

#### Student Accident/Injury Insurance Process

MSJC contracts with Student Insurance for student and athlete accident insurance covering all enrolled and registered students. Please follow these simple steps in providing our students and athletes with the accident/injury insurance available to them:

#### Accident or Injury Occurs

## • Complete the Incident Report

- College representative (Athletic Director, Athletic Trainer, Coaches, Instructor or other Staff) completes the Incident Report
- College representative provides student/athlete with a copy of the Incident Report
- Provide student/athlete with insurance claim information:
  - Student & Athlete
     Insurance Network A
     Prudent Buyer Plan Information Bulletin Plan B
     brochure
  - MSJC Claim Filing Instructions for Students and Athletes Insurance Network
  - Student Insurance Notice of Privacy Practices
- Proceed to next step

### Complete Insurance Forms

#### Complete the Claim Verification Form

- Both college representative and student/athlete complete and sign the Anthem Blue Cross Student & Athlete Insurance Network Claim Verification form
- Students/athletes may take the copy of the Claim Verification Form to their medical provider for reference of coverage
- Student Insurance is secondary to the student/athlete's primary medical insurance

## • Complete the HIPPAA Authorization

- Both college representative and student/athlete complete and sign the HIPPAA Authorization
- Provide copies of all forms to student/athlete
- Proceed to next step

# Return Insurance Forms to Risk Management

- College representative or student/athlete returns original forms to Risk Management:
  - Incident Report
  - Anthem Blue Cross Student & Athlete Insurance Network Claim Verification form
  - HIPPAA Authorization form
- Forms may be mailed to:
  - MSJC
  - Risk Management Office
  - 1499 N. State Street
  - San Jacinto, CA 92583
  - 951-487-3131

Student Accident/Injury forms are available via https://www.msjc.edu/riskmanagement/documents/Merged-SAIN-Forms-Fillable.pdf

For copies of the forms, please contact the Risk Management Office via phone at 951-487-3131 or request via email to ajensen@msjc.edu.