

Girl Scouts of NOARK Council
ACTIVITY/ACCIDENT INSURANCE

The purpose of the Activity/Accident Insurance Plan is to assure that every registered Girl Scout (girl or adult) is automatically covered by accident insurance during normal supervised program activities. (Exception - Extended Trips: A trip that last three (3) nights or more when extended insurance is required as part of the Extended Trip Form approval.

An Activity/Incident Insurance brochure and claim form is included in the *Green Guide* packet. For more brochures and/or claim forms contact your Membership Specialist or the Program/Service Center in Fayetteville at 800-299-3914 or 479-695-1818.

How to file a claim:

- 1 Complete and sign the front of the Claim Form as soon as reasonably possible. Be sure to provide all the information required to expedite processing and to avoid delay.
Please note: If a minor, the parent's signature is required to process the claim.
- 2 Attach an itemized billing complete with diagnosis, date(s) and procedure code(s). [The claim will not be considered unless the member was treated by a Legally Qualified Physician.]
- 3 Tear off the bottom copy and keep it for your records.
- 4 Send the original copy and the second copy to the Council for validation along with any available bills for covered expenses which have been incurred.

Girl Scouts of NOARK Council
2080 E. Joyce Blvd.
Fayetteville, AR 72703

Claims will not be processed without Council signature.

Upon receiving your completed Claim Form, the Council will validate it in the space provided and send it to the address below for processing. Benefits will be sent directly to the provider unless otherwise instructed at the time of claim filing.

After the Claim form and initial bills have been sent to the Council, any additional bills should be sent by parent, leader or other responsible person directly to:

Mutual of Omaha
Special Risk Services
Girl Scout Division
P.O. Box 31156
Omaha, Nebraska 68131

In your correspondence to United of Omaha, be sure to indicate the name of your council.

If you or any injured member has a question about the handling of the claim under this coverage, please write to the above address or call 1-800-524-2324. Allow sufficient time for validation, mailing and processing.