

## **CHILD ACCIDENT PROCEDURE NESD HEAD START**

1. If a Head Start child needs medical attention due to an accident at Head Start, a Medical Claim Form will be completed by the on-site staff member.

**Note:** This policy is the first payee, whether the child has Medicaid or private insurance.

Information requested about other insurance ensures that double payments are not made (responsibility of insurance company).

2. The staff member will complete the Policy Holder Certification section with information about the accident. Have the parent complete the Claimant section. Note: The Executive Director will sign the Policy Holder section when the remainder of the form is completed.
3. The parent will complete and sign the Claimant Certification section and sign the Fraud Warning Certification section on the third page.
4. Have the parents attach any medical bills they paid to the Claim Form.
5. Send the completed and signed form and bills to the Executive Director for the final signature needed in the Policy Holder section. The Executive Director will submit the claim to the insurance company.