# **Accident Insurance Claim Process**

1) Complete the Accident Claim Notification form and Other Insurance Form. Then have local authorized member sign the Notification form

2) E-mail, preferred, or fax to the e-mail or fax # at the top right of the form. CC Lindsay MacAskill, Lindsay MacAskill programs@soccerns.ns.ca . If you fax the form, include your e-mail address for communication purposes.

 3) You will receive an e-mail confirmation that the form was received.

 4) Have the Attending Physician complete the Attending Physicians Form. Submit this to the e-mail fax listed on the form along with any receipts for services that are covered. Note that your group insurance is a “1st Payor”. When the limit of your Group cover is used up, submit the notification from your insurer that limits are expired. Submit any unpaid receipts at this time.

 5) You should receive payment within 30 days. If not, contact Josianne Moniz, josiannemoniz@bflcanada.ca , 800-465-2842. She will contact insurer for an update.

Note that e-mail is the preferred method of communication during the claim process and will give the quickest response.