



CLAIMS FILING INSTRUCTIONS FOR USASA ACCIDENT POLICIES



Note: This coverage is EXCESS of other insurance. Please be sure to submit other insurance information (if available) when requested.

1. You have been provided with a claim form that is designed specifically for USASA. Please use only this form. Do not delay submitting this form. It must be received within 90 days from the date of the accident or benefits may be denied due to untimely filing.
2. Part A must be fully completed and signed by the participant or his/her legal guardian.
3. **The form must be approved and verified by your League and State Association/National Affiliate Verification Officer** then sent to USASA National Office, 7000 S. Harlem Ave., Bridgeview IL 60455. USASA's National Office will then send your claim to K&K for processing.
4. Submit itemized insurance billing forms. These forms are available from your health care provider and include the patient's name, condition (diagnosis), type of treatment and date the expenses were incurred. "Balance due" statements are not acceptable.
5. If you have medical coverage under another policy you must submit the bills to your primary insurer first and submit a copy of your primary insurer's Explanation of Benefits statement (EOB) to K&K Insurance Group, Inc. /Specialty Benefits. **IF YOU HAVE OTHER INSURANCE, YOUR CLAIM CANNOT BE PROCESSED BY K&K Insurance Group, Inc. / Specialty Benefits WITHOUT YOUR PRIMARY CARRIER'S EOB.**
6. Once the completed form is received by K&K Insurance Group, Inc./Specialty Benefits you and your State/National Affiliate Verification Officer will receive a claims acknowledgement letter.
7. **AFTER** you receive your Acknowledgement Letter, you may contact K&K Insurance Group, Inc./Specialty Benefits at 800-237-2917 Option 1.