# 2022-2023 Student Accident Insurance
# Claim Filing Procedures

**Online Claim Submission – This form allows the trainer/school official to fill out the claim form with the parent online all at one time and submit directly to the insurance carrier. Both the trainer and parent will receive a copy of the submission via email. Parent will then be able to access the insurance information for doctor offices, clinics, or hospitals to fill out paperwork via their email.**

1. Visit our website at www.studentinsuranceplans.com
2. Click on "Online Claim Form" and hit "Click Here"
3. The password is: sipllc1718
4. The school official will fill out information regarding the accident and a parent/guardian will fill out the insurance information. Once all the boxes have been completed, both the school official and parent/guardian will sign the signature boxes with either a mouse or finger, depending on the device being used.
5. All providers must be given the insurance carrier's information in order for us to receive the information necessary to process claims. Itemized bills and primary EOBs are required and can be mailed, faxed or emailed directly to:

Administrative Concepts, Inc.
PO Box 4000
Collegeville, PA 19426
Fax: 610-293-9299 / Email: aciclaims@visit-aci.com

**Paper Claim Submission – We have two paper claim options, one is printable and the other is a fillable word document that can be typed directly upon.**

1. School official completes and signs Part A of the claim form.
2. Parent/guardian completes and signs Part B.
3. Copy is made for both the school and parent/guardian's records and then either mailed to the address at the top of the claim form or emailed to aciclaims@visit-aci.com
4. All providers must be given the insurance carrier's information in order for us to receive the information necessary to process claims. Itemized bills and primary EOBs are required and can be mailed, faxed or emailed directly to:

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5. **Downloading a Claim Form – Claim forms can be downloaded from our website at www.studentinsuranceplans.com**
   - Visit our website and click on Forms/Brochures
   - Print claim form