



How to Submit a Claim

- 1) Ensure that an Incident Information Report has been submitted to Evangeline Area Council and an HSR Claim form is received with Part 1 completed by Council.
- 2) Complete Part 2 with Other Insurance Statement, Excess Insurance, and authorization signatures. Please note that there are three signature lines for the participant/parent to Sign and date.
- 3) Attach itemized bills with diagnostic and procedural codes for payment to provider or receipts for reimbursement.
- 4) Claims can be submitted by mail, fax or email. For faster service HSR strongly suggest that claims be emailed or faxed to:
 - a. Dedicated Boy Scout Email address: BSAteam@HSRI.com
 - b. Dedicated BSA Fax # (972) 512-5839
 - c. Or mail claim to: *HSR, 4100 Medical Parkway, Carrollton, TX 75007*
- 5) HSR does not acknowledge receipt of claim but will simply process it and make payment and issue an Explanation of Benefits. If more information is needed or if the claim was denied you will receive a letter detailing the specifics of your claim.
- 6) Your BSA Claim Point of Contact for Claimants and Providers:
Boy Scout (and Cub Scout) Claims: 1-866-726-8870
Learning for Life Claims: 1-866-523-3364
Customer Service Email: bsateam@hsri.com

Q: What is Excess Insurance?

A: "Excess" Insurance is insurance which pays the covered expenses not paid by your primary Insurance. In the event you don't have other insurance for your Scout, the BSA Plan will pay as primary.

