

## HOW TO USE INCIDENT REPORTS / MEDICAL CLAIMS

### **INCIDENT REPORT FORM:**

An Incident Report Form needs to be completed every time a “bodily injury” or “property damage” incident occurs during a USAV Sanctioned or Approved Event. Game Directors, Team Reps, and Coaches should be made aware of the importance of completing and submitting these forms whenever a bodily injury or property damage incident occurs. Documenting the facts surrounding any incidents will help with the defense and handling of claims and reduce the likelihood of fraudulent claims being paid (which will help keep USAV’s insurance costs as low as possible). If an Incident Report Form cannot be matched to a claim, it will be more difficult for the insurance carrier to validate the claim.

*An Incident Report Form is to be completed by the Game Director, Team Rep or Coach. Game Directors, Team Reps and Coaches should have a supply of these Incident Reports Forms with them at each practice or other sanctioned event.* An official USA Volleyball Incident Report Form should be completed and submitted by email to [membership@gpvb.org](mailto:membership@gpvb.org) as soon as possible following the incident.

### **MEDICAL CLAIM FORM:**

A Medical Claim Form should be provided to participants (or a parent/legal guardian in the case of a minor) who sustain an injury while practicing for, or participating in, any Sanctioned or Approved Event. *Game Directors, Team Reps, or Coaches should keep a supply of these forms on hand at each practice or event. The Medical Claim Form is to be completed by the injured participant (or a parent/legal guardian in the case of a minor)* and sent directly to A-G Administrators (the claims administrator for the USAV Participant Accident program).

Email: [claims@agadm.com](mailto:claims@agadm.com)

Upon receipt of a Medical Claim Form, A-G Administrators will pair it with the Incident Report Form submitted by the Region to verify that the injury was sustained at a covered event. A-G Administrators will then contact the injured participant directly (usually by mail) if any additional documentation is needed. Claims processing takes a minimum of two weeks after receipt of claim documents.