



CLAIMS FILING INSTRUCTIONS FOR USASA ACCIDENT POLICIES



Note: This coverage is EXCESS of other insurance. Please be sure to submit other insurance information (if available) when requested.

1. You have been provided with a claim form that is designed specifically for USASA. Please use only this form. Do not delay submitting this form: it must be received with or without attachments, within 90 days from the date of the accident or benefits may be denied due to untimely filing.
2. Part A must be fully completed and signed by the participant or his/her legal guardian.
3. The form must be approved and verified by the League and State Association Verification Officers then sent to AYSO's National Office, Attn: AYSO Adult Soccer, 19750 S Vermont Ave, Ste 200, Torrance, CA 90502. AYSO's National Office will then send to K&K for processing.
4. Submit itemized insurance billing forms.* These forms are available from your health care provider and include the patient's name, condition (diagnosis), type treatment and date the expenses(s) was/were incurred. "Balance due" statements are not acceptable.
5. If you have medical coverage under another policy you must submit the bills to your primary insurer first and submit a copy of your primary insurer's Explanation of Benefits statement (EOB) to K&K Insurance Group, Inc. /Specialty Benefits. IF YOU HAVE OTHER INSURANCE, YOUR CLAIM CANNOT BE PROCESSED BY K&K Insurance Group, Inc. / Specialty Benefits WITHOUT YOUR PRIMARY CARRIER'S EOB.
6. AYSO National Office will send the claim to USASA. If you have any questions, please call the AYSO National Office at 800-872-2976 and ask for either Andy or Holly. Or, you can email Andy at andyprice@adultsoccer.org
7. Once the completed form is received by K&K Insurance Group, Inc./Specialty Benefits you and your State Verification Officer and USASA National Office will receive a claims acknowledgement letter.
8. AFTER you receive your Acknowledgement Letter, you may contact K&K Insurance Group, Inc./Specialty Benefits at 800-237-2917 Option 1.