



2021 - 2022
STUDENT INSURANCE PLAN
www.WilliamsBaptistInsurance.com



STUDENT ACCIDENT INSURANCE PROGRAM 2021-2022
Williams Baptist University
www.williamsbaptistinsurance.com

Hello, and welcome to the **Student ACCIDENT Insurance Program**. This letter contains important information about this insurance, and how you may maximize the benefits you receive from the program.

Important Phone Numbers

AIP Student Insurance (for Questions and Assistance)

800-452-5772

Student Assurance Services (for Claims and Benefits) (office hours 8:30 am to 4:30 pm Central Time)

800-328-2739

**WHEN YOU ARE IN NEED OF MEDICAL TREATMENT-
NO PRE-AUTHORIZATION REQUIRED**

You may use the provider of your choice.

HOW DO I OBTAIN PRESCRIPTION MEDICATION

You may obtain your medication from any pharmacy, pay for your medication at the pharmacy, and then submit the receipts for your medication, so that you may be reimbursed. Send these receipts, along with your completed claim form to Student Assurance Services. Please see Filing Your Claim with Student Assurance Services, below.

FILING YOUR MEDICAL CLAIM WITH STUDENT ASSURANCE SERVICES

1. The hospital or doctor's office should send their invoice for medical services directly to Student Assurance Services.
2. If your provider did not send the invoice directly to the claim office for you, you will need to send it to Student Assurance Services.
3. **For every accidental injury for which you need to claim benefits, you MUST send Student Assurance Services a claim form**, which you must complete in full. This information will provide us with a description of your medical condition. The claim form is available at www.williamsbaptistinsurance.com. Athletic injuries must be verified by your athletic trainer.
4. **Please mail your claim form** (and medical bills if your provider did not already do so) **to Student Assurance Services, P. O. Box 196, Stillwater, MN 55082-0196.**

CHECKING THE STATUS OF A CLAIM YOU HAVE FILED

1. You may check the status of a claim you have filed online, by going to www.williamsbaptistinsurance.com.
2. You may call the claim office at 800-328-2739.
3. You may email the claim office through the website www.williamsbaptistinsurance.com.