MIDLAKES BUSINESS OFFICE

Daniel Friday, Business Administrator

PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488, Clifton Springs, NY 14432

PHONE: (315) 548-6430 | FAX: (315) 548-6439

RE: How to File a Student Accident Claim
Policy Number: 32-5268-23

Dear Parent/Guardian:

In the event of an accidental injury to your child while participating in a school sponsored and supervised activity, and when you have incurred medical expenses, you need to file a student accident claim.

The student accident insurance is **excess** coverage. This means that you must submit medical expenses to your own personal health insurance carrier first, and then to the student accident carrier.

- School will complete Part 1A of the claim form.
- Parent/Guardian completes Part 1B.
- Parent/Guardian must attach itemized medical bills (showing treatment codes) and any Explanation of Benefits (EOB's) received from your personal health insurance carrier(s).
  Please note: Ask your medical provider to submit standardized itemized billing statements (UB04 for hospital charges and HCFA 1500 for physician charges) to WEB/TPA directly to expedite claim processing and payment. The carrier does NOT accept "Balance Due" statements.

- Mail or email the completed and signed claim form, itemized bills, and Explanation of Benefits to:

WEB-TPA
PO Box 2415
Grapevine, Texas 76099-2415
Fax Number: (469)417-1969 O
Or email to: **benefit.assist@webtpa.com**

If you have additional bills or information you need to send at a later date, please write the name of the school at the top of the bills or correspondence and mail to WEB-TPA Claim Services at the address above.

Payments will generally be sent directly to the medical providers unless proof of prior payment (copy of check, zero balance information on EOB) is submitted with the claim.

If you have any additional questions, feel free to call our accident insurance agent, Tasha Molnar at Haylor, Freyer & Coon, Inc., at (315)703-3202 or tmolnar@haylor.com.

Sincerely,

Daniel Friday
Business Administrator