

# How do I file a claim - intercollegiate sports?

**PLEASE SEE YOUR ATHLETIC TRAINER IF YOU NEED TO FILE A CLAIM.**

## Helpful Hints:



Be sure to present your primary insurance carrier ID card and the Intercollegiate Sports ID card that your Athletic Trainer provided to you. Most medical providers will submit the proper bill and primary insurance carrier explanation of benefits for you if you present that document at the time of services. If you did not tell them about this coverage you will likely have to contact them and provide them with the following information:

**Shenandoah University Plan Number:** US950525  
**Claims/Itemized Bills should be sent to:** NAHGA Claims Services:  
 PO Box 189  
 Bridgton, ME 04009  
 Phone: 877.497.4980 Fax: 207.647.4569  
 E-mail: [eiia@nahga.com](mailto:eiia@nahga.com)

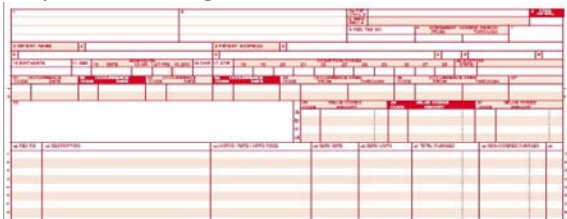


You can find your plan document and summary at [www.eiia.org](http://www.eiia.org) > click on "For Students" and search for your school. Once you get to your home page you can find information about the plan. Please contact your Athletic Trainer for additional information if you have suffered an injury related to intercollegiate sports.

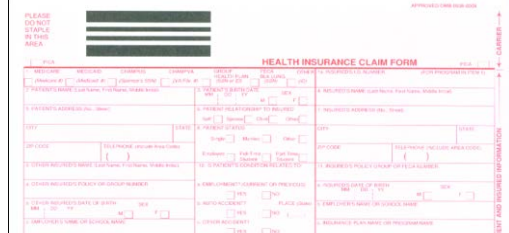
## WHAT INFORMATION DO I NEED TO FILE A CLAIM?

1. COMPLETED CLAIM FORM – Please see your Athletic Trainer to complete a claim form!
2. ITEMIZED INSURANCE BILLS - We cannot use statements to evaluate the charges. The following are the two most common itemized bills:

**UB-04** - an itemized bill typically used by hospitals and surgical facilities.



**HCFA** - an itemized bill typically used by physicians, radiologists, pathologists, etc.



3. PRIMARY CARRIER'S EXPLANATION OF BENEFITS – we will need a copy of these for each bill. Not applicable if you do not have other insurance.
4. PAID OUT OF POCKET? – we still need items 1-3 and if you paid, we will need a receipt in order to reimburse you otherwise payment will be sent to the medical provider.
5. SUBMIT – all of this information should be sent to NAHGA at the address above.

## IMPORTANT INFORMATION:



Claim forms or bills must be submitted within 180 days. Treatment must be rendered within 90 days from the date of injury. All covered expenses must be submitted within 12 months from date of service or charges will be denied.

All additional correspondence should include your name, school and date of birth.

**STILL HAVE QUESTIONS? Call NAHGA at 877.497.4980**