



When a student/athletic injury occurs a claim must be filed using the Student Accident Insurance Network [S.A.I.N.] Policy forms within 90 days, and the first medical treatment must occur within 120 days from the date of injury. The following items must be submitted to Student Insurance in order to be considered for benefit determination:

### Claim & HIPAA Form Filing Instructions:

- 1) Complete and sign the fillable Claim and HIPAA Form.
- 2) Please note that Section 4 of the Accident Claim Form must be completed and cannot be left blank. If the student has “Medi-Cal” please appropriate the hyphen in the spelling. If the student does not have any insurance, please indicate: *No Other Insurance*.
- 3) The completed Claim and HIPAA Forms must be signed by both the claimant and the College Official

### How to Find In-Network Providers for Anthem Blue Cross:

- 1) Go to <https://www.anthem.com/ca/find-care/>
- 2) Select Guests
  - Under type of care – select Medical
  - Under State – select California
  - Type of Plan – Medical (Student Health)
  - Under Select a Plan – Blue Cross PPO (Prudent Buyer) Student Health
- 3) Enter zip code
- 4) Search by Care Provider

### Important Information:

- ❖ The policy is secondary to all other policies, except as required by state of federal law.
- ❖ The policy is only good for 52-weeks past the date of injury.
- ❖ The first medical treatment must occur within 120 days from the date of injury.

# Student & Athlete Insurance Network Accident Claim Verification Form

Providers mail with bills to:  
Student Health Claims Dept.  
Attn: Claims Manager  
21215 Burbank Blvd.  
Woodland Hills, CA 91367  
Reference S.A.I.N. Program when calling toll free: 866-811-7946  
For priority issues please fax to: 855-396-8418



Claim control no. for Anthem Blue Cross use only

**This policy is secondary coverage to all other policies, except as required by state or federal law.**

## To be completed by student or athlete

Student last name		First name	M.I.	Birthdate (MMDDYY)
Street address		City	State	ZIP code
Phone no.	Email address			
1. Give full description of injury from which you are now suffering. Tell when, where, and how it happened.		4. Do you have other insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete the following. Other insurance coverage is through: <input type="checkbox"/> Parent <input type="checkbox"/> Self <input type="checkbox"/> Spouse Type of coverage: <input type="checkbox"/> Individual <input type="checkbox"/> Through employer Type of plan: <input type="checkbox"/> HMO <input type="checkbox"/> Other: _____ Group/policy no.: _____ Policyholder name: _____ Employer name (if applicable): _____ Insurance company name: _____ Insurance company address: _____		
2. Give exact date and time when injury occurred. Date: _____ (MMDDYY) Time: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		5. Are you an international student? <input type="checkbox"/> Yes <input type="checkbox"/> No		
3. When did you first consult a physician for this condition? Date: _____ (MMDDYY)				
Sign your full name <b>X</b>				Date (MMDDYY)

## On-Campus accidents – To be completed by college official

College name	Group/policy no.	Time classes/activity began on date of injury: Time: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
<b>Did accident occur</b> (check yes or no)	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	
a. While claimant was supervised?	<input type="checkbox"/> <input type="checkbox"/>	e. During intercollegiate practice?	<input type="checkbox"/> <input type="checkbox"/>
b. During sponsored activity?	<input type="checkbox"/> <input type="checkbox"/>	f. During intercollegiate competition?	<input type="checkbox"/> <input type="checkbox"/>
c. During programmed hours?	<input type="checkbox"/> <input type="checkbox"/>	g. While traveling to or from a regularly scheduled activity in a supervised group?	<input type="checkbox"/> <input type="checkbox"/>
d. On school premises?	<input type="checkbox"/> <input type="checkbox"/>		
I hereby certify that the statements made above are correct to the best of my knowledge and belief and that the above named claimant was insured hereunder at the time of the accident;			
College official signature <b>X</b>	Printed name	Title	Date (MMDDYY)

## Intercollegiate athletic accidents – To be completed by athletic official

Intercollegiate sport name	Position played	Did injury occur during non-traditional sports session? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Practice <input type="checkbox"/> Competition
I hereby certify that the above injury was sustained while participating in official activities under adequate organizational supervision on: →			Date (MMDDYY)
Athletic official signature <b>X</b>	Printed name	Title	Date (MMDDYY)

## Athletic and on campus accidents – To be completed by college official

Name of class or P.E.: \_\_\_\_\_

## Authorization to pay benefits to provider

I authorize payment of medical payments to physician or supplier for services described for the attached statements:

Student/athlete signature <b>X</b>	Date (MMDDYY)
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**Instructions:** Please complete the form in its entirety and include as much information as possible.

Individual last name	First name	M.I.	Group ID no.
College name	Social Security no. (optional)	Date of birth (MMDDYY)	Daytime phone no. (with area code)
Individual street address	City	State	ZIP code

**Part A:** I authorize the following person or types of people to disclose my information:

**Anthem Blue Cross and/or Anthem Blue Cross Life and Health Insurance Company and its affiliates and agents.**

**Part B:** I authorize the following person or types of people to receive my information (the person receiving the information must be 18 years of age or older):

**S.A.I.N. Health Group plan representatives**    **Athletic Personnel and/or Director of Nursing – Name:** \_\_\_\_\_

**Chief Business Official and/or Administrator – Name:** \_\_\_\_\_

**Name and relationship to the individual:** \_\_\_\_\_

**Part C:** I authorize the following information to be used or disclosed on my behalf:

Only limited information may be disclosed (check all applicable blocks below):

**Limited Information:**

- |   |  |   |   |
|---|--|---|---|
| <input checked="" type="checkbox"/> Benefits & coverage | <input checked="" type="checkbox"/> Claims & payment         | <input checked="" type="checkbox"/> Medical records<br>(excludes psychotherapy notes <sup>1</sup> ) | <input checked="" type="checkbox"/> Treatment |
| <input checked="" type="checkbox"/> Billing             | <input checked="" type="checkbox"/> Diagnosis & procedure    | <input checked="" type="checkbox"/> Physician & hospital  | <input checked="" type="checkbox"/> Pharmacy  |
|   | <input checked="" type="checkbox"/> Eligibility & enrollment |   | <input type="checkbox"/> Other: _____         |

I also approve the release of the following types of sensitive information by Anthem Blue Cross (check all blocks that apply to you):

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> All sensitive information      | <b>OR</b>   | Just information about topics checked below: |   |
| <input type="checkbox"/> Abortion                       | <input type="checkbox"/> Alcohol/substance abuse <sup>2</sup> | <input type="checkbox"/> HIV or AIDS         | <input type="checkbox"/> Mental health                |
| <input type="checkbox"/> Abuse (sexual/physical/mental) | <input type="checkbox"/> Genetic testing                      | <input type="checkbox"/> Maternity           | <input type="checkbox"/> Sexually transmitted illness |
|   |   |  | <input type="checkbox"/> Other: _____                 |

**Part D:** The purpose of my authorization is (check one block):

- To disclose the information at my request
- For the following purposes: **Auditing, enrollment, billing, financial analysis, stop-loss/reinsurance, and benefit analysis.**

**Part E:** Expiration date. If not previously revoked, this authorization will terminate on the earliest of the following dates:

- The date my coverage ends (only if disclosure requested by insurance company)
- One year from the signature date below
- Upon the following date, event or condition (within the one year time frame): \_\_\_\_\_ (MMDDYY)
- Accident date: \_\_\_\_\_ (MMDDYY)

**Part F:** I have read the contents of this authorization and understand and agree to the use and disclosure of my information as specified above. I also understand this authorization is voluntary and that the person listed in Part A will not condition my treatment, payment, enrollment or eligibility for benefits on signing this authorization. I have the right to revoke this authorization at any time by giving written notice of my revocation to the person listed in Part A. I understand that my revocation will not affect any action taken before my written revocation notice is received. I also understand that information disclosed may be subject to re-disclosure by the recipient, in which case it may no longer be protected under the HIPAA Privacy Rule. I am entitled to a copy of this authorization.

Individual signature <b>X</b>	Date (MMDDYY)
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**Designated legal representative/guardian**

If this form is signed by a legal representative/guardian on behalf of the individual, please complete the following. A copy of a Health Care Power of Attorney, a court order or other documentation establishing custody or other legal documentation demonstrating the authority of the legal representative to act on the individual's behalf must be attached.

Legal representative (print full name)	Legal relationship to individual
Individual signature <b>X</b>	Date (MMDDYY)

<sup>1</sup> Note: This form cannot be used for psychotherapy notes. If you seek to authorize the use or disclosure of psychotherapy notes, then you will need to do so using a separate form.  
<sup>2</sup> I understand that my alcohol/substance abuse records are protected under Federal and State confidentiality laws and regulations and cannot be disclosed without my written consent unless otherwise provided for in the laws and regulations. I also understand that I may revoke (or cancel) this approval at any time, or as described below in Part E. I understand that I cannot cancel this approval when this form has already been used to disclose information.

**Please keep a copy of this form for your records and return the completed form to:**

**Student Insurance**                      Email to: [claims@studentinsuranceusa.com](mailto:claims@studentinsuranceusa.com)  
**P.O. Box 4998**                          Phone: 310-826-5688  
**West Hills, CA 91308**                Fax to: 310-826-1601

Corporate Privacy has approved this form and it is an accepted HIPAA Authorization for the S.A.I.N. (Student Athlete Insurance Network) Group. 1/2017

## To the student

- Use this form each time you visit a physician or hospital as a result of an accidental injury incurred while attending regularly scheduled classes or while participating/attending a college-sponsored event or competition.
- **ONLY** use this form after the college has properly authorized and completed their portion.
- Give this form to the physician or hospital so they may properly submit the claim to Anthem Blue Cross.
- Copay Reimbursement – may be considered **only if** (1) a HCFA 1500 billing or UB-04 billing is submitted with a copy of the primary insurance Explanation of Benefits (EOB), and (2) a receipt indicating the amount of the copay. Balance due bills or statements are not acceptable documents for processing of payments.

## To the provider

- This plan covers the student for accidental injury while attending regularly scheduled classes or while participating/attending a college-sponsored event or competition.
- **Please check to see that the appropriate college representatives have completed their portion before submitting the claim.**
- To insure prompt payment, please attach all (UB-04 and/or HCFA 1500) billings to this form and submit to:

Student Health Claims Dept.  
Attn: Claims Manager  
21215 Burbank Blvd.  
Woodland Hills, CA 91367

Reference S.A.I.N. Program when calling toll free: 866-811-7946  
For priority issues please fax to: 855-396-8418

Balance due bills or statements are not acceptable documents for processing of payments.

- Electronic Billing is not an option with this program. This program does not accept 'Electronic Billing.' All bills must be submitted via USPS with a copy of the Claim Form attached.
- **Colleges send HIPAA and Claim Forms to:**  
Student Insurance  
P.O. Box 4998  
West Hills, CA 91308  
Email to: [claims@studentinsuranceusa.com](mailto:claims@studentinsuranceusa.com)  
Fax: 310-826-1601
- For additional information, please contact Student Insurance Information at 310-826-5688 or Anthem Blue Cross at 866-811-7946.