How to File a Medical Claim

(For Special Risk, Sports, Campers, Youth Groups, and Tripster Policies)



Attached is a Blanket Lines Notice of Claim (Claim Form) for your accident policy
Please forward claims and questions to the following address:

Hartford Life Claims
Blanket Lines Unit
P.O. Box 3856
Alpharetta, GA 30023
Toll Free Number: (800) 678-6702
Fax Number: (866) 954-3993

Step 1 - Submit a completed Notice of Claim (claim form) to our office either by fax or mail

The Policyholder (not the Parent, Claimant or Agent) should:

- Fully answer/sign each item in the Policyholder Certification section.
- Read and sign the Fraud Warning Certification statement located on the reverse side of the Notice of Claim.

The Parent/Guardian or Adult Claimant should:

- Fully answer/sign each item in the Claimant Certification section (choose either the Parent/Guardian column or the Adult Claimant column; which ever is applicable).
- Read and sign the Fraud Warning Certification statement located on the reverse side of the Notice of Claim.

Step 2 - Submit itemized medical bills for payment consideration to our office. If the policy is Excess, (please consult with Policyholder or our office if you are unsure of this) also include any other insurance carrier's corresponding Explanation of Benefits (EOBs) as outlined in the helpful information bullet listed below.

Helpful information for submitting claims and expediting payment

- A fully completed Notice of Claim is required for each accident/injury a Claimant incurs. Claims submitted with incomplete information will be denied pending receipt of the missing data.
- Release of claim forms by an insurance company is not an admission of coverage. In addition, information on the form is subject to audit by the insurance company.
- Providers may wish to bill us directly for their services. If they do, please ensure a Notice of Claim has first been submitted to our office.
- Itemized medical bills (including claimant name, date of service, diagnosis, procedure codes, amount charged, and provider information) should be submitted for processing. "Balance Due" statements and/or incomplete bills do not provide enough claim detail to process the charges. In order to ensure we receive complete claim information, we suggest providers submit standardized billing statements (called "UB-04" for hospital charges and/or a "CMS-1500" for physician charges).
- Unless proof of payment is submitted with the medical bill (a copy of check, a medical bill that indicates the claimant has made all or partial payment or zero balance information) claim payment is generally sent directly to the medical providers.

Please detach this page and forward the completed Notice of Claim (and medical bills if you are submitting expenses for payment) to the address listed above. We recommend you keep copies of the correspondence you are submitting to use for future reference.

HARTFORD LIFE INSURANCE COMPANY
HARTFORD LIFE & ACCIDENT INSURANCE COMPANY

Notice of Claim

FOR SPECIAL RISK, SPORTS, CAMPERS, YOUTH GROUPS & TRIPSTER POLICIES
Hartford Life Claims, P.O. Box 3856, Alpharetta, GA 30023 Toll Free (800) 678-6702 Fax (866) 954-3993

POLICYHOLDER CERTIFICATION - To be completed by Policyholder Official

Policyholder Number	Agent Name	Agent Phone Number
59SR352503	The Arizona Group	(480) 6336672
Policyholder Name		**Policyholder Phone Number**
Espiritu Community Development		(623) 243-7788

Policyholder Address (Street, City, State & Zip Code)
4848 S 2nd Street Phoenix, AZ 854040

Claimant (Injured Party) Name	Date of Accident: (mm/dd/yyyy)	Time of Accident (hh:mm) ☐AM ☐PM

Place of Accident	Cause of Accident	Indicate injured body part(s)

Nature of sickness (if applicable)	Date sickness first commenced

Policyholder Certification Signature Required:

XXXXX I hereby certify the Claimant is a member of the group insured under the above Policy and the injury/sickness was sustained under adequate supervision while participating in an official Covered Activity. I further certify I have **read and signed** the Fraud Warning statement located on the reverse side of this form.

Title of Policyholder Official | Signature of Policyholder Official | Date

CLAIMANT CERTIFICATION - To be completed by Parent/Guardian or Adult Claimant

New government regulations require Social Security Numbers for all claimants. Claims submitted without this will be returned.

Parent/Guardian completes for dependent child	***Adult Claimant completes***
Claimant (Dependent child) Name	Claimant Name
Claimant (Dependent child) Social Security Number	Claimant Social Security Number
XXXXX	
Claimant Date of Birth / Daytime Phone Number ( )	Claimant Date of Birth / Daytime Phone Number ( )
Claimant Address (Street Number, City, State, Zip)	Claimant Address (Street Number, City, State, Zip)

Does the Claimant have medical coverage through?

Mother's employers policy*	☐Yes	☐No
Father's employers policy*	☐Yes	☐No
Guardian's employers policy*	☐Yes	☐No
Medicare policy	☐Yes	☐No
Medicaid policy	☐Yes	☐No
Any other medical policy*	☐Yes	☐No

*If yes and this Policy is Excess, please include the other insurance carrier's Explanation of Benefits (EOBs) for each medical bill submitted.

Do you have medical coverage through?

Your employer*	☐Yes	☐No
Spouse's employer*	☐Yes	☐No
Medicare policy	☐Yes	☐No
Medicaid policy	☐Yes	☐No
Any other medical policy*	☐Yes	☐No

*If yes and this Policy is Excess, please include the other insurance carrier's Explanation of Benefits (EOBs) for each medical bill submitted.

Parent/Guardian or Adult Claimant Certification Signature Required:

I certify the above information to be true and accurate to the best of my knowledge. I further certify I have **read and signed** the Fraud Warning Certification statement located on the reverse side of this form. I also authorize any physician / hospital that has attended me or my dependent child to disclose information acquired for claim payment purposes.

Printed Name Parent/Guardian or Adult Claimant

Signature of Parent/Guardian or Adult Claimant | Date

FRAUD WARNING CERTIFICATION - To be signed by Policyholder and Claimant (Based on State of residence)

For residents of Alabama, Alaska, Arizona, Arkansas, Connecticut, Delaware, D.C., Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Mexico, North Carolina, North Dakota, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming: 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.

For residents of California: For your protection, California law requires the following to appear on this form: Any person who knowingly presents 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.

For residents of 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.

For residents of 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.

For residents of Kentucky: Any person who knowingly and with intent to defraud any insurance company or other person files claim forms for insurance 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."

For residents of New Jersey: Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

For residents of 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.

For residents of Oregon: 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 is subject to a denial and/or reduction insurance benefits and may be subject to any civil penalties available.

For residents of 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 with the penalty of 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 are 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.

I hereby certify the foregoing statements made by me on this form to be true to the best of my knowledge. I am aware that if any of the foregoing statements on this form made by me are willfully false, I may be subject to penalties, which may include criminal prosecution.

Signature of Policyholder Official _____ Date _____

Signature of Parent/Guardian or Adult Claimant _____ Date _____