

**NAPA VALLEY COLLEGE**

**Athletic and Student Insurance Instructions**

**Napa Valley College** maintains a sports and student accident insurance policy for eligible covered athletic and student injuries. This policy is excess to any other valid and collectible insurance – it is a secondary policy and all claims must be submitted to the student and athlete’s primary insurance first.

1. Submit medical charges to any other insurance policy the patient is covered under first (regardless if the patient is the primary member or a dependent);

2. Once response is received, submit a valid HCFA-1500 or UB92/04, along with a copy of primary insurance Explanation of Benefits, directly to our claims administrator at:

**Kim Olden**

**NAHGA Claim Services**

**PO Box 189**

**Bridgton, Maine 04009-0189**

**Phone: (800) 952-4320**

**Group Name: NAPA**

**Policy No.: COSB-51403-1648**

**\*\*Electronic Claims Submissions can be sent to NAHGA using Payer ID 67788\*\***

3. Payment will be made directly to the medical provider, unless otherwise requested.

4. Contact NAHGA Claim Services (800) 952-4320 with any questions.

5. Feel free to sign up for online claims viewing at: <https://claims.nahga.com> !

*Disclaimer: Claims submitted under the* ***Napa Valley College*** *coverage are subject to all policy limitations and exclusions. This instruction sheet is not a guarantee of payment, it is intended only to facilitate submission of claims. NAHGA maintains appropriate standards and procedures to prevent unauthorized access to Protected Health Information in compliance with HIPAA. Please contact them at (800) 952-4320 if you wish to view a complete copy of our Privacy Policy.*