In the event that a Springfield College student-athlete sustains a sports related injury that will require outside medical treatment the college has purchased an Excess Athletic Insurance policy. A Sports Injury Claim form must be submitted on behalf the student-athlete and signed by the college’s athletic trainer for claims to be eligible.

Submit accident claim forms to: Debra Newbrough
Springfield College – Department of Athletics
263 Alden Street, Springfield, MA 01109
Phone: 413-748-3332 Fax: 413-748-3855

This policy does not replace your primary insurance – all claims must be submitted to primary insurance first. It is your child’s responsibility to first provide his/her primary health insurance information at the time of treatment, as well as the excess insurance information. The Excess Athletic Accident policy will pay the remaining balance of expenses not covered by the primary insurance (co-pays, deductibles, coinsurance, etc.).

To ensure that claims under the Excess Athletic Accident Insurance policy are processed student-athletes are asked to give the billing information to each medical provider prior to every medical treatment and/or service for an athletic related injury. However, if this is not done and a bill ensures, the following actions must be fulfilled by the student-athlete 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:**
   - **Claims Company:** AG Administrators
   - **Mailing Address:** PO Box 979
     Valley Forge, PA 19482
   - **Phone Number:** (613) 933-0800
   - **Fax Number:** (610) 935-2860
   - **ID Number:** SPRING201617
   - **Group Number:** Springfield Athletics

4. **Instruct the Billing Department to send the following to AG Administrators:**
   a. **HICF-1500 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: you may also contact Gallagher Student Health at (877) 345-8928. Gallagher is the broker that manages Springfield College’s Athletic Accident Insurance. The representatives are specialized in Springfield College’s policy and can help answer any questions that you may have.