

STUDENT INSURANCE PROGRAM
www.aipinternational.com

Hello, and welcome to the Student Insurance Program selected by your school, which is administered by AIP International. This letter contains important information pertaining to your insurance program, and how you may maximize the benefits you receive from the program.

Important Phone Numbers

AIP International (for Questions and Assistance) (office hours 7:00 am to 7:00 pm Central Time)	800-452-5772
Administrative Concepts, Inc. (for Claim issues) (office hours 7:00 am to 5:00 pm Central Time)	866-317-9040
OnCall International (Travel Assistance Services) or call collect when outside the United States	800-850-4556 603-328-1713 603-898-9159
24-Hour Nurse Advice Line	800-850-4556

PRIOR INSURANCE COVERAGE – VERY IMPORTANT!

*If you have been insured by another insurance company within the 63 days prior to enrolling in the student insurance plan, you will want to obtain a letter of certification from your prior insurance company, providing the name of the prior insurance company, your prior policy number and identification number, and the dates for which you were insured with this company. **If you file an insurance claim against this student insurance policy, please include a copy of your letter of certification from your prior insurance company when you send your claim form and bills for medical expenses.***

**WHEN YOU ARE IN NEED OF MEDICAL TREATMENT-
NO PRE-AUTHORIZATION REQUIRED**

1. **In a true emergency** where without immediate medical care, (a) you would place your health in *significant* jeopardy; (b) there would be *serious impairment* to bodily function; (c) *serious dysfunction* of any bodily organ or part; (d) you are in *inadequately controlled pain*; or if with respect to a pregnant woman, you are having contractions or there is a threat to the health or safety of your unborn child, **please seek immediate medical attention from the nearest hospital emergency room.**
2. **In non-emergency situations, if you are enrolled in a plan with a Preferred Provider Network, you will want to obtain your medical treatment from a provider in the Network, which will result in a higher reimbursement.** If you are required to use a Preferred Provider, the name of the Network will be shown on your Identification Card as well as in the student insurance brochure.
3. Go to the AIP website, www.aipinternational.com select your campus, and click on **"Access Online Services"**. "Click" on Preferred Provider. The page will bring you to an option to *Search for a Doctor or Hospital near you*. You may search for a doctor, or a hospital/facility, or you may search by medical treatment specialty. You will insert your zip code anywhere in the United States, and a list of providers will come up. *Please confirm with the doctor's office or hospital that they remain contracted with the Preferred Provider Network when you make your appointment for medical service. The name of the Preferred Provider Network, and any applicable co-payments due to the hospital emergency room or doctor's office, are shown on your Identification Card.* (Many doctor's offices will take your co-payment at the time of medical service. Most emergency rooms will not ask for the co-payment during your visit. The emergency room co-payment will be deducted from the reimbursement you receive from the Claim Office.)
4. **You need to bring your Identification Card to present to your provider at the time of medical service.**

HOW DO I OBTAIN MY PRESCRIPTION MEDICATION

1. If your health insurance program provides a Prescription Drug Card through the Medco Pharmacy Network (the Medco logo will be on the front of your Identification Card, along with the applicable co-payment for generic, brand, or single source medications), go to the nearest pharmacy to obtain your medication. You will be expected to pay the co-payment when you pick up your medication.
2. **If your insurance program DOES NOT provide a drug card, you may obtain your medication from any pharmacy, pay for your medication at the pharmacy, and then submit the receipts for your medication for reimbursement.** Send these receipts, along with your completed claim form, to Administrative Concepts. Please see Filing Your Claim with Administrative Concepts, below. The applicable co-payment and the deductible may be applied to your reimbursement (if your deductible has not yet been satisfied).

FILING YOUR MEDICAL CLAIM WITH ADMINISTRATIVE CONCEPTS

1. The hospital or doctor's office may send their bill for medical services directly to Administrative Concepts.
2. If your provider does not agree to send the bill directly to the claim office for you, you will need to send it to Administrative Concepts yourself.
3. **For every medical condition for which you wish to claim benefits, you MUST send Administrative Concepts a claim form**, which you must complete in full. This information will provide us with a description of your medical condition.
4. You may obtain a claim form through the student insurance website, www.aipinternational.com, select your campus, and go to "**Access Online Services**". You are able to download and print a copy of the claim form. If you are unable to do so, please call 800-452-5772 and request that a claim form be sent to you.
5. Please **mail your claim form** (and medical bills if your provider did not already do so) to **Administrative Concepts, 994 Old Eagle School Road, Suite 1005, Wayne, PA 19087-1802.**
6. ***If you have had insurance coverage through another insurance company, or through your government, within 63 days of enrolling in the student insurance plan, please send your Letter of Certification along with your claim form and medical bills.***

CHECKING THE STATUS OF A CLAIM YOU HAVE FILED

1. You may check the status of a claim you have filed online, by going to the website www.aipinternational.com, selecting your campus, click on "**Access Online Services**" and going to Check Claims Online. You may set up your own secure account.
2. You may call the claim office at 866-317-9040.
3. You may email the claim office through www.aipinternational.com, selecting your campus, and going to "**Access Online Services**".
4. ***You may call AIP International at 800-452-5772 at any time (between the hours of 7:00 am and 7:00 pm) for assistance.***

(Rev. Sept.09)