

# Student Accident Insurance

## IMPORTANT CLAIM PROCEDURES

- 1) **Company:** Student Assurance Services, Inc.  
P.O. Box 196  
Stillwater, MN 55082  
800-328-2739  
www.sas-mn.com  
Monday-Friday 8:00am to 4:30pm Central
  
- 2) **Website:** www.sas-mn.com  
K12 Students/Parents  
Find My School  
  
Provides: List of the states (choose yours)  
List of schools (choose yours)  
Summary of Benefits  
Claim Form
  
- 3) **File a Claim**
  - a) Claim form is available at school or website www.sas-mn.com.
  - b) School will complete Part A for school related injuries.
  - c) Parents complete Part B. Answer all questions.
  - d) Submit copies of itemized bills to other medical and dental coverage first, the student insurance plan pays after other insurance (primary in Idaho, Ohio, South Dakota).

**Submitting the claim and related expenses are parent responsibility. DO NOT rely on your medical provider or school to send information.**

Parents send:

- a) Completed claim form
- b) Itemized bills, **not statements**, that contain date of service, procedure code, diagnosis code, and federal tax ID number of the hospital or doctor often called (UB-04 hospital and CMS 1500 doctor). Balance due statements can not be processed.
- c) Providers can bill us directly. You may give them a **COPY** of the claim form which includes the school district name and our mailing address.
- d) Explanation of benefits (EOB) from your primary insurance showing write-off, co-pay, co-insurance, deductible and/or payment.
- e) Send above information directly to:  
Student Assurance Services, Inc.  
P.O. Box 196  
Stillwater, MN 55082

Please allow 30 days before calling to check the status of your claim. If you have not heard from us within 30 days of submission, please contact us at 1-800-328-2739

There is a timely filing window of one year and ninety days. Do not wait to send information as this may result in claim denial.