

Program Resources

Claim Submission

HOW TO SUBMIT A CLAIM UNDER THE CONCUSSION PROGRAM

1. Submit the incident report within 30 days of the injury, or as quickly as possible.
2. Make certain that the incident report is completed in its entirety, including the policy number, with accurate and detailed injury information and how the accident happened.
3. The incident report **MUST BE SIGNED** by a representative of the school. **INCIDENT REPORTS WHICH ARE NOT SIGNED, WILL DELAY THE CLAIM.**
4. Physician billings on CMS1500 forms and hospital/facility billings on UB04 forms would be preferred as these forms contain all the necessary coding required to process a claim.
5. If the injured participant has primary insurance, each bill should be submitted with the primary insurance Explanation of Benefits or denial.
6. If the injured participant has primary insurance, all providers should be informed of the primary insurance information, so they are billed first, and the Mutual of Omaha information for the concussion program insurance billed second.
7. When an injured participant does not have primary insurance, we have agreements through PPO networks that allow many bills to be reduced with contractual discounts. We encourage injured participants **NOT** to pay claims in advance of submitting them to us, so these discounts can be used.