



Texas Kids First

Providing affordable insurance to Texas Schools and school-age children

CLAIM FORM INFORMATION

Name of Student/Athlete: _____

Dear Parent/Guardian:

Please complete all of the information on the accident insurance claim form requested in Section 2 - Parent/Guardian Statement (To be completed by Parent or Guardian), sign and date the claim form, and then follow the claim filing instructions on the back of the form. Make copies of the completed claim form and file the original with the insurance company. Provide copies of the claim form to all providers and follow-up with each provider to make certain bills are submitted to the insurance company within 90 days from the date of service. The District policy pays for Covered Charges incurred within 52 weeks from the date of an Injury and filed within 90 days from the date of service.

Failure to complete and return any requested material to the insurance company can result in non-payment of any or all medical bills associated with the accident by the insurance company.

Remember, you are responsible for the payment of all medical bills and the insurance company is not obligated to pay for any services rendered if you fail to meet the terms outlined in the District policy. In addition, the District is not responsible for the payment of any medical bills in connection with an accident.

Please remember you are responsible for filing your claim form and submitting all additional medical information pertaining to the accident. A school representative will only complete Section 1 – Notice of Injury (To be completed by School Official) and give the claim form to you to finish completing, signing, and submitting to the insurance company. This is noted by the “Delivery or Mailed Date” notice at the bottom of this letter. The school will make two copies of this letter. One copy is for you and the school will keep one copy for its records.

Thank you for your time and consideration in this matter.

Delivery or Mailed Date: _____

Parent/Guardian Signature: _____

PLEASE KEEP A COPY FOR YOUR RECORDS