BLACK GOLD SCHOOL DIVISION
3rd Floor, 1101-5th Street
Nisku, Alberta T9E 7N3

P: 780.955.6025
F: 780.955.6050
blackgold.ca

Date: _____

Dear Parent/Guardian,

Black Gold School Division maintains Student Accident Insurance coverage for students attending our Division's schools. The program provides basic accident and medical coverage while students attend school and/or participate in school-organized activities.

Please note that the Division's Student Accident Insurance is a second payer. You will need to submit a claim through your own health insurance policy first, following which Black Gold School Division's Student Accident Insurance policy may cover amounts that were not covered by your policy.

Attached to this letter is the Accident Reimbursement Plan Claimant Statement. Please submit this statement within the stated timelines **even if you are not certain you will need to utilize the Division's policy**. The timelines for submission for both medical and dental injury claims is within **90 days** after the date of the injury.

Please return the completed Accident Reimbursement Plan Claimant Statement to:

Industrial Alliance Insurance and Financial Services Inc.
iA Special Markets (Claims Department)
400 – 988 Broadway W
PO Box 5900
Vancouver, BC V6B 5H6
Tel: 1-800-266-5667

Please see the following page for further information on completing the Claimant Statement.

If you have any questions, please contact Camille Hendrickson, Administrative Assistant – Business & Finance at 780-955-6025.

Sincerely,

Chelsey Volkman
Associate Superintendent – Business & Finance
Black Gold School Division

Accident Reimbursement Plan Claimant Statement Information:

The Policy Number to be included on the Accident Reimbursement Plan Claimant Statement is **100012511**.

Claimants *do not require completion of the Physician's Statement for eyewear claims.*

Please ensure that you fill out both the School Name and the School Board Name fields under the Claimant Section.

Please leave the following fields blank:

- The Member/Certificate ID field under the Claimant section
- The Team Authorization section

The Name of Authorized Person and said person's Signature, located under the Statement of School Authority section, is to be filled out by the Principal or the Assistant Principal of the school.

If you have any questions or require any assistance with the completion of Claim Forms, please contact our office at: 1 800-266-5667 or email: specialmarkets-claims@ia.ca

Accident Reimbursement Plan

Claims Information and Documents Required

- The Claimant's Statement, invoices and other supporting documents (listed below) must be submitted within 90 days of the accident and no later than one year, whether or not expenses are incurred.
- A claim form must be completed for each injured member wishing to claim benefits under the policy.
- The claimant is responsible for having the required forms completed at their own expense.
- Physician's Statement must be completed by a Licensed Medical Doctor (MD). Physician's Statement completed by a Physiotherapist or Chiropractor will not be accepted.
- To ensure prompt handling of your claim, please ensure that all claims documents are fully completed and the required supporting documentation provided at the time of claim.
- Coordination of benefits for dental, hospital, paramedical, eyewear and emergency care expenses: You must always submit claims for reimbursement to other plans first (public, private or group insurance plans). Once you receive a copy of the other insurance company's Explanation of Benefits (EOB), please send them to us to complete your claim.
- Please note that this list is not exhaustive and other documents may be required to complete your claim.
- Original receipts are not required, however, please retain originals for 12 months following the date you submitted the claim.
- **For Sports Accident Policies:** The Team Authorization section must also be SIGNED & AUTHORIZED by one of the following officials: Manager / Coach / or Sports Team Authority ONLY. (Physiotherapists, Team Athletic Trainers/Therapists or any other service providers are not eligible to provide this authorization). The claim cannot be processed in the absence of this authorization.
- **For College/University Policies:** The Statement of College/University Authority section must also be SIGNED by an authorized person at the College/University. The claim cannot be processed in the absence of this authorization.
- Submit all forms together to the Company at the address below. You may also send your claim forms by fax. We wish to remind you that email is not a secure method of communication and should only be used to transmit non-confidential information.

!	**Claimant's Statement must be completed with all the Supporting Documents Required**

BENEFIT CLAIMING FOR	SUPPORTING DOCUMENTS REQUIRED
Dental Treatment	• Completed Dentist's Statement • Standard Dental Claim form (original) completed by the Dental Provider • Completed Claimant's Statement • Copy of other insurance company's EOB (if applicable)
Ambulance	• Completed Claimant's Statement **Only** • Copy of the Ambulance Invoice • Copy of other insurance company's EOB (if applicable)
Eyewear (As a result of accidental injury only) • **Repair or replacement of existing eyewear** • **Requiring purchase when not previously worn**	• Completed Claimant's Statement • Completed Physician's Statement (MD) • Copy of other insurance company's EOB (if applicable)
Fracture, Dislocation or Surgery	• Completed Claimant's Statement • Completed Physician's Statement (MD)
Hospital, Paramedical, Counselling and Prosthetics	• Completed Claimant's Statement • Completed Physician's Statement (MD) • Physician's Referral required for: Paramedical and Counselling benefits.
Travel and Transportation	• Completed Claimant's Statement • Transportation details (date, place of departure, place of arrival, number of kilometers travelled, original receipts
Dismemberment or Total and Permanent Loss of Use	• Completed Claimant's Statement • Completed Physician's Statement (MD) • Supporting medical records from your physician
Death, Permanent Total Disability or Critical Illness Claims or any other benefits	• Please contact us directly for the necessary claims documents: 1-800-266-5667 or specialmarkets-claims@ia.ca

PLEASE RETURN ALL CLAIM FORMS AND SUPPORTING DOCUMENTATION TO OUR OFFICE BY MAIL OR FAX

Industrial Alliance Insurance and Financial Services Inc.
iA Special Markets (Claims Department)
400–988 Broadway West,
PO Box 5900, Vancouver, BC V6B 5H6

Tel 1-800-266-5667
Fax 1-866-913-3620

Industrial Alliance Insurance and Financial Services Inc.
iA Special Markets (Claims Department)
400–988 Broadway W,
PO Box 5900, Vancouver, BC V6B 5H6

Telephone 1 800-266-5667
Fax 1 866-913-3620
Email specialmarkets-claims@ia.ca
Website ia.ca

Accident Reimbursement Plan

Claimant's Statement

! **To avoid any delays in processing of your claim, please send the duly completed claim form with all the supporting documents required.**

CLAIMANT (Applicant, Parent or Legal Guardian)

Policy Number | Member/Certificate ID (if any) | Last Name | First Name | Sex ❑ M ❑ F

Unit Number | Street Address | City | Province | Postal Code

Home Phone | Cell Phone | Email

School/College/Sports Team Name | School Board Name (if applicable)

IDENTITY OF THE INJURED PERSON

Last Name | First Name | Sex ❑ M ❑ F | Date of Birth (dd-mm-yyyy) | Provincial Health Card #

DESCRIPTION OF THE ACCIDENT AND RESULTING INJURIES

Date of Accident (dd-mm-yyyy) | Location of Accident | Time ❑ A.M. ❑ P.M.

How did the accident occur? Please provide details of accident (i.e. place, injury sustained).

Name and Address of Dentist or Physician first attended

COORDINATION OF BENEFITS

! **You must first submit your claim to the other insurer then send us a copy of the settlement documentation along with a copy of the invoice.**

Are you covered by another insurance plan (employer or other insurance) ❑ Yes ❑ No

Please provide Name of Other Insurance Company (ies):

1. _____
2. _____

If "Yes" to below, please provide the Explanation of Benefits from the other insurance company.

Are the benefits under this claim covered by the other insurance? ❑ Yes ❑ No

Have you submitted this claim to the other insurance company? ❑ Yes ❑ No

TEAM AUTHORIZATION

! **This section is to be signed by your designated Team Authority or Official (League Manager, Facility Manager etc.)**

Name of Team | Rink Name | What Sport is the Team engaged in?

Name of League or Association | On what date did the player join team? (dd-mm-yyyy)

Was the above Player a regular member at the time of injury? ❑ Yes ❑ No

Was the Player injured during an approved activity? ❑ Yes ❑ No If Yes, an approved ❑ Practice ❑ Game ❑ Traveling

Was the Player wearing a visor at the time of the accident? ❑ Yes ❑ No

Signature of Person Authorized by Policyholder | Print Name | Official Capacity/Title

Complete Address / Phone number | Email | Date Signed

STATEMENT OF SCHOOL AUTHORITY

Name of Student | Policy No. | Reg. No. | Name of Group

On the date of the accident, we certify that the above claimant was enrolled as a: ❑ Full Time Student (3 or more courses) ❑ Part Time Student ❑ International Student

Name of Authorized Person | Signature | Email | Phone Number | Date Signed

PRIOR TO SUBMITTING YOUR CLAIM

Please refer to the Claims Information and Documentation Required page to ensure that you provide all the necessary documents applicable to your claim. *** Ensure that the benefit claimed is covered in your contract.**

I declare that the information provided in the Claimant's Statement is accurate and any statements provided in any personal or telephone interview concerning this claim will be true and complete. I agree that all such statements form the basis for any benefit approved as the result of this claim.

Industrial Alliance Insurance and Financial Services Inc.
iA Special Markets (Claims Department)
400–988 Broadway W,
PO Box 5900, Vancouver, BC V6B 5H6

Telephone 1 800-266-5667
Fax 1 866-913-3620
Email specialmarkets-claims@ia.ca
Website ia.ca

Accident Reimbursement Plan

Physician's Statement

! TO BE COMPLETED BY A MEDICAL DOCTOR (M.D.) THE CLAIMANT IS RESPONSIBLE FOR ANY FEE FOR THE COMPLETION OF THIS FORM FOR MEDICAL EXPENSES, DISMEMBERMENT OR TOTAL AND PERMANENT LOSS OF USE.

Date of Accident (dd-mm-yyyy)

Date of first attendance for this injury (dd-mm-yyyy)

Nature of Injury

❑ Fracture Location and Type

❑ Other Injury Location and Type

Visual Injury ❑ Yes ❑ No If "Yes", please provide details.

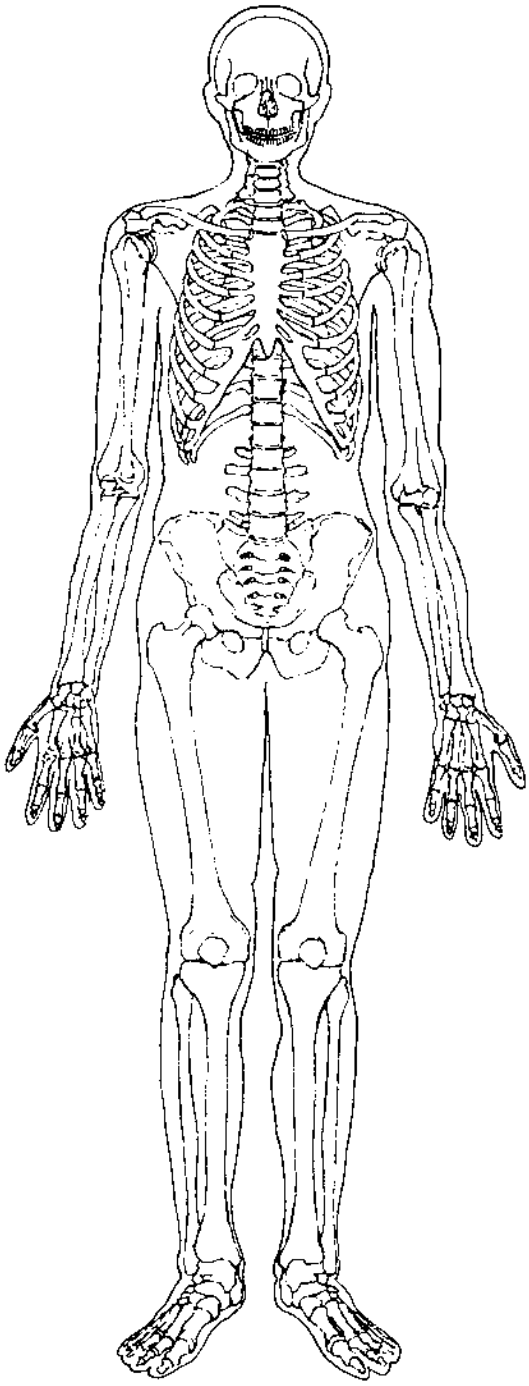
Was surgery required? ❑ Yes ❑ No

Surgery Date (dd-mm-yyyy)

General Anesthetic ❑ Yes ❑ No

Has the patient been referred for any Paramedical treatment? ❑ Yes ❑ No

If yes, please describe:



! Please complete the following section if patient's claim is for Dismemberment and Total and Permanent Loss of Use.

Nature of Loss? State right or left on chart, please mark point of any amputation. ➔➔➔

What evidence of trauma did you find?

Degree of loss

Is loss permanent and irrecoverable? ❑ Yes ❑ No

Was injury sufficient to produce total and permanent loss? ❑ Yes ❑ No

If "Yes", please provide supporting medical documents (i.e. specialist, consultation, operative & rehabilitation reports).

Was claimant hospitalized? ❑ Yes ❑ No

Hospital Name

Date admitted (dd-mm-yyyy)

! Names and addresses of other physicians or surgeons, if any, who attended claimant

Physician Name (Please print)

Telephone

Address

Physician Name (Please print)

Telephone

Address

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.

Physician Name (Please print)

Address

Telephone

Signature

Date Signed (dd-mm-yyyy)

Industrial Alliance Insurance and Financial Services Inc.
iA Special Markets (Claims Department)
400–988 Broadway W,
PO Box 5900, Vancouver, BC V6B 5H6

Telephone 1 800-266-5667
Fax 1 866-913-3620
Email specialmarkets-claims@ia.ca
Website ia.ca

Accident Reimbursement Plan

Dentist's Statement – Dental Care

! THIS SECTION IS TO BE COMPLETED BY THE DENTIST. PLEASE ALSO ATTACH THE STANDARD DENTAL CLAIM FORM FOR DENTAL SERVICES PROVIDED.

PATIENT/CLAIMANT INFORMATION

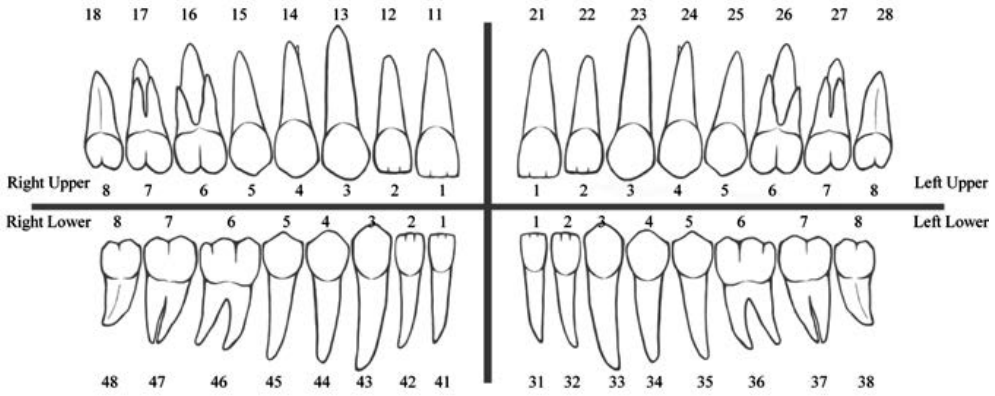
Name | Address

City | Province | Postal Code | Home Phone | Cell Phone

Date of Dental Accident (dd-mm-yyyy) | Date of the first visit for this accident (dd-mm-yyyy)

Identification of the damaged tooth/teeth:

Please provide tooth number(s) below and mark teeth injured on diagram ➔



Were the teeth whole and sound prior to the accident? ❑ Yes ❑ No
If "No" please describe below.

State of injured tooth/teeth after the accident (describe the damage sustained):

Is the member covered by another insurance plan (employer or other insurance) ❑ Yes ❑ No
If yes, Please provide the name of the Other Insurance company and Provide EOB

Immediate dental treatment required as a direct result of the accident:

Describe further potential problems and indicate the time frame:

If future dental treatment is required as a direct result of the accident please provide an estimation of when treatment will be required (tooth codes, procedure codes and estimated date). Please attach Pre-Determination form.

I hereby assign benefits payable from this claim to the below named dentist and authorize payment directly to the dentist.

Signature of subscriber

I understand that the fees in this claim may not be covered by or may exceed my policy benefits. I understand that I am financially responsible to my dentist for the entire cost of the treatment. I authorize the release of the information contained in this claim of services described in this form to the named dentist.

Signature of the Patient (or Parent/Legal Guardian)

NAME AND ADDRESS OF DENTIST

Dentist Name (Please print) | Address | Telephone

Signature | Date Signed (dd-mm-yyyy)