



Underwritten by: Federal Insurance Company



ACCIDENT INSURANCE SOLUTIONS

P.O. Box 250649
Plano, Texas 75025-0649
Payor ID# 65449
Toll Free: (866) 523-3199
Fax: (972) 512-5818

School District: _____

School Name: _____

Student ID #: _____

Policy Number: _____

- 1. Please fully complete this form
2. Attach itemized bills (UB04 or HCFA-1500 form)
3. Mail, Email or Fax to HSR

Email: K12claims@hsri.com

PART I - POLICYHOLDER'S REPORT

Form with 20 numbered sections for policyholder information, accident details, and activity description.

PART II - OTHER INSURANCE STATEMENT

Form for other insurance statement with questions about medical/health care plans and employer information.

IF OTHER INSURANCE OR HEALTH CARE PLANS EXIST, PLEASE SUBMIT COPIES of their EXPLANATION OF BENEFITS along with your claim. IF NO OTHER INSURANCE or HEALTH PLAN EXISTS, PLEASE READ & SIGN BELOW.

Signature lines for Parent/Legal Guardian and Signature of Witness.

PART III - AUTHORIZATION TO PAY BENEFITS TO PROVIDER

I hereby authorize medical payments to be made directly to doctor(s), hospital(s), or indicated provider(s) of service(s) in connection with this claim.

SIGNATURE _____ DATE _____

I hereby authorize any insurance company, hospital, physician or other person who has attended or examined the claimant to disclose when requested to do so, all information with respect to any injury, policy coverage, medical history, consultation, prescription or treatment, and copies of all hospital or medical records.

SIGNATURE _____ DATE _____

By entering your name above in Part II and Part III, you are signing this claim form electronically. You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this claim form.

FRAUD WARNING NOTICES

Any person who knowingly presents a false or fraudulent claim for payment of 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.

STATE SPECIFIC PROVISIONS

Alabama	Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution fines or confinement in prison, or any combination thereof.
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 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 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 for insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.
Connecticut	This form must be completed in its entirety. Any person who intentionally misrepresents or intentionally fails to disclose any material fact related to a claimed injury may be guilty of a felony.
Delaware Idaho	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 containing any false, incomplete, or misleading information is guilty of a felony of the third degree.
Hawaii	For your protection, Hawaii law requires you to be informed that presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.
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	It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines, or denial of insurance benefits.
Maryland	Any person who knowingly and willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly and willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.
Michigan North Dakota South Dakota	Any person who knowingly and with intent to defraud any insurance company or another 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 and subject the person to criminal civil penalties.
Minnesota	A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.
Nevada	Any person who knowingly files a statement of claim containing any misrepresentation or any false, incomplete, or misleading information may be guilty of a criminal act punishable under state or federal law, or both and may be subject to civil penalties.
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 RSA638:20
New Jersey	Any person who includes any false or misleading information on an application for an insurance policy 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.
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.
Oregon	Any person who knowingly and with intent to defraud or solicit another to defraud an insurer: (1) by submitting an application, or (2) by filing a claim containing a false statement as to any material fact thereto, may be committing a fraudulent insurance act, which may be a crime and may subject the person to criminal and civil penalties.
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.
Rhode Island West Virginia	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.
Tennessee Virginia Washington	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 denial of insurance benefits.
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.
Utah	Any person who knowingly presents false or fraudulent underwriting information, files or causes to be filed a false or fraudulent claim for disability compensation or medical benefits or submits a false or fraudulent report or billing for health care fees or other professional services is guilty of a crime and may be subject to fines and confinement in state prison. Utah Workers Compensation claims only.

Listed below are important instructions and comments about filing a claim.

YOUR CLAIM FORM

1. This claim form should be fully completed and submitted within 90 days from the date of injury. Be sure to answer and complete the section regarding “**OTHER INSURANCE STATEMENT**”, marking either yes or no, and signing the line for authorization, so that **HSR** and the doctors/hospital may communicate concerning your claim.
Incomplete claim forms are one of the most frequent reasons why claim payments are delayed.
2. Only one claim form for each accident needs to be submitted.
3. Once completed, make a photocopy for your records, and mail to the address shown below.
4. DO NOT assume that anyone else will mail this claim form to **HSR** for you.

YOUR BILLS

1. Please advise all doctors/hospitals regarding this coverage so they may forward us their itemized bills.
2. If you have already been to the doctor/hospital and did not know about this coverage, then please send all the itemized bills to **HSR** at the address shown below.
3. The bills should include the name of the doctor/hospital, their complete mailing address, telephone number, the date you were seen by the doctor/hospital, what the doctor saw you for (diagnosis) and the specific itemized charges (description of treatment including the CPT/procedure code). Contact your medical provider for a UB04 or HCFA 1500 billing form.
 1. **Please note that an itemized bill is defined as a bill/claim form from the provider via a UBO4 or HCFA-1500 claim form. Submitting itemized bills in any other format will delay the claims process. Providers are familiar with this process, so please be sure to (1) contact the provider and share the details above and request that the provider submit outstanding balances directly to **HSR**; or (2) secure a copy of the UBO4 or HCFA 1500s provided to the primary insurer and submit a copy to **HSR** for consideration. (See attached examples of a UB04 or HCFA-1500 on next page.)**
4. Due to HIPAA Privacy laws **HSR** is unable to request this information from your medical provider. Ultimately, it is your responsibility to provide the proper documentation. “Balance Due” or “Balance Forward” statements do not contain sufficient information to complete your claim. **HSR** cannot pay your bills using only the Primary Insurance Carrier’s EOB.

EXCESS INSURANCE

1. If the policy provides coverage on a secondary/excess basis and you have any other primary insurance coverage you need to send the bills to your primary insurance first.
2. **HSR** will consider benefits after your primary insurance has processed the claim.
3. We will require a copy of your primary insurance Explanation of Benefits (EOB) which you should receive from your primary insurance letting you know what was paid or denied, and the reason(s) why.
4. **HSR** will not be able to consider your claim without this information.

If you have any questions, please contact Customer Service at (866) 523-3199. They are available from 8:00 a.m. to 5:00 p.m. Central Time, Monday – Friday. You may also forward any documents by fax to (972) 512-5818 or email to K12claims@hsri.com.

Health Special Risk, Inc.
P.O. Box 250649
Plano, Texas 75025-0649

What is an Itemized Bill?

An itemized bill is a full detailed listing of all actual charges that a patient or their primary insurance is being billed for based on the care received. Typically, these come in the form of a HCFA-1500 for physician services or UB04 for facility charges. See below examples.

HEALTH INSURANCE CLAIM FORM

1. PATIENT INFORMATION: NAME, ADDRESS, CITY, STATE, ZIP CODE, TELEPHONE, DATE OF BIRTH, SEX, OCCUPATION, EMPLOYER'S NAME, EMPLOYER'S ADDRESS, EMPLOYER'S PHONE NUMBER, EMPLOYER'S CITY, STATE, ZIP CODE.

2. PATIENT STATUS: SINGLE, MARRIED, DIVORCED, WIDOWED, SEPARATED, OTHER.

3. INSURANCE INFORMATION: POLICY OR GROUP NUMBER, EMPLOYER'S POLICY OR GROUP NUMBER, DATE OF POLICY OR GROUP NUMBER, TYPE OF POLICY OR GROUP NUMBER, NAME OF INSURANCE PLAN OR PROGRAM, NAME OF INSURANCE PROVIDER, ADDRESS OF INSURANCE PROVIDER, CITY, STATE, ZIP CODE.

4. MEDICAL INFORMATION: ICD-9-CM CODE, PROCEDURE, SERVICE, OR SUPPLY CODE, DATE OF SERVICE, PLACE OF SERVICE, PHYSICIAN'S NAME, ADDRESS, CITY, STATE, ZIP CODE, PHONE NUMBER.

5. FINANCIAL INFORMATION: FEDERAL TAX ID NUMBER, PATIENT'S ACCOUNT NO., TOTAL CHARGE, AMOUNT PAID, BALANCE DUE.

6. SIGNATURES: PHYSICIAN'S SIGNATURE, ADDRESS, CITY, STATE, ZIP CODE, PHONE NUMBER; PATIENT'S SIGNATURE, ADDRESS, CITY, STATE, ZIP CODE.

7. OTHER INFORMATION: DATE OF SERVICE, PLACE OF SERVICE, PHYSICIAN'S NAME, ADDRESS, CITY, STATE, ZIP CODE, PHONE NUMBER.

PLEASE PRINT OR TYPE. APPROVED: CMS-1500 FORM CHG-7/96/01, FORM 1500-100. APPROVED: CMS-1500 FORM CHG-1/96/01, FORM 1500-100.

Sample CMS HCFA Billing

UB04 Billing Form

1. PATIENT INFORMATION: NAME, ADDRESS, CITY, STATE, ZIP CODE, TELEPHONE, DATE OF BIRTH, SEX, OCCUPATION, EMPLOYER'S NAME, EMPLOYER'S ADDRESS, EMPLOYER'S PHONE NUMBER, EMPLOYER'S CITY, STATE, ZIP CODE.

2. PATIENT STATUS: SINGLE, MARRIED, DIVORCED, WIDOWED, SEPARATED, OTHER.

3. INSURANCE INFORMATION: POLICY OR GROUP NUMBER, EMPLOYER'S POLICY OR GROUP NUMBER, DATE OF POLICY OR GROUP NUMBER, TYPE OF POLICY OR GROUP NUMBER, NAME OF INSURANCE PLAN OR PROGRAM, NAME OF INSURANCE PROVIDER, ADDRESS OF INSURANCE PROVIDER, CITY, STATE, ZIP CODE.

4. MEDICAL INFORMATION: ICD-9-CM CODE, PROCEDURE, SERVICE, OR SUPPLY CODE, DATE OF SERVICE, PLACE OF SERVICE, PHYSICIAN'S NAME, ADDRESS, CITY, STATE, ZIP CODE, PHONE NUMBER.

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7. OTHER INFORMATION: DATE OF SERVICE, PLACE OF SERVICE, PHYSICIAN'S NAME, ADDRESS, CITY, STATE, ZIP CODE, PHONE NUMBER.

PLEASE PRINT OR TYPE. APPROVED: CMS-1500 FORM CHG-7/96/01, FORM 1500-100. APPROVED: CMS-1500 FORM CHG-1/96/01, FORM 1500-100.

Sample UB04 Billing