

PARENTS: PLEASE READ ALL INSTRUCTIONS BEFORE FILING A CLAIM:

1. **THIS FORM SHOULD BE MAILED, E-MAILED OR FAXED TO RPS BOLLINGER WITHIN 90 DAYS OF THE DATE OF ACCIDENT TO ESTABLISH YOUR CHILD'S FILE.**

MAIL TO CLAIMS ADMINISTRATOR: RPS Bollinger, PO Box 1346, Morristown, NJ 07962

E-MAILTO: bollingerschoolclaims.gbs@ajg.com with your child's name in the subject line. FAX

**TO: 973-921-2876. Please make sure you include a cover page with the following:
ATTENTION SCHOOL CLAIMS DEPARTMENT.**

The Accident insurance coverage purchased by the Board of Education/School provides coverage on an **EXCESS BASIS** only. This means that only those medical expenses which are **NOT** payable by your own personal or group insurance are eligible for coverage under this policy, subject to the limitations and exclusions.

Please be sure that:

1. The school completes the top portion of this claim form, up to and including #17. A parent completes the bottom portion, signs and dates the form, then sends a copy to RPS Bollinger.

Once you have sent this claim form to RPS Bollinger, have all bills submitted to your personal or group insurance (including Major Medical coverage).

- 2 After your health insurance has processed the medical expenses, have the providers submit itemized bills (**UB04 for a Hospital/Facility & CMS-1500 for all providers**) with the corresponding Explanation of Benefits from your primary insurance company. Please note, if you have paid providers, all forms and proof of payment may be submitted for reimbursement. **Please do not submit balance due statements, non-itemized invoices or ledgers.**

If this is a **dental injury**, the dentist should submit injury related services only on **ADA Dental Form J430** and copies of corresponding Explanation of Benefits from your primary insurance.

- 3 After you have submitted your completed claim form and have received your first **Explanation of Benefits** from RPS Bollinger, you will now have a claim number and you may visit our website @ www.bollingerschools.com to enroll in our online portal to check the status of your child's claim.

PLEASE DO NOT CALL THE SCHOOL.

If you have any questions on the process, please call 866-267-0092 between the hours of 8 am and 4:15 pm E.S.T. Monday – Friday. If you are unavailable during our regular business hours, please feel free to leave a message and our Customer Service Team will contact you the next business day.

PLAN ADMINISTRATION AND CLAIM SERVICE BY:



BOLLINGER SPECIALTY GROUP

P.O. BOX 1346, MORRISTOWN, N.J. 07962
TELEPHONE 866-267-0092
FAX 973-921-2876

www.BollingerSchools.com