



You've Been Injured ... Now What ??

At NAHGA Claim Services, our job is to help you through the process of filing your medical claims. Below is a brief description of the necessary steps you must now take:

- Complete claim reporting form/incident report – Mail to the address listed on the form
- Whenever possible, share that mailing address with your medical providers.
- If you have any other insurance, please have all medical bills filed to that other insurance ***first***.
- Lastly, submit a copy of each itemized medical bill (including procedure and diagnosis codes), along with a copy of your primary insurance Explanation of Benefits (EOB), if you have other insurance.

Payments are made by NAHGA directly to the medical providers unless a payment receipt is submitted at the time of the bill.

Please contact NAHGA Claim Services at (800) 952-4320 or claims@nahga.com or fax (207)647-4569 if we may be of assistance during this process.



NAHGA Claim Services
PO Box 189
Bridgton, Maine 04009
(800) 952-4320
(207) 647-4569 Fax
claims@nahgaclaims.com

IMPORTANT NOTICE:

This insurance plan is designed to provide maximum benefits for minimum premium. If you have other medical insurance, you must submit this claim to your other carrier first. When you receive their Explanation of Benefits, send it to us with the corresponding itemized bills.

If this form is not completed in FULL, this claim can not be processed and will be returned.

PART 1: INCIDENT REPORT

(1) School/Organization/Group Name G.U.A.R.D Trust		(2) Name of Sport Team/Location 9907-0123 / 0124	
(3) Claimant - Last Name, First Name		(4) Claimant Social Security Number (if available)	
(5) Mailing Address where Insurance Info/Requests should be mailed		(6) City, State, Zip	
(7) Birthdate	(8) Male <input type="checkbox"/> Female <input type="checkbox"/>	(9) Phone	(10) Email (if available)
INJURY - Please Complete this Section to report an Injury			
(11) Date of Injury	(12) Time & Address where occurred?		(13) Part of body injured
(14) How did injury occur (description of incident)?			(15) Date of first medical treatment
(16) Sport Type (i.e. Football, Basketball, etc.)		(17) If injury was sport related, please indicate which sport?	
(18) Action Taken: <input type="checkbox"/> Released to Parent (minor) <input type="checkbox"/> Ambulance Transport <input type="checkbox"/> Referred to Hospital/Clinic <input type="checkbox"/> Own Accord (Adult) <input type="checkbox"/> Other _____			
(19) Was the claimant supervised when injured? Yes <input type="checkbox"/> No <input type="checkbox"/>		(20) Was injury during travel to or from scheduled activity in a supervised group? Yes <input type="checkbox"/> No <input type="checkbox"/>	
(21) Signature of Director:		Date	

PART 2: PARENT OR GUARDIAN STATEMENT (Must be completed if claimant is a minor)

(1) Father/Guardian Name	Telephone	(2) Mother/Guardian Name	Telephone
(3) Home Address (Street, City, State, Zip)		(4) Home Address (Street, City, State, Zip)	
(5) Employer		(6) Employer	
(7) Father's Employer Address (Street, City, State, Zip)		(8) Mother's Employer Address (Street, City, State, Zip)	
(9) Business Phone		(10) Business Phone	
(11) Employer Medical Insurance Policy		(12) Employer Medical Insurance Policy	
(11a) Is Claimant covered under that policy? Yes <input type="checkbox"/> No <input type="checkbox"/>		(12a) Is Claimant covered under that policy? Yes <input type="checkbox"/> No <input type="checkbox"/>	

PART 3: INSURANCE VERIFICATION

Is Claimant covered by any other insurance policy (other than this policy), either as a dependent, group, individual, automobile medical or liability? Yes ☐ No ☐

If yes, please list name of insurance carrier: _____

Please note that if other insurance exists, all claims must be submitted to that other insurance policy first.

PART 4: AUTHORIZATION

I hereby authorize any hospital, physician, employer, or other person who has attended or examined the Claimant to disclose when requested to do so, any information to NAHGA CLAIM SERVICES with respect to any injury, policy coverage, medical history, consultations, prescription or treatment, and copies of all hospital or medical records and itemized bills. A photo static copy of this authorization shall be considered as effective and valid as the original. I swear that the above information is true and correct to the best of my knowledge and understand that it is a criminal offense to knowingly file a statement of claim containing false or misleading information or to willfully conceal information thereto with the intent to defraud an insurance company.

X

Signature of Claimant (or Parent/Guardian if Claimant is under 18 years of age)

Date

AUTHORIZATION TO PAY BENEFITS TO PROVIDER: I hereby authorize payment directly to the Provider of service for medical benefits, if any, otherwise payable to me for services rendered but not to exceed the reasonable and customary charge for those services.

X

Signature of Claimant (or Parent/Guardian if Claimant is under 18 years of age)

Date

Note: If you do not sign the authorization to pay benefits to the provider and would like payment made directly to you, you MUST submit paid receipts for each bill.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/13/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Westpoint Insurance Group, Ltd. 5920 W. 111th St Chicago Ridge IL 60415		CONTACT NAME: PHONE (A/C No. Ext): (800)318-7709 FAX (A/C No.): (708)636-3915 E-MAIL ADDRESS:	
INSURED Aroostook Youth Basketball League P.O. Box 1783 Presque Isle ME 04769		INSURER(S) AFFORDING COVERAGE INSURER A: Houston Casualty Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** CL1791323756**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> INCLUDES ATHLETIC PARTICIPANTS GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			17/7003967	10/10/2017	10/10/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

INSURED: Sports & Special Risk Group Liability Insurance Trust and it's Member Organizations by Certificate.

CERTIFICATE HOLDER**CANCELLATION**

Aroostook Youth Basketball League P.O. Box 1783 Presque Isle, ME 04769	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Terri Tomasik/AS



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COVERAGES

CERTIFICATE NUMBER: CL1791323754

REVISION NUMBER:

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	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Certificate Holder is also additional insured.

CERTIFICATE HOLDER**CANCELLATION**

RSU 29 7 Bird Street P.O. Box 190 Houlton, ME 04730	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
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CERTIFICATE HOLDER**CANCELLATION**

Town of Houlton
21 Water Street
Houlton, ME 04730

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AUTHORIZED REPRESENTATIVE

Terri Tomasik/AS



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Certificate Holder is also additional insured.

CERTIFICATE HOLDER**CANCELLATION**

Town of Monticello 405 US Highway 1 Monticello, ME 04760	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Terri Tomasik/AS