



WHAT DO YOU DO WHEN YOU HAVE A CLAIM?

* **Complete each of the following requirements.**

* **Check off each step as completed.**

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|--------------------------|----|--|
| <input type="checkbox"/> | 1) | CLAIMS INCIDENT REPORT—Have the instructor who was in charge of the workout where you were injured complete an incident report. Your primary instructor will need to verify the information and sign it too. It is important that everyone complete this report as soon after the incident as possible so they don't forget what happened. |
| <input type="checkbox"/> | 2) | <ul style="list-style-type: none">◆ The AOMA policy will reimburse you for your out-of-pocket expenses (like your deductible and co-payments) after your primary Health Insurance has settled with the Health Care Providers.◆ They do not pay direct to the Health Care Providers.◆ The Student Accident Insurance has a \$500 deductible which you must meet before they begin reimbursing your costs. |
| <input type="checkbox"/> | 3) | AOMA CLAIMS FORM—Complete the AOMA Claims form (2 pages). If you don't understand any of the questions, please call Alison Hardin at (870) 428-5353 before completing the Claim form. |
| <input type="checkbox"/> | 4) | EOB—Make copies of the Explanation of Benefits forms that you receive from your Health Insurance company. |
| <input type="checkbox"/> | 5) | HEALTH CARE PROVIDERS BILLS—Make copies of all bills you receive from your Health Care Providers. |
| <input type="checkbox"/> | 6) | Send the following documents to the CTF Administrative Offices by E-mail, fax or mail: <ul style="list-style-type: none">◆ AOMA Claims Form◆ AOMA Incident Report◆ Explanation of Benefits Reports from your health insurance company.◆ Copies of all bills from your Health Care Providers. |

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