

CLAIM FILING PROCEDURES

In the event of an Injury or Sickness, the Insured Participant should seek immediate medical care as directed on page 5 of the Student Health Insurance Summary of Benefits brochure.

1. Secure a Company Claim Form while visiting your on-campus health care facility or by logging on to www.macori.com.
2. Complete the front of the Claim Form and mail with the itemized hospital and/or medical bills to the Claims Office:

Macori Administration
c/o Macori, Inc.
P. O. Box 2567
Spring, TX 77383-2567
Fax: 281-651-8808

3. Please do not depend on your medical provider to file your claim form! Only one claim form is required per Sickness/Injury. After filing the initial claim, additional bills may be forwarded with name, social security number and school name/policy number.