

**Bowdoin College Athletic Insurance Claims Submission Instructions**

1. Submit medical charges to any other insurance policy the patient is covered under first (regardless if the patient is the primary member or a dependent);

\*\*In order to ensure the smooth payment of medical claims, **we recommend student-athletes always provide each medical provider the plan information prior to each visit**. To assist with this, we have provided all pertinent policy and claim submission information\*\*

1. Once a response is received, submit a valid HCFA-1500 or UB92/04, along with a copy of primary insurance Explanation of Benefits, directly to our claims administrator at:

**NAHGA Claim Services**

**PO Box 189**

**Bridgton, Maine 04009-0189**

**Phone: (800) 952-4320**

**Group Name: BOW202122 Policy Number: PHPA083895**

 **\*\*Electronic Claims Submissions can be sent to NAHGA using Payer ID 67788\*\***

1. Once the deductible amount has been satisfied, payment will be made directly to the medical provider, unless otherwise requested. For bills that have been paid out of pocket, please forward all receipts and/or proof of payment to NAHGA Claim Services along with the same documentation previously outlined.
2. NAHGA also administers all payments under the accident only plan. All bills need to be submitted to NAHGA or they will not be recorded to satisfy the deductible amount on Bowdoin’s policy.
3. Contact NAHGA Claim Services (800) 952-4320 with any questions.
4. Feel free to sign up for online claims viewing at: https://claims.nahga.com

*Disclaimer: Claims submitted under the* ***Bowdoin College*** *coverage are subject to all policy limitations and exclusions. This instruction sheet is not a guarantee of payment, it is intended only to facilitate submission of claims. NAHGA maintains appropriate standards and procedures to prevent unauthorized access to Protected Health Information in compliance with HIPAA. Please contact them at (800) 952-4320 if you wish to view a complete copy of our Privacy Policy.*