

**NOTE: PLEASE READ THIS BEFORE SUBMITTING A CLAIM**

## INSTRUCTIONS FOR FILLING OUT THIS CLAIM FORM

### IMPORTANT!!!

- Treatment Must Begin Within 30 Days From Date Of Accident
- Completed Claim Form Must Be Submitted Within One (1) Year From Date Of Accident
- All Treatment Must Be Received Within One (1) Year Of Accident

### NOTE: TO SCHOOL PERSONNEL AND PARENTS

Our objective at Scholastic Insurors is to provide fast and accurate claims service. Listed below are instructions that, when followed, will assist us in providing this service.

### WHEN TO FILE A CLAIM

1. Since the policy contains an EXCESS MEDICAL EXPENSE BENEFIT, YOU MUST FIRST FILE THE CLAIM WITH ANY OTHER INSURANCE (including major medical, HMO, PPO, Champus, etc.) so we may determine what payments, if any, we owe. \*
2. The completed claim form and supporting documents must be received by Scholastic Insurors within one (1) year after the date of accident.

### HOW TO FILE A CLAIM

1. Part A and Part B must be completed in full.
2. In the event the claimant sustained a dental injury, Part C must be completed in full by the dentist providing treatment.
3. Attach itemized bills showing the: (a) name of patient, (b) diagnosed condition, (c) date(s) of treatment, (d) nature of treatment, and (e) charge per treatment.
4. SINCE THE POLICY CONTAINS AN EXCESS MEDICAL EXPENSE BENEFIT, we also need:
  - A. Statement(s) from the other insurance company(ies) or plan(s) showing the payment(s) or rejection of the claim; or
  - B. If the insured has no coverage, a written statement from the insured's parent's employer(s) verifying there is no coverage for the insured.

### WHERE TO FILE A CLAIM

Send all completed forms, itemized medical bills, etc., to:

SCHOLASTIC INSURORS, INC.  
P.O. BOX 3194  
JOHNSON CITY, TN 37602-3194  
Telephone: 423-928-7381 Fax: 423-928-2761

*\*The insured shall have free choice of a physician or hospital for treatment. If, however, an insured has other valid coverage through another insurance plan(s) and does not choose a physician or hospital through the other plan, we will pay benefits as if the other plan's guidelines had been followed.*