



BUSINESS TRAVEL ACCIDENTAL DEATH AND DISMEMBERMENT CLAIM FORM

IMPORTANT INSTRUCTIONS FOR COMPLETING THE CLAIM FORM

To ensure faster claim processing, fully complete the attached claim forms according to the following instructions. Each claim will be evaluated based on the terms and conditions of the insurance policy. AXIS Insurance Company reserves the right to request additional information and/or documents to help us make this evaluation. The acceptance of these forms by AXIS Insurance Company is not an admission of coverage under an insurance policy.

Part I – Employer’s Statement

- This form must be completed in its entirety and signed by an official representative of the employer or the plan.
- Please provide the employee’s itinerary or any other information that demonstrates that the employee was on the business of the policyholder at the time of the accident.
- Please provide proof of salary (attach W2 or commissions, if applicable)
- Please provide the beneficiary designation forms on file with the policyholder, if any. If none is on file, the official representative shall certify to that fact on the claim form.

Part II – Claimant’s Statement

- This form must be completed by the claimant or beneficiary in its entirety.
- Please furnish any newspaper accounts or other pertinent information regarding the claim.

Part III – Attending Physician’s Statement (required for accidental dismemberment claims)

- The attending physician must complete this form. Any expense for completion of the form will be paid for by the claimant.

Miscellaneous – All Claims

- Required documents other than claim form
 - Certified true copy of death certificate (Accidental Death Claim)
 - Police report (if applicable)
 - Autopsy/Post Mortem & Toxicology report (if applicable)
 - All relevant medical reports
- If the claim proceeds are payable to an estate, Part II must be completed by the executor or administrator of the estate. A copy of the court document appointing the executor or administrator must be attached to this form.
- If any designated beneficiary is a minor, Part II must be completed by the custodian or guardian. A copy of the court document appointing the guardian or a similar document must be attached to this form.
- For a foreign death, the official death certificate and the Report of the Death of an American Citizen Abroad form must be attached to the claim form.

Mail Claim Forms to: Health Special Risk, Inc.
Attn: AXIS Global Accident & Health Claims
4100 Medical Parkway
Carrollton, TX 75007
Fax: (972) 512-5820



Mail to: Health Special Risk, Inc.
 Attn: AXIS Global Accident & Health Claims
 4100 Medical Parkway
 Carrollton, TX 75007
 Toll Free: (888) 870-2947
 Fax: (972) 512-5820



BUSINESS TRAVEL ACCIDENT INSURANCE

PART I – Employer’s Statement

Accidental Death & Dismemberment
 Claim Form for EMPLOYEE or DEPENDENT

Group Policyholder/Employer Name:				
Group Policyholder/Employer Address:				
Name of Insured Employee/Participant:			Date of Birth:	Social Security Number:
Name of Deceased or Injured. (if different from above:)			Date of Birth:	Social Security Number:
Relationship to Employee:	Telephone Number:	Employee Class #:	Location:	
Address:				
Date of Injury:	Employee Status on Date of Injury Active Retired FMLA Other (explain):			
Employee was:	Full time	Salaried	Exempt	Commissioned
	Part time	Hourly	Non-exempt	Other (Please explain):
Effective Date of Coverage for Employee:		Employee Salary on Date of Death:		
Employee Occupation/Title/Position:			Date Employment Commenced:	
Business Travel Accident Insurance Policy Number:		Please describe the purpose and location of the business trip, and include the dates.		
Amount of Coverage:				
Beneficiary Information				
Is Beneficiary Designation Card on file? Yes No If “Yes”, a copy must be submitted to us.				
Is there an Assignment on file? Yes No If “Yes”, a copy must be submitted to us.				

Employer Certification

I understand that any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

SIGNED (Authorized person) _____ Date ____/____/____

NAME _____ TITLE _____ PHONE NO. _____



Mail to: Health Special Risk, Inc.
 Attn: AXIS Global Accident & Health Claims
 4100 Medical Parkway
 Carrollton, TX 75007
 Toll Free: (888) 870-2947
 Fax: (972) 512-5820



PART II – Claimant’s Statement

Accidental Death & Dismemberment
 Claim Form for EMPLOYEE or DEPENDENT

INSTRUCTIONS: Complete this form if you are applying for death or dismemberment benefits due to an Accident.
 If a question does not apply, please mark “N/A”.

GROUP POLICYHOLDER/EMPLOYER NAME:

Name of Insured Employee/Participant		Social Security Number	
Name of Deceased or Injured (if different from above)		Has a Workers Compensation claim been filed? Yes No If “Yes”, what is the status of the claim?	
Relationship to Employee: Spouse Child	Date of Birth:		

On what date did the accident happen? _____ Where did the accident happen? City _____ State _____
 Please describe all injuries received.

Did accident result in death? Yes No If “Yes”, on what date? _____

Describe in detail how the accident occurred.

Name and address of law enforcement agency involved (Please submit copy of Police Accident Report).

List name/address/phone # of all physicians consulted for this injury/death.

List name/address/phone # of all hospitals consulted.

Did the deceased/injured have any chronic disease or physical defect or deformity? Yes No If “Yes”, describe in detail:

Was autopsy performed? Yes No If “Yes”, provide name/address/telephone number of coroner, if known	Was an inquest held? Yes No If “Yes”, verdict?
---	---

Name of Beneficiary	Address	Telephone Number	Social Security Number:
---------------------	---------	------------------	-------------------------

Your date of birth _____ In what capacity are you making claim? _____
 (Note: if other than beneficiary, attach appropriate legal documents substantiating your authority.)

Your address _____ and

Telephone number _____ (if different from beneficiary).

Your relationship to deceased or injured _____ Your Social Security Number _____

I authorize any physician, medical professional, hospital, covered entity as defined under HIPAA, insurer or other organization or person having any records, dates or information concerning the deceased or injured’s occupation, finances and health including protected health information, individually identifiable health information, summary health information, psychotherapy notes, mental health, HIV and alcohol/drug records to release all such records in their entirety to AXIS Insurance Company, and any affiliate of any one or more of these companies (collectively and severally, the “Company”). I understand that I may receive a copy of this authorization, and that this authorization is valid for the entire duration of this claim, and that I may revoke this authorization at any time by sending a request in writing to the Company. I understand that it may be necessary for the Company to provide such information or summaries thereof to the employer, regulatory state agency, or Workers’ Compensation carrier. I understand that by signing this form I may be authorizing the use and disclosure of my confidential protected health information to AXIS Insurance Company.

I understand that any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

SIGNATURE OF PERSON COMPLETING THIS FORM	DATE
--	------



Mail to: Health Special Risk, Inc.
 Attn: AXIS Global Accident & Health Claims
 4100 Medical Parkway
 Carrollton, TX 75007
 Toll Free: (888) 870-2947
 Fax: (972) 512-5820



PART III – Attending Physician’s Statement

Required for all accidental dismemberment claims.

Attending physician must complete this form. Any expense for completion of the form will be paid by claimant.				
Name of Patient:	Date of Birth:	Address (Street, City, State, Zip Code):		
When did accident happen: (Month, Day, Year)	When did patient first consult you for this condition?: (Month, Day, Year)			
Nature of injury: Please explain in complete detail, including all diagnoses, any dismemberment or loss of use; the cause or incident causing the injury, and all affected body parts.				
If injury resulted in severance of a body part, please indicate the precise location of the severance:				
Did injury result in the total and irrecoverable loss of hearing in both ears? Yes No Date of loss:				
Did the injury result in:	Paralysis	Quadriplegia	Paraplegia	Hemiplegia
In your opinion, was any disease, infection, bodily or mental infirmity an underlying cause in the loss(es) indicated above?				
If an operation is contemplated, give approximate date and nature of the operation:				
In your opinion, did the loss(es) result from any self-inflicted injury or attempted self-destruction? Yes No				
If injury resulted in loss of sight, was the loss total and irrecoverable? Yes No				
Which eye was injured? Right Left				
Was the eye removed? Yes No				
On what date did the total and irrecoverable loss occur?				
If the loss of sight is partial, but irrecoverable, please state amount of vision in each eye with Snellen notations, or Jaeger scale, if pertinent.				
Uncorrected	Corrected	Date of Examination		
O.D.	O.S.	O.D.	O.S.	
Do you believe vision can be restored in whole or in part by treatment or operation? Yes No				
Was patient confined to a hospital? Yes No If "Yes", give name and address of hospital and dates of confinement:				
Treatment				
Date of first visit	Dates of Subsequent Visits			
Is patient still under your care for this condition? Yes No				
If discharged, give date of discharge:				
Signature of Attending Physician	Physician’s Name (Please Print)	Degree	Telephone	Date
Street Address:	City or Town		State or Province	Zip Code

Important Notice

- ❖ ***In General, and specifically for residents of Arkansas, Louisiana, Rhode Island and West Virginia:*** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.
- ❖ ***For residents of Colorado:*** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.
- ❖ ***For residents of the District of Columbia:*** WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.
- ❖ ***For residents of Florida:*** Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.
- ❖ ***For residents of Kentucky:*** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.
- ❖ ***For residents of Maine, Tennessee, Virginia and Washington:***
It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.
- ❖ ***For residents of Maryland and Oregon:*** Any person who knowingly and willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly and willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.
- ❖ ***For residents of New Jersey:*** Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.
- ❖ ***For residents of New Mexico:*** ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES.
- ❖ ***For residents of New York:*** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.
- ❖ ***For residents of Ohio:*** Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.
- ❖ ***For residents of Oklahoma:*** WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.
- ❖ ***For residents of Pennsylvania:*** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.