

# GCCCD District Services

## QUICK REFERENCE

### Student Accident and Injury Insurance Claims

(Regarding District's Insurance Coverage for Secondary Insurance for Student Accident Claims)

- An injured student may inquire about student accident insurance with Student Health Offices, Athletics or Public Safety at each campus.
- To file a claim, the student completes two forms:
  - GCCCD Injury Illness/Accident Report
  - Student Accident/Injury Claim form
- Forms are available at Student Health Offices, Athletics and Public Safety at each campus.
- Student submits to college official (site manager, instructor or other GCCCD employee in area related to claim).
- College official reviews claim form and signs to acknowledge incident, then forwards a copy of signed claim to Employee & Labor Relations department.
- Once claim form is complete, claimant sends forms via US Mail or fax to:

Bob McCloskey Insurance  
P. O. Box 511  
Matawan, NJ 07747  
Fax (732) 583-9610

- Bob McCloskey Insurance processes claims and communicates with claimant.
- Employee & Labor Relations maintains an annual summary of claims using insurance provider web site and claim forms.
- Employee & Labor Relations coordinates follow-up with departments regarding impact on facilities.
- Monthly, District Claims Committee reviews the status of claims and semi-annually reviews experience reports and insurance renewals.