



STUDENT ACCIDENT REPORTING PROCEDURES INFORMATION SHEET

Dear Parents,

Your School Board continues to be vitally concerned about the health, safety, and welfare of all students. We encourage safety, but we realize that sometimes student accidents do happen.

As a member of the Panhandle Area Educational Consortium Risk Management program, the school board has purchased a student accident insurance policy which covers all our students who are injured while in school or participating in school-sponsored activities. **This insurance is 'accident coverage' only and will not replace your current health insurance.** You need to continue such coverage for your protection.

In case of an accident, **you must file a claim with your own health insurance carrier first.** The School Board student accident insurance policy is 'secondary' which means it is designed to pay for reasonable expenses beyond what are covered by your family's health insurance plan.

This policy provides coverage only for 730 days (2 years) from the date of the documented related injury. The school district and hospital are not responsible for filing a student accident claim.

Also, a \$100 deductible shall be paid by the parent/guardian to the medical provider before any reimbursements are made from the student accident insurance plan.

In the event of an accident, the following steps must be followed:

1. The student must report the accident to the designated school official and obtain a WEB-TPA, Inc. Claim Form. The first part of the form will be completed by the school staff.
2. **The rest of this form must be completed by the parent/guardian and returned to WEB-TPA within 30 days of the date you received medical treatment.**
3. If you have additional expenses after the initial claim is filed, submit the bills directly to WEB-TPA and not to the school. Be sure to mail them within 30 days of the date of treatment.
4. Parents please keep a copy of all medical statements and billing notices for your records.

Give WEB-TPA a reasonable amount of time to process your child's claim. If you have not heard from the insurance company or continue to get repeat bills, check on the status of a claim by calling WEB-TPA direct at 1-866-975-9468 or write:

WEB-TPA, Inc.
P.O. Box 2415
Grapevine, TX 76099-2415