



INSURANCE COMPANIES

Request for Accident Medical Expense Benefits

MAIL TO:
Administrative Concepts, Inc.
P.O. Box 4000
Collegeville, PA 19426-9000
www.acitpa.com
aciclaims@acitpa.com

Group Name: _____

Policy Number: _____

Accident Claim Form

Instructions:

- 1). Insured **Member** must fully complete **SECTION A**. If claim is for dependent, complete dependent section in full.
- 2). Claim Form must be completed, signed and dated by the claimant or parent/guardian of claimant, if claimant is a minor.
- 3). **BALANCE DUE STATEMENTS ARE UNACCEPTABLE.** Attach itemized bills for all medical expenses being claimed including the claimant's name, condition being treated (diagnosis), description of services, date(s) of service and the charge made for each service.

PLEASE MAIL COMPLETED FORM AND BILLS TO ADMINISTRATIVE CONCEPTS.

The furnishing of this form, or its acceptance by the Company, must not be constructed as an admission of any liability on the Company, nor a waiver of any of the conditions of the insurance contract.

SECTION A - MUST BE COMPLETED IN FULL AND SIGNED BY CLAIMANT. THERE MUST HAVE BEEN AN INJURY DUE TO A COVERED ACCIDENT IN ORDER TO BE ELIGIBLE FOR BENEFIT CONSIDERATION.

LAST NAME	FIRST	M.I.	SOCIAL SECURITY NUMBER	MEMBER ID NUMBER	DOB
ADDRESS (Street Address, PO Box, City, State, Zip Code)			PHONE NUMBER / E-MAIL ADDRESS		
COMPLETE IF CLAIM IS FOR DEPENDENT:		NAME OF DEPENDENT	RELATIONSHIP TO INSURED	BIRTH DATE OF DEPENDENT	
NATURE OF INJURY (Describe fully, including which part of body was injured)			DESCRIBE HOW, WHEN, AND WHERE ACCIDENT OCCURRED (Include date and time)		
DATE FIRST TREATED BY DOCTOR			DOCTOR'S NAME		
DATE LAST WORKED			DATE RETURNED TO WORK		
ARE YOU ENTITLED TO BENEFITS UNDER ANY OTHER INSURANCE POLICY COVERING THIS INJURY? YES <input type="checkbox"/> NO <input type="checkbox"/>					
IF NO , PLEASE COMPLETE THE "CERTIFICATION OF NO OTHER INSURANCE" PORTION OF THIS FORM.					
IF YES , PLEASE ATTACH COPIES OF STATEMENTS OF BENEFITS PAID OR DENIED AND COMPLETE THE FOLLOWING:					
IS THE OTHER INSURANCE A WORKERS COMPENSATION POLICY? YES <input type="checkbox"/> NO <input type="checkbox"/> ARE YOU SELF-INSURED? YES <input type="checkbox"/> NO <input type="checkbox"/>					
NAME & ADDRESS OF INSURANCE COMPANY			POLICY #		
NAME OF PERSON CARRYING OTHER COVERAGE			NAME OF EMPLOYER PROVIDING OTHER COVERAGE		

CERTIFICATION OF NO OTHER INSURANCE

I, _____, hereby certify that I have no other accident or health insurance or any other insurance covering this loss.

Signature of Insured or Authorized Representative	Dated
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Administrative Concepts, Inc. does not share Private Health Information except as required or permitted by law. We are committed to guarding the Private Information entrusted to us.

PAYMENT WILL BE MADE TO THE PROVIDERS OF SERVICE UNLESS A PAID RECEIPT IS ATTACHED AT TIME OF SUBMISSION. BY SIGNING BELOW I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE & CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

AUTHORIZATION and ASSIGNMENT OF BENEFITS

I, the undersigned authorize any hospital or other medical-care institution, physician or other medical professional, pharmacy, Insurance support organization, governmental agency, group policyholder, Insurance company, association, employer or benefit plan administrator to furnish to the Insurance Company named above or its representatives, any and all information with respect to any injury or sickness suffered by, the medical history of, or any consultation, prescription or treatment provided to, the person whose death, injury, sickness or loss is the basis of claim and copies of all of that person's hospital or medical records, including information relating to mental illness and use of drugs and alcohol, to determine eligibility for benefit payments under the Policy Number identified above. I authorize the policyholder, employer or benefit plan administrator to provide the Insurance Company named above with financial and employment-related information. I understand that this authorization is valid for the term of coverage of the Policy identified above and that a copy of this authorization shall be considered as valid as the original.

I agree that a photographic copy of this Authorization shall be a valid as the original.

I understand that I or my authorized representative may request a copy of this authorization.

I understand that I or my authorized representative may revoke this authorization at any time by providing the insurance company with written notification as to my intent to revoke.

I understand that any person who knowingly and with intent to defraud or deceive any insurance company files a claim containing materially false, incomplete or misleading information may be subject to prosecution for insurance fraud.

Signature of Insured or Authorized Representative	Dated
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The laws of some states require us to furnish you with the following notices:

WARNING. Any person who knowingly:

Alabama: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution fines or confinement in prison, or any combination thereof.

Alaska: and with intent to injure, defraud, or deceive an insurance company files a claim containing false, incomplete, or misleading information may be prosecuted under state law.

Arizona, Arkansas and Rhode Island: presents a false or fraudulent claim for payment of a loss or benefit is subject to criminal and civil penalties, or **specific to AR and RI:** presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

California: For your protection California law requires the following to appear on this form: Any person who knowingly presents false or fraudulent claim for payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Delaware: and with intent to injure, defraud or deceive an insurer, files a statement of claim containing any false, incomplete or misleading information is guilty of a felony.

District of Columbia: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

Florida: and with intent to injure, defraud, or deceive any insurer, files a statement of claim or application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

Idaho and Indiana: and with intent to defraud or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information (for Idaho) is guilty of and (for Indiana) commits a felony.

Kentucky, New York and Pennsylvania: and with intent to defraud any insurance company or other person files an application for insurance, or files a statement of claim, containing any materially false information or conceals, for the purpose of misleading, information concerning any material fact thereto commits a fraudulent insurance act, which is a crime, **specific to PA:** subjects such person to criminal and civil penalties and **specific to NY:** shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

Louisiana, New Mexico, Texas and West Virginia: presents a false or fraudulent claim for the payment of a loss (or **specific to LA, TX and W VA:** who knowingly presents false information on an application for insurance) is guilty of a crime and may be subject to fines and confinement in state prison, (or **specific to NM:** to civil fines and criminal penalties.)

Maryland: and willfully presents a false or fraudulent claim for payment of loss or benefit or who knowingly and willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

New Jersey: files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

Ohio: with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

Oklahoma: and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

Oregon: and with intent to defraud any insurance company or other person files an application for insurance or a statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material hereto, may be subject to prosecution for insurance fraud.

Puerto Rico: and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation with the penalty of a fine of not less than five thousand (5,000) dollars and not more than ten thousand (10,000) dollars, or a fixed term of imprisonment for three (3) years, or both penalties. If aggravating circumstances are present, the penalty thus established may be increased to a maximum of five (5) years; if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

WARNING:

Colorado: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Hawaii: Presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.

Maine/Washington: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.

Minnesota: A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

New Hampshire: Any person who, with a purpose to injure, defraud or deceive any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638.20.

Tennessee and Virginia : It is a crime to knowingly provide false, incomplete or misleading information to an insurer or insurance company for the purpose of defrauding the insurer or insurance company. Penalties include imprisonment, fines and denial of insurance benefits.