

REPORTING AN INJURY

Please read carefully

1. As stated, coaches should have copies of P.A.L. injury reports at all games and practices. At the time of the injury, a report should be filled out and signed by the coach and parent. If the parents are not present then give it to someone who can get it to them. The parent is now responsible for mailing the form into the P.A.L. office immediately, whether they have their own insurance or not. Upon receipt at P.A.L., a medical claim form and a letter explaining the filing process will be immediately mailed back to the parent. This claim must be filed with A.I.G. (American International Group) within 30 days.
2. Parents must file with their own insurance first but it is beneficial to file with our carrier at the same time. They will assign a claim number to the case and any bills not handled by the parent's primary carrier (less a \$100.00 deductible) will then be reviewed by Maksin Management Corporation. Copies of anything sent to the primary carrier must also be sent to Maksin Management Corporation within 90 days of service. Failure to comply with this procedure may result in delay or loss of claim.
3. The coach begins the filing process with the injury report form but it is the parent's responsibility to make sure that the filing procedure is followed. Any loss of claim will be the sole responsibility of the parent. Please do not call or send any paperwork, other than the injury report, to the P.A.L. office.
4. P.A.L. is not an agent of any insurance carrier.

INJURY REPORT

NAME: _____ DATE OF INJURY: _____

ADDRESS: _____ TOWN: _____ ZIP: _____

TELEPHONE #: _____ D.O.B.: _____

ORGANIZATION & TEAM NAME: _____

WHERE INJURY OCCURRED: _____ DOCTOR? YES___ / NO___

PARENT'S SIGNATURE / DATE

COACH'S SIGNATURE / DATE

POLICE OFFICER'S SIGNATURE / DATE: _____

PROCEDURE: The above information must be filled out and signed at the event of the injury. The parent must then submit this form to the P.A.L. office immediately. Upon receipt, the P.A.L. office will mail the parent a claim form that must be submitted to Maksin Management Corporation within 30 days. **Keep copies of everything for your records.**

It is the parent's responsibility to file the necessary paperwork for an injured child in a timely manner. Failure to do so may result in delay or denial of claim. All denied claims are the sole responsibility of the parent.

DO NOT SEND ANY OTHER PAPERWORK, EXCEPT THIS FORM, TO THE P.A.L. OFFICE.