



Athletic Training Medical Paperwork Information For New Athletes

Parent/s/Guardian/Student Athletes:

Welcome to Bowling Green State University and participation in Intercollegiate Athletics. It is our goal to provide our student athletes with the best possible athletic health care. To achieve this we will need your assistance in a variety of matters. Each student athlete will be required to have a completed health history questionnaire on file before being allowed to participate in any activity (enclosed you will find the physical examination form and health history). We will also require a completed insurance information form and a signed waiver form (also enclosed). Please complete the insurance form completely and accurately. This information will be used by providers for billing and also be used to contact individuals in the event of an emergency. We also request that you include a copy of any insurance identification and/or prescription cards that you may have. ***Please complete and return the enclosed forms, including all signatures, as soon as possible along with a copy of any insurance cards to: Douglas Boersma, Head Athletic Trainer, Bowling Green State University, Perry Stadium East, Bowling Green, OH 43403. It is required that all incoming athletes bring to campus a current Physical Exam. If you do not bring a current physical exam, you will be asked to report the BGSU Student Health Center for a physical, at the student-athletes expense. In addition, each student athlete will be evaluated by an approve BGSU physician upon reporting to campus***

If the prospective student athlete does not have current medical insurance it is **HIGHLY ADVISABLE** that they have some form of medical insurance before beginning participation. The athletic department will not pay for any injury or illness that is not related to direct participation in a sanctioned athletic activity. Insurance can be purchased through the Health Service Center on campus and may be an affordable option if the student athlete currently has no medical insurance.

In the event of an injury the athletic department has an excess policy that will help to cover medical expenses that are incurred for athletically related injuries. Since the athletic department policy is an excess policy the student athletes' own primary insurance will be billed first, and our policy will cover expenses beyond the primary policy in accordance with the policy. Please realize that the medical bills received from our providers will not affect your insurance premiums. Also note that our policy will cover expenses for athletic related injuries for **one year from the date of injury**. After this one year period Bowling Green State University will not be responsible for any expenses related to any injuries. As a result, it is imperative that all injuries are reported to the appropriate athletic training personnel immediately. We have developed the following procedure to assist in processing bills that may occur as a result of athletic injury:

1. All medical bills incurred as a result of an athletic related injury will be billed to the student athlete's own primary insurance.
2. If we do not have complete or accurate insurance information, bills will be sent directly to you or the student athlete.
3. If you or the student athlete receives bills, submit them to your own primary insurance for payment.
 - a. The insurance company will do one of two things:
 - i. Honor the claim and pay all or a portion of the bill
 - ii. Deny the claim entirely.
 - b. If after submittal there remains a balance you or the student athlete will receive a bill and an explanation of benefits (EOB).
 - i. Send the EOB and an itemized bill to the athletic training room so that it may be submitted to our insurance carrier.

4. Our insurance carrier is The Baker Agency, Inc.
Address: 962 Industrial Parkway, PO Box 390, Plainwell, MI 49080.
 - a. They may contact you for information that they need to process the claim.
 - b. Please help them so that they can process your claim and pay your bill/s as quickly as possible.
5. If at any time after beginning athletic participation at Bowling Green State University the student athletes' insurance information changes it is your responsibility to notify the athletic training room immediately.
 - a. Bowling Green State University will not be responsible for a claim if you change insurance plans and we are not notified of this change.
6. **All medical treatment, evaluation, testing, etc. must be authorized and referred by the athletic training staff.**
 - a. Authorization and referral will be made by the completion of appropriate paperwork prior to receiving any such services.
 - b. If authorization and/or referral for medical service is not obtained BGSU will not accept any responsibility for payment of services.
 - c. If the injury occurs after hours, a member of the athletic training staff must be notified by telephone as soon as reasonably possible.
 - d. If the condition is an emergency or other unusual circumstances exist not permitting prior completion of paperwork, athletic training personnel must be notified as soon as reasonably possible.
7. BGSU will not be liable for any medical expenses related to vision except for replacement/repair of damaged eyeglasses, protective eye wear, or contact lenses or injury to the eye as a result of direct participation in supervised, sanctioned, sport related team activities
8. BGSU will not be liable for dental expenses unless resulting from participation in supervised, sanctioned, sport related team activities and result in damage to sound and natural teeth subject to the limits and the provisions of the athletic department's current excess medical policy in effect at the time and deemed to be reasonable and medically necessary.

You may view Bowling Green State Universities' complete medical policy at www.bgsufalcons.ocsn.com and clicking on the athletic training link on the right side of the page. If you do not have access to the web you may request a copy in writing, or by calling the head athletic trainer. Please keep this information for later reference.

Should you have any questions regarding this matter, please feel free to contact our athletic training department regarding your concerns at (419) 372-7088. Thank you in advance for your prompt attention to the enclosed material.

Sincerely,

Douglas Boersma, MS, ATC/L
Director of Sports Medicine
Head Athletic Trainer