

## Accident Insurance Claim Process

- 1) Complete the Accident Claim Notification form and Other Insurance Form. Then have local authorized member sign the Notification form
- 2) E-mail, preferred, or fax to the e-mail or fax # at the top right of the form. CC Lindsay MacAskill, Lindsay MacAskill programs@soccerns.ns.ca . If you fax the form, include your e-mail address for communication purposes.
- 3) You will receive an e-mail confirmation that the form was received.
- 4) Have the Attending Physician complete the Attending Physicians Form. Submit this to the e-mail fax listed on the form along with any receipts for services that are covered. Note that your group insurance is a "1st Payor". When the limit of your Group cover is used up, submit the notification from your insurer that limits are expired. Submit any unpaid receipts at this time.
- 5) You should receive payment within 30 days. If not, contact Josianne Moniz, josiannemoniz@bflcanada.ca , 800-465-2842. She will contact insurer for an update.

Note that e-mail is the preferred method of communication during the claim process and will give the quickest response.