



# Accident Claim Form

<b>Mail to</b>	AGIA P.O. Box 9851 Phoenix, AZ 85068	 <b>Beech Street</b> <small>A V I A N T N E T W O R K</small> <small>www.beechstreet.com</small> <small>1-800-877-1444</small>	Questions? Contact <b>800.399.2560</b>
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**Caution** Any person who, knowingly and with intent to defraud, or helps commit a fraud against, any insurance company or other person: (1) files an application for insurance or statement of claim containing any materially false information; or (2) conceals for the purpose of misleading, information concerning any material fact thereto, commits or may be committing a fraudulent insurance act, which is a crime and subjects such person to criminal and/or civil penalties. **Residents of the following states, please see last page: CA, CO, DC, FL, NY, TN, TX and VA.**

**Instructions** Eligible covered expenses will be determined after benefits have been paid by other valid and collectible insurance. You **must** submit your claim to your other insurance company first (this does not apply if the policy provides primary coverage). When you receive their Benefits Statement (EOB) send it to us along with the itemized bills.

- **Part I** - Must be completed by Policyholder.
- **Part II** - Must be completed by Claimant or by the Parent or Guardian, if the Claimant is a minor.
- Send copies of itemized bills showing provider's name, address, Tax ID number, diagnosis and procedure codes.
- Attach Explanation of Benefits, additional bills with record of payment or denial from primary insurance carrier.
- All benefits will be payable to the physicians and providers, unless accompanied by paid receipts.
- If employed, but have no other insurance, forward employer(s) letter on employer(s) letterhead to that effect. Claimants eligible for Medicaid benefits must first file for benefits under this policy before submitting expenses to Medicaid.

**Part I – Policyholder Report**

Name of Policyholder		Policy number	
Policyholder address		City	State Zip code
Policyholder contact	Email	Fax	Phone
Last name of Claimant	First name of Claimant	Social Security number	
Date of birth	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Grade (if applicable)	Check one (if applicable) <input type="checkbox"/> Day School <input type="checkbox"/> Boarding School

Nature of injury (Describe, fully indicate what part of body was injured – e.g. broken arm, sprained ankle)  
**Must be a bodily injury due to accident**

Describe how the accident occurred, provide all details. Attach a separate sheet, if necessary **(include name of Sport/Activity).**

**Did accident occur:**

While Claimant was Policyholder supervised?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
During a Policyholder sponsored activity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
During scheduled Policyholder hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
While traveling to or from a Policyholder sponsored and supervised activity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Off Policyholder premises, at home, during the weekend, holiday or summer vacation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Date of accident	Time of accident <input type="checkbox"/> AM <input type="checkbox"/> PM	Place of accident	First treatment date
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Name and title of person supervising activity?	Was he or she a witness? <input type="checkbox"/> Yes <input type="checkbox"/> No
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List other Policyholder insurance. Attach separate sheet, if necessary. Policy number(s)

<b>Signature of authorized Policyholder representative</b> <b>X</b>	<b>Title</b>	<b>Date</b>
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**Part II – To be completed by Claimant or Parent / Guardian, if Claimant is a minor**

Name of Claimant or Father/Guardian		Social Security number	E-mail address	
Name of Mother or Guardian		Social Security number	E-mail address	
Street address of Parents or Claimant Guardian		City	State	Zip code
Telephone number	Father or Guardian's insurance company	Mother or Guardian's insurance company		
Name and address of Claimant or Father/Guardian's employer, if a minor.		City	State	Zip code
Name and address of Claimant or Mother/Guardian's employer, if a minor.		City	State	Zip code
List all other insurance policies under which Claimant is insured			Policy number	

**Is the Claimant enrolled in, a member of, or a participant of any of the following as an individual, employee or dependent? If so, please provide a copy of insurance card (front and back).**

Preferred Provider Organization (PPO) or similar prepaid health plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, name of PPO or organization		
Health Maintenance Organization (HMO) or similar prepaid health plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, name of HMO or organization		

**If Claimant has health care coverage as a dependent from a previous marriage as mandated in a divorce decree, please provide the following:**

Name of Policyholder	Name of insurance company	Policy number
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**Affidavit**

I verify that the statement on other insurance is accurate and complete. I understand that the intentional furnishing of incorrect information via the U.S. Mail may be fraudulent and violate federal laws as well as state laws. I agree that if it is determined at a later date that there are other insurance benefits collectible on this claim I will reimburse the Company to the extent for which the Company would not have been liable.

**Authorization to Release Information**

I authorize any Health Care Provider, Doctor, Medical Professional, Medical Facility, Insurance Company, Person or Organization to release any information regarding medical, dental, mental, alcohol or drug abuse history, treatment or benefits payable, including disability or employment related information concerning the patient, to any QBE company, its employees, and authorized agents for the purpose of validation and determining benefits payable. I further authorize any QBE company to furnish the Policyholder or its agents, any and all information with respect to my insurance claim for the purpose of assisting with claims adjudication. This data may be extracted for audit or statistical purposes. I understand that I have the right to revoke this authorization in writing at any time and that such a revocation is not effective to the extent that such authorization has already been relied upon.

**Payment Authorization**

I authorize all current and future medical benefits, for services rendered and billed as a result of this claim, to be made payable to the physicians and providers indicated on the invoices, unless paid receipts accompany this form.

**Signature (Parent or guardian, if the claimant is a minor)** \_\_\_\_\_ **Date** \_\_\_\_\_

**X**

<b>California and Texas residents</b>	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.
<b>Colorado residents</b>	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 settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.
<b>District of Columbia residents</b>	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.
<b>Florida residents</b>	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.
<b>New York residents</b>	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 \$5,000 and the stated value of the claim for each such violation.
<b>Tennessee residents</b>	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.
<b>Virginia residents</b>	Any person who, with the intent to defraud or knowing that he is facilitating a fraud against an insurer, submits application or files a claim containing a false or deceptive statement may have violated state law.