Mail to: Administrative Concepts, Inc.
P.O. Box 4000
Collegeville, PA 19426-9000
888-293-9229
Fax 610-293-9299
Business Hours - 7am - 8pm EST.
www.acitpa.com

ACCIDENTAL DEATH AND DISMEMBERMENT CLAIM FORM

IMPORTANT INSTRUCTIONS FOR COMPLETING THE CLAIM FORM

To expedite claim processing, the attached claim forms need to be fully completed and the following instructions must be adhered to. Each claim will be evaluated based on the terms and conditions of the insurance policy. The Insurance Company reserves the right to request additional information and/or documents to help us make this evaluation. The acceptance of these forms by the Insurance Company is not an admission of coverage under an insurance policy.

Part I – Participating Organization Statement

To be completed by an authorized representative of the Participating Organization

Part II – Claimant's Statement

To be completed by claimant or beneficiary in its entirety

Please furnish any newspaper accounts or other pertinent information regarding the claim.

Part III – Attending Physician's Statement (required for accidental dismemberment claims)

Attending physician must complete this form. Any expense for completion of the form is the responsibility of the claimant.

Miscellaneous – All Claims

Required documents other than the claim form

- Certified true copy of death certificate (Accidental Death Claim)
- Police Report (if applicable)
- Autopsy/Post Mortem & Toxicology report (if applicable)

If the claim proceeds are payable to an estate, Part I must be completed by the executor or administrator of the estate. A copy of the court document appointing the executor or administrator must be attached to this form.

If any designated beneficiary is a minor, Part I must be completed by the custodian or guardian. A copy of the court document appointing the guardian or a similar document must be attached to this form.

For a foreign death, the official death certificate and the Report of the Death of an American Citizen Abroad form must be attached to the claim form.

Helpful information for submitting claims and expediting payment.

- A fully completed Claim Form is required. Claims submitted with incomplete information will not be paid pending receipt of the missing information.

- The acceptance of a claim form by an insurance company is not an admission of coverage. We reserve the right to obtain additional information, as needed, to evaluate the claim.

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PART I – PARTICIPATING ORGANIZATION STATEMENT

Policy Number:	Organization Name:	Event, Activity or Sport:

Claimant's Name (Injured Person)	Social Security Number	Gender ☐M ☐F	Date of Birth	E-Mail Address

Address of Injured Person and Best Contact Phone Number (Include Area Code)

Date and Time of Accident	Place where Accident Occurred	The injured person was a: ☐ Participant ☐ Staff Member ☐ Other

Dental Claims	Indicate which Teeth were Involved in the Accident	Describe Condition of Injured Teeth Prior to Accident: ☐ Whole, Sound, and Natural ☐ Filled ☐ Capped ☐ Artificial

Type of Injury (Indicate Part of Body Injured – e.g. broken arm, sprained ankle, etc.) **Did Injury Result in Death?** ☐YES ☐NO

Describe How Accident Occurred – Provide All Possible Details

Did Accident Occur (Check Yes or No for Each of the Following):

During a participating organization sponsored & supervised, or sanctioned activity?	☐YES	☐NO
On activity premises?	☐YES	☐NO
While traveling directly and uninterruptedly to or from the activity?	☐YES	☐NO
During a participating organization practice? ☐YES ☐NO or competition?	☐YES	☐NO

Signature of Participating Organization Representative	Name and Title of Participating Organization Representative	Date

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ACCIDENTAL DEATH & DISMEMBERMENT CLAIM FORM

PART II – **Claimant's Statement:** Accidental Death & Dismemberment Only. Claim Form for INSURED or DEPENDENT

***INSTRUCTIONS**: Complete this form if you are applying for death or dismemberment benefits due to an Accident. If a question does not apply, please mark "N/A".*

POLICYHOLDER NAME:

Name of Insured :	**Social Security Number**
Name of Deceased or Injured (if different from above)	Address of Insured/Deceased:
Relationship to Employee: ☐ Spouse/Domestic Partner ☐ Child / Date of Birth:	

On what date did the accident happen? _____ Where did the accident happen? City _____ State _____
Please describe all injuries received.

Did accident result in death? ☐ Yes ☐ No If "Yes", on what date? _____

If claim is for a dependent, is the insured married? ☐YES ☐NO	If claim is for a dependent, does the insured have children? ☐YES ☐NO If Yes, provide names and ages of children:

Describe in detail how the accident occurred.

Name and address of law enforcement agency involved (Please submit copy of Police Accident Report).

List name/address/phone # of all physicians consulted for this injury/death.

List name/address/phone # of all hospitals consulted.

Did the deceased/injured have any chronic disease or physical defect or deformity? ☐Yes ☐No If "Yes", describe in detail:

Was autopsy performed? ☐ Yes ☐ No If "Yes", provide name/address/telephone number of coroner, if known	Was an inquest held? ☐ Yes ☐ No If "Yes," verdict?

Name of Beneficiary	Address	Telephone Number	Social Security Number:

Your date of birth _____ In what capacity are you making claim? _____
(Note: if other than beneficiary, attach appropriate legal documents substantiating your authority.)

Your address _____ and

Telephone number _____ (if different from beneficiary).

Your relationship to deceased or injured _____ Your Social Security Number
_____

I authorize any physician, medical professional, hospital, covered entity as defined under HIPAA, insurer or other organization or person having any records, dates or information concerning the deceased or insured's occupation, finances and health including protected health information, individually identifiable health information, summary health information, psychotherapy notes, mental health, HIV and alcohol/drug records to release all such records in their entirety to AXIS Insurance Company, and any affiliate of any one or more of these companies (collectively and severally, the "Company"). I understand that I may receive a copy of this authorization, and that this authorization is valid for the entire duration of this claim, and that I may revoke this authorization at any time be sending a request in writing to the Company. I understand that it may be necessary for the Company to provide such information or summaries thereof to the employer, regulatory state agency, or Workers' Compensation carrier. I understand that by signing this form I may be authorizing the use and disclosure of my confidential protected health information to AXIS Insurance Company.

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

SIGNATURE OF PERSON COMPLETING THIS FORM	DATE

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PART III – Attending Physician's Statement
Required for all accidental dismemberment claims.

Attending physician must complete this form. Any expense for completion of the form will be paid by claimant.				
Name of Patient:	Date of Birth:	Address (Street, City, State, Zip Code):		
When did accident happen: (Month, Day, Year)	When did patient first consult you for this condition?: (Month, Day, Year)			
Nature of injury: Please explain in complete detail, including all diagnoses, any dismemberment or loss of use; the cause or incident causing the injury, and all affected body parts.				
If injury resulted in severance of a body part, please indicate the precise location of the severance:				
Did injury result in the total and irrecoverable loss of hearing in both ears? ☐Yes ☐No Date of loss:				
Did the injury result in: ☐ Paralysis	☐ Quadriplegia	☐ Paraplegia	☐ Hemiplegia	
In your opinion, was any disease, infection, bodily or mental infirmity an underlying cause in the loss(es) indicated above?				
If an operation is contemplated, give approximate date and nature of the operation:				
In your opinion, did the loss(es) result from any self-inflicted injury or attempted self-destruction? ☐ Yes ☐ No				
If injury resulted in loss of sight, was the loss total and irrecoverable? ☐ Yes ☐ No Which eye was injured? ☐ Right ☐ Left Was the eye removed? ☐ Yes ☐ No On what date did the total and irrecoverable loss occur? If the loss of sight is partial, but irrecoverable, please state amount of vision in each eye with Snellen notations, or Jaeger scale, if pertinent.				
Uncorrected O.D.	O.S.	Corrected O.D.	O.S.	Date of Examination
Do you believe vision can be restored in whole or in part by treatment or operation? ☐ Yes ☐ No				
Was patient confined to a hospital? ☐Yes ☐No If "Yes", give name and address of hospital and dates of confinement:				

Treatment				
Date of first visit	Dates of Subsequent Visits			
Is patient still under your care for this condition? ☐ Yes ☐ No				
If discharged, give date of discharge:				
Signature of Attending Physician	Physician's Name (Please Print)	Degree	Telephone	Date
Street Address:	City or Town		State or Province	Zip Code

Important Notice

- ***In General, and specifically for residents of Arkansas, Illinois, Louisiana, Rhode Island and West Virginia:*** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

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

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

- ***For residents of 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.

- ***For residents of the District of Columbia:*** *WARNING:* 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.

- ***For residents of Florida:*** Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

- ***For residents of Kentucky:*** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

- ***For residents of Maine, Tennessee and 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 include imprisonment, fines and denial of insurance benefits.

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

- ***For residents of 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.

- ***For residents of New Jersey:*** Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

- ***For residents of New Mexico:*** ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES.

- ***For residents of New York:*** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and 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.

- ***For residents of Ohio:*** Any person who, 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.

- ***For residents of Oklahoma:*** WARNING: Any person who knowingly, 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.

- ***For residents of Oregon:*** Any person who knowingly and willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance may be guilty of a crime and may be subject to fines and confinement in prison.

- ***For residents of Pennsylvania:*** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

- ***For residents of Texas:*** Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

- ***For resident of Virginia:*** Any person who with the intent to defraud or knowing that he is facilitating a fraud against an insurer submits an application or files a false or deceptive statement may have violated state law.