

Insurance Claim Filing Guide

Campus Programs for Minors

Should an incident/accident produce a claim to be filed under the Campus Programs for Minors insurance policy, Program Sponsors will need to complete the claim form found on the Campus Programs for Minors website. Below are the instructions:

1. Program Sponsors will need to complete Part A of the form in full detailing the date, time, and description of incident. The form will need to be signed before submitting.
2. Part B will need to be completed by the injured participants' parent/guardian and submitted to the carrier. Please complete and include the Claim Form Part B Letter which may be found on the Campus Programs for Minors website as well. It is the responsibility of the Program Sponsor to provide the parent/guardian with Part B of the Claim form. It will be the responsibility of the parent to submit the form at that point.
3. All claims forms and medical bills need to be submitted directly to:

Relation Insurance Services
P.O. Box 25936
Overland Park, KS 66225
(877) 246-6997 - phone
(913) 327-7520 – fax
claims@relationinsurance.com

***Please do not submit the claim form to University Youth Programs or the Office of Risk, Ethics, & Compliance.**

4. Claims forms must be submitted to the carrier within 90 days of the date of the incident. Medical expenses must be incurred within 60 days after the date of the accident.

During a hospital or doctor visit, if medications are prescribed to the participant, the camp sponsor should consult with the parents to place the prescription on the participant's primary insurance first. Prescription drugs are a covered expense in excess only under the camp insurance. If a participant does not carry primary insurance, fill any prescriptions during the hospital visit so it is placed on the same bill.