



How to File a Claim

To process your claim please submit the following three pieces of information:

1. Completed and Signed Claim Form
2. Itemized Bills
3. Explanation of Benefits from student's Primary Insurance Carrier

These documents should be sent through our secure portal:

upload.agadministrators.com

Alternatively they can be mailed, emailed or faxed to:

**A-G Administrators LLC
Claims Department P.O. Box
21013 Eagan, MN 55121**

USSSAclaims@agadm.com

(610) 933-4122 Fax

Contact us with questions at (610) 933-0800 or customerservice@agadm.com

1. **The Claim Form** enables us to open a claim for the treatment of your injury. To avoid delays in claim processing please be sure the “other insurance” portion of the claim form is completed in full. The claim form must be signed by a school official.
2. **Itemized Bills:** Please ensure we are sent copies of all medical bills related to an injury, showing the name and address of the provider of service, date of service, type of service and the charges. Account statements or “balance due” statements are helpful, but do not usually contain all the information needed to process the charges.
3. **Explanation of Benefits:** If the student has other medical insurance, all medical bills must be first submitted to the student's primary health insurance for their determination of eligibility. If the charges are not paid in full by the other medical insurance carrier we will need to see a copy of the “Explanation of Benefits” from that carrier prior to issuing benefits from this office.