



Catholic Diocese of Arlington – Volunteer/Student Accidents

RE: Recent Injury, Possible Reimbursement of Medical Cost

Dear Parent(s):

The Catholic Diocese of Arlington purchases Volunteer/Student Accident Insurance Policy for students and volunteers injured in an activity sponsored by a diocesan church, school, or its Catholic Charities. The policy does not require any premium from you; in fact, it is secondary coverage to your primary insurance coverage. This Volunteer/Student Accident Insurance policy may provide coverage for some or all of your claimed out-of-pocket medical expenses related to the injury reported on the attached form.

In order to process your claim, please send the following to the claim administrators, BMI Benefits, LLC (BMI):

- **Complete part 1B of the attached claim form and mail to BMI to initiate a claim file.**
- Notify Hospital(s)/Doctor's office(s) to bill BMI Benefits, LLC directly as secondary insurance (*note: BMI Benefits, LLC is primary for active military families*):
 - BMI Benefits, LLC
P.O. Box 511
Matawan NJ 07747
Tel# 1-800-445-3126
Fax# 732-583-9610
- Hospital(s)/Doctor's office(s) must bill BMI directly using **form UB04** for any hospital visits and **form HCFA 1500 CMS** for any doctor visits.
- If you have utilized other medical insurance coverage, please include your insurance carrier's Explanation of Benefits (EOB).
- Attach copies of receipts for any out-of-pocket expenses paid.

BMI Benefits will review and adjudicate your claim when submitted. Should you have any questions or concerns, please feel free to contact Gayle McTernan of BMI Benefits at 1-800-445-3126 x310. Thank you.

Kind regards,

Mary L. Stewart, ARM-P, CPCU

Director of Risk Management
Catholic Diocese of Arlington
200 North Glebe Road, Suite 600
Arlington, VA 22203