

Policy and Procedures For LCYBA Insurance Claims

Please remember that this INSURANCE is a **Secondary Ins.** **You are to use your primary INS first.** If the child has Medicaid use that as your primary. If you have 2 Ins. then our Ins. will NOT cover. This Ins. will step in only as a primary when you can prove that you do not have any Ins.

What to do:

1. Please seek medical treatment if needed at the time of accident. Use your best judgment by choosing either emergency room or family doctor.
2. You must provide your personal Ins. Information. Pay your Co-Pay and get a receipt to submit to LCYBA INSURANCE PROCESSOR.
3. Fill out Incident report that you can find on-Line. It must be filled out by the parent and the Coach if accident happens at practice. If accident happens during official game one must also be filled out by the Umpires.
4. You must then submit the Incident form and any receipts to Ins. Processor. Then a second form will be filled out by her and she will make sure all forms are correct prior to submitting.
5. All forms will be submitted to our Insurance for reimbursement of Co-Pay and any other out of pocket expenses to the parent.

Special Case:

If the child is going to need surgery or long term care by a Doctor of more than 3 visits then a second form will be submitted to Ins by Ins processor.

No claims will be submitted without an Incident report being turned in.

You can turn it into the Concession Stand

If you have any questions please call Pat Diaz-Austin at 575-642-8048 or send an e-mail to patdizaustin@yahoo.com