University of Wisconsin System
Camps & Clinics Participant Accident Insurance
Claims Filing Instructions

2025 Internal Process:

Claims Filing Instructions, Injury Claim Form, Policy Benefits, and QR code containing policy documents are distributed to all internal stakeholders at the beginning of each policy year.

- These documents will also be available on UW's Camps & Clinics website found here: https://www.wisconsin.edu/risk-management/manual/camps-and-clinics/

1. Injury occurs, common sense should be used in assuring adequate care is given to the youth participant.

2. Program Director notifies pre-college liaison of injury, and distributes Injury Claim Form & other claims filing documents (from link above) to the injured participant and their family.

   - The parent is responsible for completing the injury claim form and reporting the injury to be covered under the insurance. All claim forms should be emailed to SpecialRisk@gallagherstudent.com
   - Accident coverage is excess/secondary to their health insurance (if applicable). Regardless, families should utilize the plan materials provided so the treating medical facilities can bill A-G Specialty Insurance accordingly
   - In the event the insurance information is provided after treatment has been rendered, the parents can still seek coverage and/or reimbursement from the claims company

3. Pre-college liaison notifies Risk Management of the incident/injury.

4. Injury claim form is submitted to Gallagher by the parent; Gallagher then submits injury claim form to A-G Specialty Insurance (Claims Company for accident policy).

5. A-G Specialty Insurance will contact the respective Campus Risk Manager to authorize the incident is in fact a covered claim.

6. Upon confirmation of a covered claim, A-G Specialty Insurance will add the injury to their claims system so that corresponding medical bills will be eligible for coverage.

Please Note: the injury claim form should be fully completed and submitted within 90 days from the date of injury.

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