



**Jennifer A. Fano**  
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School Business Administrator  
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September 1, 2019

Dear Parents,

Our school district has purchased accident insurance coverage to protect students involved in any school sponsored and supervised activities including sports against accidental injury or death occurring while the policy is in force. Coverage is provided by Bollinger Specialty Group. Please be advised this insurance is an excess policy and may pay up to a maximum of 70% of the parents out of pocket medical expenses. Bollinger pays expenses on a "usual and customary" basis subject to the policy terms and conditions. Should you wish to expand the coverage and purchase additional protection, you may register online [www.bollingerschools.com](http://www.bollingerschools.com)

If your primary medical coverage is an HMO or similar plan, it is recommended that you follow their rules and guidelines for obtaining benefits. If the HMO or similar plan is not utilized, you could incur out-of-pocket expenses resulting from charges that are over the usual and customary benefit.

#### Claims Instructions

In case of accident, notify the school immediately. You may obtain a claim form from the district schools or you may download one from [www.bollingerschools.com](http://www.bollingerschools.com)

- School official completes the upper portion of the claim form, sends together with claim instructions to parent for completion. In order for parents to reserve their rights under this policy, the parent must complete the "Authorizations Statement of Other Insurance" section of the claim form, sign and submit the claim form to Claims Administrator: Bollinger Specialty Group, PO Box 1346, Morristown, NJ 07962 within 90 days of the accident.
- If there is no primary insurance through the parent's employer, a statement of verification from employer on their letterhead must also be submitted.
- Treatment must commence within 90 days from the date of injury. **NOTE: DO NOT** leave original claim form at the hospital or physician's office. You may provide copy of the claim form to the hospital or physician's office so they can bill Bollinger directly.
- Attach itemized bills (*CMS-1500 form for Physicians & UB-04 forms for Hospitals*) showing treatment, dates of treatment. Please note the name of school district on all bills and correspondence. **NO ADDITIONAL CLAIM FORM IS NECESSARY. Balance due bills will not be accepted.**
- Attach copies of the corresponding primary insurance's explanation of benefits (EOB). Forward additional bills and EOB's to: Claims Administrator: Bollinger Specialty Group.
- Any questions regarding claim reporting or issues with the processing of claims through Bollinger, contact Patti Celentano, Claims Advocate at A.J. Gallagher, the School District's Insurance Agent, by phone toll free at (888) 232-9262, directly at (609) 430-4105, or by claims fax (609) 924-9221.

# RANDOLPH TOWNSHIP



# PUBLIC SCHOOLS

25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

(973) 361-0808

- If you have any questions, once your claim has been submitted and processed by Bollinger, please call Bollinger Claims Department toll free at **1-866-267-0092**.

The policy number for the 2019-2020 school year is **MCB5466233**. The effective date of the policy is August 1, 2019 and expires on July 31, 2020.

Please remember that it is the parent's responsibility to submit the claim to Bollinger and to pay all costs not absorbed by this insurance.

Sincerely,

Gerald M. Eckert  
School Business Administrator

c: Jennifer A. Fano, Superintendent, Director of Special Services, RHS Athletic Director, Principals, Nurses & Staff