INJURY PROCEDURE

In order to proceed with insurance claims in an orderly fashion, the following steps must be followed after an athletic injury:

1. Student must report to the Athletic Trainer immediately.
2. Athletic Trainer will refer student to the CCC team physician as needed.
3. If a student seeks a second opinion, or sees a specialist, without being referred to the specialist by the CCC team physician, all expenses incurred will be the student's responsibility.
4. All medical bills must first be submitted to primary insurance (you or your family's carrier).
5. Copies of all bills must be turned in to Athletic Trainer or Student Health office.
6. Copy of Explanation of Benefits from primary insurance must be turned in to Student Health Office before CCC can submit a claim.
7. If student-athlete is not covered by personal insurance, the college insurance assumes responsibility.

All athletes are required to return the ‘INSURANCE INFORMATION’ form to the Athletic Director's Office. Listed below are items that will be placed on file in the Student Health Center Office from the ‘INSURANCE INFORMATION’ form:

1. Name of primary (family's) health insurance company
2. Address and phone number of that insurance company
3. Identification number on that insurance policy
4. Name of the "insured" on that policy
5. Address and phone number of "insured" on policy
6. Relationship of "insured" to athlete
7. Signed document (yellow 'ASSUMPTION OF RISK' form), stating the student and parent/guardian have received, read, understand and agree to follow injury procedure.

Failure to follow these guidelines could jeopardize insurance payment.

(02-10)