**Secondary Insurance Forms**

Ryle High School provides secondary insurance forms for athletes that are injured at Ryle organized practices or games. The insurance is through K&K. It works by assisting in payment of medical bills **after** your primary insurance has paid their portion. If your son/daughter is injured during an event, you will need to follow these steps to file for the insurance.

1. Incident form must be completed by coach within 24 hours.
	1. It is responsibility of the party wanting insurance to notify the coach within 24 hours of the injury.
2. K&K Insurance form must be filled out by parents.
	1. Parents fill out 1st page, First half of 2nd page, and 3rd page.
3. Once you receive your medical bills, you should copy them and the K&K form.
4. Send the copies to K&K.
	1. The address can be found on the top left corner of the insurance form
	2. You do not need the K&K forms at time of medical visit and often times this will create obstacles in the process.
		1. I recommend that you do not tell the medical provider that you have a secondary insurance because I do not have a policy # and from past experience it is easier for parents to submit after they receive bills.
	3. Ryle does not submit forms!