

STUDENT ACCIDENT INSURANCE CLAIMS

Insurance Company: ACE American Insurance Company (a member of the CHUBB Group). Effective 9/18/2024 - 9/18/2025

Insured: B. J. Jordan Child Care Programs, Policy #: N14419226

To protect your rights under the policy, you remember to report all incidents, even if you are not sure a claim will be made.

Step1: Employer representative (Manager, supervisor, etc.) complete Section A of the claim form (Page 1 & Page 2) and immediately distribute as follows:

1. Mail, email, or Fax a copy to CHUBB at: CHUBB USA, PO Box 5124, Scranton, PA 18505-0556 Fax: 1(302) 476-7857 Email: ACEAandHClaims@chubb.com
2. One copy to site file.
3. Original to Parent/Guardian.

If filing claim, Parent/Guardian will complete section B on page 2 and return the form along with itemized bills and receipts within 90 days.

B. J. Jordan's authorized representative will sign the page 3. Completed Claim form (all 3 pages) and itemized bills/receipts must be faxed or mailed to the above address within 90 days after the date of incident.

Step 2: File a "**Report only**" Claim with the General Liability Carrier

GREAT AMERICAN INSURANCE GROUP Ph.# 1-888-317-4828.

Notify them you are reporting a "Commercial Liability Incident" and that it is "for reporting purposes only and no General Liability Claim is being made". Let them know that you have turned in a medical payment only claim to the Student Accident Carrier.

INSURED: B. J. Jordan Child Care Programs, General Liability Policy # PAC 199768206

Accident and Sickness Claim Form

IMPORTANT NOTICE: Written notice of claim must be provided within 90 days of the loss. Written proof of loss must be provided within 90 days after the date of loss. If it cannot be provided within that time period, it should be sent as soon as reasonably possible. In no event, except in the absence of legal capacity, will proof of loss be accepted more than one year from the date it was otherwise required.

Please mail your completed Claim Form with itemized bills and receipts to:
(to expedite your claim, please fax it with readable receipts)

Chubb USA (800) 336 0627 Inside USA
PO Box 5124 (302) 476 6194 Outside USA
Scranton, PA 18505-0556 (302) 476 7857 Fax
ACEAandHClaims@chubb.com

Thank you for notifying us of your claim. Please complete ALL questions. If any question is not applicable, please state N/A.
In addition to the Claim Form, please attach itemized bills for all medical expenses being claimed including the claimant's name, condition being treated (diagnosis), description of services, date of service(s), and the charge made for each service.

Section A. Must be completed and signed by a designated representative of the Policyholder.

Name of Group: **BJ Jordan Child Care Programs Inc** Policy Number: **N14419226**

Location of Group/Club/Sport/School etc.: _____

Claimant's Name: _____ SSN: _____

Date of Birth: _____ Name of Supervisor: _____

Date Coverage Began: **September 18, 2024** Date Coverage will end/has ended: **September 18, 2025**

Nature of injury or illness: _____

Describe how, when, and where accident occurred: _____

Name of activity: _____ Name of sport: _____

Did the accident occur:

While the claimant was supervised? Yes No

During a sponsored activity? Yes No

During programmed hours? Yes No

While traveling to or from a regularly scheduled activity in a supervised group? Yes No

Date last worked: _____ Date returned to work: _____

Weekly earnings: _____

Policyholder Representative Name: _____ Title: _____

Daytime telephone number: _____

Signature: _____ Date: _____

Section B. Must be completed and signed by the claimant or parent/guardian of claimant, if claimant is a minor.

Name, Address, Phone #, and Policy #/Account # of any other insurance companies under which claimant is insured: _____

Name of claimant's guardian: _____

Relationship to claimant: _____ Guardian's SSN: _____

Address (Guardian's address if claimant is a minor): _____

Address of employer (Guardian's employer if claimant is a minor): _____

Employer's daytime phone #: _____

By signing the below I hereby certify that the above information is true and correct to the best of my knowledge and belief

Authorization and Assignment of Benefits

I, the undersigned authorize any hospital or other medical-care institution, physician or other medical professional, pharmacy, Insurance support organization, governmental agency, group policyholder, Insurance company, association, employer or benefit plan administrator to furnish to the Insurance Company named above or its representatives, any and all information with respect to any injury or sickness suffered by, the medical history of, or any consultation, prescription or treatment provided to, the person whose death, injury, sickness or loss is the basis of claim and copies of all of that person's hospital or medical records, including information relating to mental illness and use of drugs and alcohol, to determine eligibility for benefit payments under the Policy Number identified above. I authorize the policyholder, employer or benefit plan administrator to provide the Insurance Company named above with financial and employment-related information. I understand that this authorization is valid for the term of coverage of the Policy identified above and that a copy of this authorization shall be considered as valid as the original.

I agree that a photographic copy of this Authorization shall be as valid as the original.

I understand that I or my authorized representative may request a copy of this authorization.

I understand that I or my authorized representative may revoke this authorization at any time by providing the insurance company with written notification as to my intent to revoke.

Signature of Insured or Authorized Representative = Parent/Guardian

_____ Dated: _____

Address: _____

Fraud Warning: Certain states require specific state mandated fraud language to be included on all claims forms while other states use a generalized fraud stated. We have adopted the fraud warning language prescribed by the District of Columbia as its standard fraud statement. Unless otherwise noted below this statement shall be included on all claims forms, applications and enrollment forms.

District of Columbia Generic 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.

The following states have required us to use state specific language as follows:

California

For your protection California law requires the following to appear on this form:

Any person who knowingly presents 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.

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.

Florida

Any person who knowingly and with intent in 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.

New York

Any person who knowingly and with 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 thereto, commits a fraudulent insurance act, which is a crime and shall also be subject to a civil penalty not to exceed \$5,000 and the stated value of the claim for each such violation.

Oklahoma

WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes ant claim for the process of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

Pennsylvania:

Any person who knowingly and with intent to defraud any insurance company or other person files a 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.

Maryland/Oregon

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 may be guilty of insurance fraud.

Virginia

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 may have violated state law.