



Sports Accident Claims Information Sheet

This document addresses frequently asked questions related to Sports Accident Insurance claims

MEDICAL INJURY CLAIMS

- The Sports Accident Insurance Claim Form must be completed in full in order to process your claim. Please be sure to include the **Section A- Attending Physician's Statement** section on Page 2 which must be completed by the attending physician (MD) who first saw the insured within 30 days of the injury. Chiropractors, Physiotherapists, Registered Nurses, or any other service providers are not eligible to complete the form.
- In the event that the insured was initially seen in a hospital, a copy of the *Hospital Discharge Report* may be submitted instead of the Attending Physician's Statement.
- Claims for **Physiotherapy/ Athletic Therapy / Brace expenses** must be accompanied by the original receipts and the written referral from the attending physician recommending the treatment.

DENTAL INJURY CLAIMS

- The Sports Accident Insurance Claim Form must be completed in full in order to process your claim. If claiming for dental injury, please be sure that Page 1 and **Section B-Attending Dentist's Statement** on Page 2 of the claim form are completed by the attending dentist who saw the insured within 30 days of the injury.
- If you have more than one insurance carrier, please note that we require a detailed Explanation of Benefits from your primary carrier along with the completed claim form including the specific dental procedure and tooth codes.

IMPORTANT

- The bottom of the claim form 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.
- The Sports Accident Insurance Claim Form must be filed with Industrial Alliance Pacific Insurance and Financial Services Inc. ("IAP") within 90 days of the date of the injury, regardless of whether expenses have been incurred. Attach only original receipts for all expenses being claimed.
- Please note that it is the responsibility of the claimant to obtain and forward the completed claim form as indicated. Any charge incurred for its completion is also the responsibility of the claimant.
- If you have more than one insurance carrier, medical expense benefits are coordinated. Please submit your expenses to your other insurance company first. Once you have received a copy of the explanation of benefits, please forward to IAP with copies of expenses.

WHAT TO EXPECT WHEN YOUR CLAIM IS RECEIVED.....

- Please note that all claims are subject to standard adjudication processing. You should expect a response within 1-3 weeks depending on claims volume. Our response would be one of the following:

(A) *Payment or Notification of Payment to a Provider*

(B) *Request for more information if required*

(C) *Acceptance or Denial of the claim with reasons*

Return completed claim form to:
INDUSTRIAL ALLIANCE PACIFIC INSURANCE AND FINANCIAL SERVICES INC.
Claims Department, 2165 Broadway W, PO Box 5900, Vancouver, BC, V6B 5H6
Tel: 1-800-266-5667
www.iapacific.com

In providing this claim form for the convenience of the claimant, IAP does not admit any liability or waive any of the terms and conditions of the policy. Provision of this claim form does not indicate coverage. Only eligible claims will be paid.



Sports Accident Claim Form

Please print in ink

Claims Procedure

Claims must be presented within 30 days from the date of injury. Please answer all questions in full and submit completed form with itemized accounts to Industrial Alliance Pacific Insurance and Financial Services Inc., Claims Department, 2165 W Broadway, PO Box 5900, Vancouver, BC, V6B 5H6 Ph: 1-800-266-5667

NOTE: PLEASE HAVE REVERSE OF FORM COMPLETED BY DENTIST AND/OR DOCTOR

To be Completed by Injured Person and Team Manager or Coach

Name of Team _____ Policy Number _____

Name of League or Association in Which Team Competes _____ Type of Athletics and Category (ie. Senior B, etc.) _____

Full Name of Injured Person _____ Initial _____ Phone Number _____

Home Address: Street _____ City _____ Province _____ Postal Code _____

Current Mailing Address : Street _____ City _____ Province _____ Postal Code _____
(if different from above)

Age _____ Date of Birth _____ Date of Accident _____ Time of Accident _____
(D D / M M / Y Y Y Y) (D D / M M / Y Y Y Y)

A.M.
P.M.

Please provide a detailed explanation of how accident happened:

What injuries were received?

Was he/she injured while playing in a league game or in an officially supervised practice?

What other hospital and medical or dental insurance is carried by the injured person?

Authorization and Declaration

I hereby CERTIFY that the information contained in this Claim Form is true and complete to the best of my knowledge.

On behalf of myself and/or any minor insured, I RELEASE the information contained in this Claim Form to Industrial Alliance Pacific Insurance and Financial Services Inc. ("IAP") and ACKNOWLEDGE that this information will be used to assess, process and administer this claim and policy coverage. I AUTHORIZE any health care provider, insurance company, school or school board, employer, or other person or other organization to disclose to IAP any medical information, information regarding charges, or other information that IAP may need in their assessment of this claim.

I AUTHORIZE IAP to exchange the information detailed in this Claim Form and other information contained in files related to this claim or coverage with any of the parties identified in the previous paragraph for the purposes listed above, or as authorized by me, or as legally required.

Dated this _____ of _____ Year _____ Claimant: _____
DAY MONTH YEAR (4 DIGITS) Signature

Signed: _____
(Manager, Coach, etc.)

Date Signed _____ Official Capacity _____
(D D / M M / Y Y Y Y)

The Claimant is responsible for securing this form and for charges incurred for its completion.

