

**Return Completed form to:**

**MCA Administrators, Inc**

PO Box 6540  
Harrisburg, PA 17112  
P (800) 427-9308 / Fax (717) 652-8328



**Starr Indemnity & Liability Company**

**College Insurance Claim Form**

**Instructions for Filing a Claim**

1. Complete this form (including the appropriate signatures).
2. Attach all itemized bills relating to the claim.
3. Submit the completed form and bills to the address or fax number listed above.
4. Social Security Number is required for Federal reporting.

**STUDENT INFORMATION**

College (or) University	Policy Number	Student ID Number	Soc Sec Num
Student's Name	Student's Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Student's Date of Birth	
If claim is for dependent, give name and relation Spouse <input type="checkbox"/> Child <input type="checkbox"/>	Dependent's Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Dependent's Date of Birth	
Student's Full Address While At School	City	State	Zip
			Phone Number
Student's Home Address	City	State	Zip
			Phone Number

1. Date of injury or beginning of sickness \_\_\_\_\_ Date physician first consulted \_\_\_\_\_

2. Type of injury or sickness \_\_\_\_\_

3. If pregnancy, please indicate your last menstrual period (LMP) date \_\_\_\_\_

4. If Injury: a. How did the accident occur? \_\_\_\_\_

b. Where did the accident occur? \_\_\_\_\_

c. Were you practicing or playing a college sport at the time of injury?  Yes  No

Select Type:  Intramural  Intercollegiate  (between rival colleges) Name of Sport \_\_\_\_\_

d. For an intercollegiate sport injury, the following must be completed and signed by a representative from the athletic department: Was the injured involved in any activity under the jurisdiction of the Policyholder?  Yes  No

Under whose supervision? \_\_\_\_\_

**Representative Signature** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_

5. Were you treated by the Student Health Service?  Yes  No - If "Yes" date(s) treated \_\_\_\_\_

Were you referred by the Student Health Service?  Yes  No - If "Yes" date referred \_\_\_\_\_

If "No," was the Student Health Service closed?  Yes  No

6. Have you suffered the same or similar condition in the past?  Yes  No - If "Yes" please provide the name and address of the physician who treated you: \_\_\_\_\_ Dates Treated \_\_\_\_\_

7. Do you, your dependents, or your parents have any other insurance that would cover this condition?  Yes  No

If "Yes," indicate the name of the insurance company \_\_\_\_\_

8. Is the condition due to an injury or sickness arising out of your employment?  Yes  No

**AUTHORIZATION FOR RELEASE OF INFORMATION**

For services rendered or to be rendered I hereby authorize STARR INDEMNITY & LIABILITY COMPANY or their representatives to pay benefits in connection with this accident or illness direct to the doctor, hospital or other rendering service. If receipted bills are submitted, the benefits are to be paid to the insured.

**Claimant, Parent or Authorized Representative's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**If Authorized Representative, Relationship to Patient or Legal Designation:** \_\_\_\_\_

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I AUTHORIZE any physician, medical care provider, hospital, clinic, medical care facility, insurance company, government-sponsored health plan, or employer having information available as to diagnosis, treatment and prognosis with respect to any illness, injury, physical or mental condition, and/or treatment for me or my minor children now or in the past, to give to STARR INDEMNITY & LIABILITY Company (SILC) or its legal representative, any and all such information.

I UNDERSTAND the information obtained by use of the Authorization will be used by SILC to determine eligibility for insurance and eligibility for benefits under any existing policy. Any information obtained will not be released by SILC to any person or organization EXCEPT as necessary in connection with the processing of this application, claim, or as may be otherwise lawfully required or as I may further authorize. I KNOW that I may request to receive a copy of this Authorization. I AGREE that a photographic copy of this Authorization shall be valid as the original. I also AGREE this Authorization shall be valid for a period of two years from the date shown below. I may revoke this authorization at any time by written request to MIC. I CERTIFY that the above information given by me in support of this claim is true and correct.

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**Claimant, Parent or Authorized Representative's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**If Authorized Representative, Relationship to Patient or Legal Designation:** \_\_\_\_\_

**PLEASE NOTE**

In furnishing this or other claim forms for the convenience of the claimant, the STARR INDEMNITY & LIABILITY COMPANY does not admit any liability or waive any rights. STARR INDEMNITY & LIABILITY COMPANY reserves the right to ask for other information if it is deemed necessary. All expenses incurred in connection with furnishing the necessary proof of loss are the responsibility of the covered person.

## FRAUD STATEMENTS

**GENERAL:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act.

**ALASKA:** Any person who knowingly and with intent to injure, defraud, or deceive an insurance company files a claim containing false, incomplete, or misleading information may be prosecuted under state law.

**ARIZONA:** For your protection Arizona law requires the following statement to appear on this form: Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.

**ARKANSAS:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**CALIFORNIA:** For your protection, California law requires the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

**COLORADO:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

**DELAWARE:** Any person who knowingly, and with intent to injure, defraud or deceive any insurer, files a statement of claim containing any false, incomplete or misleading information is guilty of a felony.

**DISTRICT OF COLUMBIA RESIDENTS:** WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

**FLORIDA:** Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

**IDAHO:** Any person who knowingly, and with intent to defraud or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information is guilty of a felony.

**INDIANA:** A person who knowingly and with intent to defraud an insurer files a statement of claim containing any false, incomplete, or misleading information commits a felony.

**KENTUCKY:** Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime.

**LOUISIANA:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**MAINE:** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.

**MARYLAND:** Any person who knowingly and willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly and willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**MINNESOTA:** A person who files a claim with intent to defraud, or helps commit a fraud against an insurer, is guilty of a crime.

**NEW HAMPSHIRE:** Any person who, with a purpose to injure, defraud or deceive any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.

**NEW JERSEY:** Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

**NEW MEXICO:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties.

**NEW YORK:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

**OHIO:** Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

**OKLAHOMA:** WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

**OREGON:** Any person who knowingly and with intent to defraud or solicit another to defraud an insurer: (1) by submitting an application, or (2) by filing a claim containing a false statement as to any material fact, may be violating state law.

**PENNSYLVANIA:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent act, which is a crime and subjects such person to criminal and civil penalties.

**TENNESSEE:** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

**TEXAS:** Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

**VIRGINIA:** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

**WEST VIRGINIA:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

## **Instructions and Procedures for Filing a Claim**

**I. Complete the “Student Information” part of the claim form.**

**A. Make sure you identify your college or university.**

**B. Social Security Number is required for Federal reporting.**

**C. It is important to know when, how and where your accident or illness began.**

**D. Questions regarding other coverage you or your dependents are eligible for must be answered.**

**E. Patient or parent (if patient is a minor) must always sign the Authorization for Release of Information section.**

**II. Make a final check to see that all parts of the claim form are complete**

**III. If you have other coverage, make sure you attach all payment statements or denial letters.**

**IV. Attach all medical bills relating to the claim.**

**A. Make sure all bills identify the patient.**

**B. All bills should show date of treatment, type of service, and amount of charges.**

**PAYMENT WILL BE MADE TO THE SOURCE OF SERVICES (HOSPITAL, PHYSICIAN, ETC.) UNLESS A PAID RECEIPT OR STATEMENT ACCOMPANIES THE BILL AT THE TIME THE CLAIM IS SUBMITTED.**