

University of Wisconsin System
Camps & Clinics Participant Accident Insurance
Claims Filing Instructions

2022 Internal Process:

Claims Filing Instructions, Injury Claim Form, Policy Benefits, and QR code containing policy documents are distributed to all internal stakeholders at the beginning of each policy year.

- These documents will also be available on UW's Camps & Clinics website found here:
<https://www.wisconsin.edu/risk-management/manual/camps-and-clinics/>

1. Injury occurs, common sense should be used in assuring adequate care is given to the youth participant.
2. Program Director notifies pre-college liaison of injury, and distributes Injury Claim Form to the injured participant and their family.
 - The parent is responsible for completing the claim form and reporting the injury to be covered under the insurance
 - Accident coverage is primary, thus families can and should be instructed to utilize the marketing materials provided so the treating medical facilities can bill HSR directly
 - In the event the insurance information is provided after treatment has been rendered, the parents can still seek coverage and/or reimbursement from the claims company
3. Pre-college liaison notifies Risk Management of the incident/injury.
4. Injury claim form is submitted to Gallagher by the parent; Gallagher then submits injury claim form to HSR (Claims Company for accident policy).
5. HSR will contact the respective Campus Risk Manager to authorize the incident via phone or email.
6. Upon confirmation of a covered claim, HSR will add the injury to their claims system so that corresponding medical bills will be eligible for coverage.

Please Note: the injury claim form should be fully completed and submitted within 90 days from the date of injury.