

Student Accident Information

When your child is injured in school or a school sponsored activity (including sports), here is what you and your child should do:

- Make sure the advisor/teacher/coach knows about the accident.
- Make sure an accident form has been completed by the advisor/teacher/coach and sent to the Health Office. We cannot file a claim if no accident form is on file.
- You may call the Health Office in the appropriate building to check to see if a form has been filed. (MS/HS 967-6313; Greenlawn 967-6330; Guilford 895-6703).
- Make sure you receive a Pupil Benefits Plan claim form from the appropriate Health Office.
- If your child is seen by a physician or dentist, be sure you get a written note stating if the child can participate in activities and the date(s) applicable. If your child is seen by a physician or a dentist, he/she will NOT be allowed to participate without a written release even if it was only one visit.

Read the instructions below for insurance information.

Student Accident Insurance Information

Our Student Insurance Carrier is Pupil Benefits Plan, Inc., of Glenville, NY. They suggest these tips to make settling your student's claim easier. By following these procedures you will help settle your claim as swiftly as possible. Submitting incomplete claim information will delay your settlement.

- Verify with your child and the Health Office that the accident was reported.
- When your child is injured, you have 90 days from the date of injury to seek medical treatment.
- Obtain a claim form from the Health Office and submit itemized bills to Pupil Benefits Plan in a timely manner, even if treatment is not completed.
- Expenses resulting from injuries to sound & natural teeth should be submitted to your medical insurance even though dental coverage is not available. Some medical carriers will cover accidental injuries to teeth.
- Answer all questions on the claim form. Blank spaces are not acceptable. Please write legibly.
- The physicians discharge date & return to activity date terminates benefits for that injury. If a subsequent injury occurs, coverage is reactivated.
- When submitting additional bills at a later time, include the school district name, child's name, and date of injury.

This plan is a secondary, non-duplicating policy. If you have medical or dental insurance that covers your child, charges must be submitted to your primary insurance first.