

Student Accident Claims

Note to all parents with Philadelphia Accident Claim Form Effective: July 1, 2023

All students within the Diocese of Jefferson City have access to a Student Accident Policy, underwritten by Philadelphia Insurance Company. This policy is a Full Excess Policy meaning if a student (Pre-K thru 12) is injured during school due to an accident it will pay covered medical expenses not covered by the student's primary health insurance.

- *The Diocese student accident policy pays only after your primary medical insurance has paid.*
- *These claims and subsequent payment are subject to limitations and exclusions, therefore payment is not guaranteed.*

For claims processing, Philadelphia requires a completed and signed claim form in addition to documentation from the student's primary insurance provider (PIP) *and* documentation from the medical provider and/or facilities where services were rendered.

Those documents are:

- **HCFA FORM - (also called UB-04, UB-92, CMS 1500, CMS1200)**
 - These are itemized billing statements that include medical billing codes that insurance companies use when processing bills. These are *not* the same itemized statements mailed to the patient.
You will have to call the facility or physicians office where you were seen and specifically request this document. It will not be sent to you without a request.
- **Explanation of Benefits from student's Primary Insurance Provider (PIP) at the time of the accident**
 - These are required so that Philadelphia Insurance Company may qualify treatments and review determination made by the PIP, review what payments were made by the PIP and review what is still needed to satisfy the claim.

In order to keep any bills from being sent to collections, Winter-Dent recommends that you send all information within 90 days of the incident. Information can be send via mail, fax, email or simply being dropped of at our main office in Jefferson City, MO.

Once we receive this information from you, **we send all the information to Philadelphia for processing.** *Winter-Dent does not process student accident claims.*

- ❖ The processing of the claim takes approximately 6-8 weeks once they receive all the information needed.

You may contact Mary Baysinger (573-634-2122, x1320, mary.baysinger@winter-dent.com) at Winter-Dent with any questions.

The Accident claim form and required documents can be sent to:

Mail:	Drop Off:	Email: Mary.Baysinger@Winter-Dent.com
Mary Baysinger	ATTN: Mary Baysinger	Fax: 573-636 -7500, Attn: Mary Baysinger
Winter-Dent & Co	101 E McCarty St	
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