (Please type or print)**

1. Name of Parent \_\_\_\_\_ Relationship to Student \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 \_\_\_\_\_ ( ) \_\_\_\_\_  
 Home Phone Number \_\_\_\_\_  
 \_\_\_\_\_ ( ) \_\_\_\_\_  
 Cell Phone Number \_\_\_\_\_  
 City State Zip

2. Father's Occupation \_\_\_\_\_ Employer \_\_\_\_\_ Phone Number \_\_\_\_\_

3. Mother's Occupation \_\_\_\_\_ Employer \_\_\_\_\_ Phone Number \_\_\_\_\_

4. Student's Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_ M / F Student's Social Security Number \_\_\_\_\_

5. **THIS AREA MUST BE COMPLETED.** Is student covered under any other insurance plan? Yes \_\_\_\_ No \_\_\_\_ List all other insurance coverage in force

Name of Insurance Company \_\_\_\_\_ Group \_\_\_\_ Individual \_\_\_\_ Policy # \_\_\_\_\_  
 Phone Number ( ) \_\_\_\_\_ Whose insurance is it? ( ) Mother ( ) Father ( ) Guardian

I authorize any physician, medical practitioner, hospital, clinic, other medical or medically related facility, insurance company, or other organization, institution, or person that has any records or knowledge of the claimant's physical or mental health, to give the information to ISDA Claims Administrator. To facilitate rapid submission of such information, I authorize all said sources to give such records or knowledge to any agency employed by the insurance company to collect and transmit such information. A photocopy of this authorization shall be as valid as the original. This authorization is valid from the date signed for the duration of the claim.

\_\_\_\_\_ Date \_\_\_\_\_ Print Name of Student \_\_\_\_\_ Signature of Parent or Guardian \_\_\_\_\_

**NOTICE:** Anyone who knowingly misrepresents or falsifies essential information requested on this form may upon conviction be subject to fine or imprisonment.

***PLEASE FOLLOW THESE INSTRUCTIONS TO FILE A CLAIM***

- **Complete and submit the Claim Form to ISDA Claims Administrator no later than 90 days after the date of injury.**
- **DO NOT** leave this Claim Form with the physician or hospital.
- Review the 2016-2017 Student Accident Coverage brochure for a summary of benefits, limitations, and exclusions. Please contact your child’s school for a copy of the brochure, if you have not received one or download it from [www.wcsit-isda.com/student-accident](http://www.wcsit-isda.com/student-accident). An identification card is included in the brochure. Please cut out the ID card and carry it with you. It should be presented to the hospital, Doctor and Dentist along with your primary insurance ID card (if applicable) whenever you seek medical/dental attention for a school related injury.
- A school official must complete Part A for all school-related injuries. The parent or guardian must complete **all** questions in Part B – Statement from Parent or Guardian.
- Students must be treated by a licensed medical or dental provider **within 30 days** after the date of the covered injury.
- **Itemized bills** must be submitted to ISDA Claims Administrator **no later than 90 days** after the date of treatment. All bills must include the diagnosis and procedure codes.
- Please remember that this plan is **EXCESS** to all other valid coverages. If you have other insurance, you **MUST** file a claim with your primary insurance carrier first, even if you have a large deductible. You should not wait until you have all the bills and EOBs because you may miss a due date.
- When you receive the **Explanation of Benefits (EOB)** from your primary insurance carrier or claims administrator, send them to ISDA Claims Administrator **no later than 180 days** after the date of treatment.
- All documents should be sent to the following address within the **required time frames**: Student Accident Claims, ISDA Claims Administrator, 155 N. Wacker, Suite 3700, Chicago, IL 60606 or faxed to (312) 930-7232.
- For additional questions, please call (800) 419-3206 or (312) 930-6143.

**ATTENDING DENTIST’S STATEMENT**

1. Date of Injury \_\_\_\_\_
2. If Prosthesis, is this initial placement? \_\_\_\_\_
3. Were the teeth sound or natural prior to the current treatment?     YES                       NO
4. Are any services covered by another plan? If so name plan?     YES                       NO

TOOTH NO.	DESCRIPTION OF SERVICE	DATE OF SERVICE	FEE
<b>TOTAL FEE</b>			

Print Dentist’s Name \_\_\_\_\_ Dentist Signature \_\_\_\_\_

Street Address \_\_\_\_\_ Date \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Federal tax ID Number (must be included)

SAMPLE LETTER TO PARENTS

SCHOOL DISTRICT  
ADDRESS

RE: Student Accident Excess Coverage Information

Dear Parent:

Your child's school district is an eligible member of the Illinois School District Agency ("ISDA"). Student Accident Excess<sup>1</sup> Coverage will be provided for the 2016-2017 school year for each enrolled Pre- K-12 student at no cost to you. No enrollment is necessary for the school time Student Accident Coverage. Additional information regarding the Student Accident Coverage can be obtained by requesting a brochure from the District.

A Student Accident Coverage identification card is included in the brochure. Please carry it with you. An electronic version of the brochure and claim kit is available at [www.wcsit-isda.com/student-accident](http://www.wcsit-isda.com/student-accident). If you need to seek medical attention for your Pre-K- 12 student's school related injury, the card should be presented to medical/dental providers along with your primary insurance ID card (if applicable).

If you need to file a claim, you must complete a Student Accident Claim Form. Please read the Claim Form for instructions on how to submit a claim. The school district and medical/dental providers are not responsible for filing a student accident claim

Please note that this coverage is accident coverage only, and will not replace your primary health insurance. The Student Accident Coverage plan is designed to pay for expenses which are not reimbursed by your primary health insurance, any other plan of coverage or any other benefit. As a result, you must file a claim with your own health insurance carrier first.

We are pleased to be able to offer this benefit for the 2016-2017 plan year. If you have any questions about this program, please call \_\_\_\_\_.

Sincerely,

School District Superintendent/Business Official

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