



Texas Kids First

Providing affordable insurance to Texas Schools and school-age children

HOW TO REPORT A DISTRICT CLAIM

If a student is injured while participating in a UIL-sanctioned high school or middle school sport (practice, game and travel directly to and from) or other UIL-sanctioned activity that requires medical attention, notify the Athletic Trainer that the injury is a result of participation in a UIL-sanctioned activity prior to taking the injured student athlete to a health care provider. If the Athletic Trainer is not available, contact the head coach or athletic coordinator or teacher responsible for supervising the activity. If these persons are not sought out prior to visiting a health care provider, the District Plan may not pay any benefits. After seeking medical care, follow the procedures outlined below:

- Obtain a Student Accident Claim Form from a School Official.
- A coach, trainer, or teacher responsible for the activity must complete all parts of Section 1, and sign and date the form to certify that the accident is a covered activity under the District plan. Failure to have a school official complete Section 1 will result in the District plan not paying any benefits.
- A Parent/Guardian must complete all parts of Section 2, and sign and date the form.
- A copy of the completed and signed Claim Form should be kept by the parent/guardian and School Official to serve as verification of the injury.

******* FILE YOUR DISTRICT CLAIMS ELECTRONICALLY *******

- **The completed and signed Claim Form can be scanned and sent electronically to SAclaims@uflic.com to expedite payment of the claim as bills are submitted. The completed and signed Claim Form may also be mailed to the address indicated at the top of the Claim Form. Keep in mind that failure to submit a completed and signed claim form is the most frequent reason why claim payments are delayed.**
- Treatment by a licensed doctor and filing of a Claim Form must occur within 90 days from the date of the injury regardless of whether you have insurance or not.
- If you have other insurance, you must comply with the provisions of your primary insurance. File all bills with your primary insurance first and forward copies of itemized bills and EOBs to the Claim Administrator as you receive them indicating 1) the name of school district, 2) the name of the school, 3) the name of the injured student, and 4) the date of the accident.
- The plan purchased by the District is a limited benefit policy and may not cover all medical bills.
- Any charges not covered by the District plan are the responsibility of the Parent/Guardian.