

April 1st, 2017

RE: Volunteer Accident Insurance Program

Dear Bookkeeper:

The Diocese of Crookston maintains supplemental Accident Insurance coverage for injuries while volunteering on behalf of the Diocese with QBE. The policy is secondary coverage to your primary insurance coverage. The Volunteer Accident Insurance policy may provide coverage for some or all of your claimed out-of-pocket medical expenses related to the injury reported on the attached form.

The Third Party Administrators, BMI Benefits, LLC (BMI), will review and adjudicate claims submitted, If you are making a claim and in order to expedite this process, we ask that you please complete and provide the following:

- **Complete Part 1A and 1B of the enclosed BMI Benefits claim form. You may have to fill in Section A and B as well. Have the injured party sign and date the form at the bottom. Then mail the form to BMI to initiate a file.**
- If the injured party has no insurance, you must also complete the "STATEMENT OF NO INSURANCE affidavit enclosed and submit that to BMI with the claim form referenced in the item above.
- Notify Hospital(s) Doctor's office(s) to bill BMI Benefits, LLC directly as secondary insurance.
  - o BMI Benefits, LLC  
Volunteer Accident Claims  
P.O. Box 511  
Matawan NJ 07747  
Tel# 1-800-445-3126  
Fax# 732-583-9610
- Hospital(s)/Doctor's office(s) must bill BMI directly using form UB04 for any hospital visits and form HCFA 1500CMS for any doctor visits
- If you have utilized other medical insurance coverage, please include your insurance carrier's Explanation of Benefits form (EOB)

Should you have any questions or concerns, please feel free to contact our office. Thank you.

Sincerely,

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