

Tips/Suggestions on Completing Accident Claim Form

- **PLEASE NOTE:** A claim form must be submitted within 90 Days of the date of accident.
- Instructions are also on Page 1 & 2 of the claim form.

Step 1 - Your Organization Responsibility

- A) **Your organization completes Part A of the form - Sign & Date Part A** *(In case a copy of the form is lost, I suggest you make a copy of the form, with Part A completed & signed, before giving the completed form to the participant family)*
- B) **Your organization gives the claim form, with Part A completed & signed by your organization, to the injured participant &/or parent if participant is a minor.** *(Your organization is now done with your part of the claim process)*

Step 2 - Injured Participant &/or Parent's Responsibility

- A) **Injured participant/parent completes Part B of the form**
- B) **Injured participant/parent completes & signs the Authorization to Release Medical Information section** *(At this point they could make a copy of the entire form, with Part A & Part B completed, before sending it off to the claim department)*
- C) **Injured participant/parent then submits the claim form by mail, fax or email to Cambridge Administrators.** *(Claim contact information is on Page 2 of the form)*
- D) **At a later date, when medical bills & EOB forms are available, the injured participant/parents can forward that information to the Cambridge Administrators adjuster assigned to the claim.** *(the family can also call Cambridge Administrators, after they have filed the claim form, if they have any questions)*

Important: Due to privacy reasons, please make sure all claim documentation flows directly between the injured participant/family and the Cambridge Administrators claim department.