



SOBEL AFFILIATES
A BROWN & BROWN COMPANY
Insurance since 1904

CAMPER ACCIDENT MEDICAL OR SICKNESS INSTRUCTIONS

- If a camper incurs medical bills for any injury at camp and if purchased – illness at camp, the Chubb Camper Accident & Sickness Claim Form must be completed. Administrative Concepts Inc. (ACI) is the firm retained by Chubb Insurance Company to process camper accident medical claims.
- The Chubb/ACI form must be signed and dated by the camp. Please indicate who should be reimbursed for the medical expenses (the camp, claimant or medical provider) and send the form via email or fax to:

Administrative Concepts, Inc.

Fax: # 610-293-9299

Email: aciclaims@visit-aci.com

PHYSICIANS MUST COMPLETE A CMS 1500/HCFA1500, AND A UB04 CLAIM FORM FOR ANY HOSPITAL OR SURGICAL PROCEDURE FOR CONSIDERATION FOR REIMBURSEMENT. THE FORM MUST INCLUDE:

- Service Date
- Procedure Code and/or description
- Itemized procedure fees
- Provider name, address and tax ID number
- Any bills paid by the parents must be accompanied by proof of payment a credit card statement or copy of check
- If your camp buys excess medical coverage, Parent's insurers' explanation of benefits

NOTE: PROVIDER BILLING STATEMENTS ALONE REQUESTING PAYMENT ARE NOT ACCEPTABLE BY ACI. Providers and claimants can contact the ACI Customer Service Department at 888-293-9229 to check on the status of a claim or verify if a payment has been processed.

***A CLAIM IS NOT CONSIDERED REPORTED UNTIL YOU HAVE RECEIVED A CONFIRMATION FROM SOBEL AFFILIATES OR THE INSURANCE COMPANY**