



**CHRISTIAN
BROTHERS**
SERVICES

1205 Windham Parkway
Romeoville, IL 60446-1679

Student Accident Plan

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Claim Filing Procedures for Student Accident Injuries

Christian Brothers Services Student Accident Plan cannot approve payment for any medical bills without first receiving: 1) Completed accident claim form - from the school; 2) HCFA 1500/UB04 Form – from the provider; 3) Primary insurance explanation of benefits (EOB). To ensure that your claims will be processed, students are always asked to give AG Administrators' billing information (the claims company) to each medical provider PRIOR to every medical treatment and/or service for a student accident related injury. **However, if this is not done and a bill ensues, the following actions must be fulfilled by the student or provider in order to pay the claim:**

1. Call the medical provider's Billing Department.

(Telephone number found on statement)

2. Inform the Billing Department that you have an excess insurance policy.

3. Give the Billing Department the excess insurance policy information:

Company Name: AG Administrators c/o Gallagher Student

Mailing Address: PO Box 979
Valley Forge, PA 19482

Phone Number: 1-800-634-8628

Fax Number: 610-933-4122

ID Number: CBS201617

Group Name: CBS Student Accident

4. Instruct the Billing Department to send the following to AG Administrators:

- a. HCFA or UB04 Form (for the date(s) of service listed on statement/bill)
- b. Primary insurance EOB (for the date(s) of service listed on statement/bill)

5. For reimbursement of bills already paid out of pocket, forward all receipts and/or proof of payment to AG Administrators along with the above documentation.

Please Note - Cash receipts, balance due, balance forward, or past due statements are not proper documents for processing claims