

Athletic Training  
Graceland University  
1 University Place  
Lamoni, IA 50140

Student Athlete,

Graceland University provides secondary insurance to athletes that are injured during practice or games. Your insurance will be the primary payer, any remaining expenses may be covered by Graceland's secondary athletic medical insurance.

The following criteria must be met before the Graceland University athletic medical insurance policy can be considered:

1. The athlete and/or parent must authorize the doctor's visit with Graceland's Athletic Trainer(s). (Those who fail to meet Criteria 1 will be responsible for the medical expenses incurred during that visit.)
2. You must follow the procedures of acquiring medical care as stipulated by your insurance company.
3. You must submit any bills within one year of the injury for possible coverage under Graceland's secondary athletic medical insurance policy.
4. You must see a physician within 30 days of the injury date.

Once your insurance has made payment you will need to send the following items to the athletic training room at Graceland University for possible payment by Graceland's athletic medical insurance:

1. Itemized bill from the visit(s)
2. The explanation of benefits (EOB) notice from your primary carrier
3. A completed and signed insurance claim form (green & white form enclosed)

The athlete and/or parent must have met all 4 criteria for payment and forwarded the three above items to Graceland Athletic Training, at the address listed above, before we can submit the bill to our insurance company for review. If the above criteria and items are not met or received by the billing agency promptly (usually 90-120 days) the athlete and/or parent may risk being sent to collections. Any information given on an EOB form must be shared with the athletic training staff. To avoid any complications and to facilitate payment, please follow the instructions in this letter

I \_\_\_\_\_, have read and understand the information provided above on how to submit insurance claims from athletic injuries to Graceland University.

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date