



## Insurance Information

To expedite the process of payment for sport related injuries please review the following procedure. Failure to do so will jeopardize payment and you might be totally responsible for making payment for services rendered to you. Insurance reporting procedure is subject to change. In the event you will be notified and informed of the revised procedure.

Before a student can participate in an NJCAA and or official organized school practice, training sessions or contest, the student must have been given a thorough sport physical stating the student is released to participate. This report must be given to the Athletic department to be on file.

An insurance information data sheet must be filled out by your parents or guardian in some cases by the student themselves. This must be on file in the athletic department. These forms must be given to your parents for completion and must be **returned to the Athletic Department with- in the week of the time given. If the completed forms have not been received by the week deadline you will be suspended from any type of practice, game and use of the Fitness Center. Insurance claims will not be submitted until the information is on file in the Athletic Department.**

**\*Your family insurance is primary and makes as much of the payment as possible, includes meeting the deductible.**

Chattanooga State carries a secondary insurance. This insurance will only pay after the primary insurance has made payment to its limit.

Secondary insurance does not pay for the following:

- illness or sickness of any nature
- accidents
- injuries before you arrive at Chattanooga State
- injuries incurred while not at a recognized scheduled practice or game

Secondary insurance will not make any payment until the primary insurance has taken care of their responsible payment. The student or their parents are responsible for taking care of primary insurance notification. Delay in primary insurance payment because of negligence on your part and will jeopardize your ability to receive money from secondary insurance. The student may be responsible to pay expenses out of your pocket.

## Injury Report Procedure

1. When injured, immediately report it to your coach, trainer and then the athletic director so an accident report can be filed before doctor's appointment unless an emergency that would require immediate medical care. This must be done and on file **before a doctor's appointment can be made.**

A) On a **home** contest, the athletic trainer will be responsible for filling out an injury report and submitting to the Athletic Director that day or on the next business day.

B) On an **away** contest, the coach will fill-out an injury report and submit to the Athletic Director the next business day.

2. The student will meet with the Athletic Director to receive an insurance card and set up doctor's **appointment**. The Athletic Director will provide the student with the secondary insurance information card that must be taken to the initial visit to the providers who service the student.

Medical services are to be informed that you that your primary insurance covers your injury.

Before secondary insurance will consider payment, your primary insurance must first pay on your claim.





### Parent Insurance Information

Name: \_\_\_\_\_ father

Name: \_\_\_\_\_ mother

Address: \_\_\_\_\_ Father/Mother

\_\_\_\_\_

Phone: \_\_\_\_\_ Father(Home)

Phone: \_\_\_\_\_ Father(Cell)

Phone: \_\_\_\_\_ Mother(Home)

Phone: \_\_\_\_\_ Mother(Cell)

Student name: \_\_\_\_\_

Sport played: \_\_\_\_\_

Primary Insurance carrier: \_\_\_\_\_

Address of insurance: \_\_\_\_\_

\_\_\_\_\_

Insurance Phone: \_\_\_\_\_

Insured Name: \_\_\_\_\_ father/mother

Policy number: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_



Chatt State Athletic



## Insurance Parent Recognition

Signature indicates that my parents, legal guardian or myself, has read and understand the Insurance Information and Injury Report Information.

Student athlete signature: \_\_\_\_\_

Student athletic print name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

***\*Form must be fill-out and returned before a student can participate in an official practice, training session, or contest.***

If returning form to the students coach, please send to the following emails listed:

Men's Basketball Jay Price [jay.price@chattanoogastate.edu](mailto:jay.price@chattanoogastate.edu)

Women's Basketball Jay Price [jay.price@chattanoogastate.edu](mailto:jay.price@chattanoogastate.edu)

Baseball Greg Dennis [greg.dennis@chattanoogastate.edu](mailto:greg.dennis@chattanoogastate.edu)

Softball Blythe Golden [blythe.golden@chattanoogastate.edu](mailto:blythe.golden@chattanoogastate.edu)

