



CATHOLIC MUTUAL GROUP

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Date: September 30, 2024

To: Principals, business managers of schools/parishes, preschool directors participating in the Archdiocese of Atlanta Student and Sports Accident Insurance Programs

From: Jordan Harper, claims/risk manager, Catholic Mutual Group

Re: **UPDATED: STUDENT AND SPORT ACCIDENT COVERAGE CLAIM INSTRUCTIONS
9/30/2024**

The Archdiocese of Atlanta has placed Student Accident Coverage with Zurich for student and sport injuries. We have received feedback from the student accident insurance carrier on the student accident instructions issued to archdiocesan locations in July 2024.

UPDATES TO STUDENT ACCIDENT INSTRUCTIONS – 9/30/2024:

- School/Parish does not submit Part A of the Student Accident Claim Form to Administrative Concepts, Inc. (ACI).
- All other instructions remain the same.

Attached please find the updated Student Accident Instructions:

- [Student Accident Instructions – School/Parish Use Only](#)
- [Student Accident Instructions Guide – For Parent\(s\)/Guardian\(s\)](#)

Student Accident Instructions – School/Parish Use Only: This provides detailed instructions on what the school/parish is responsible for completing and further claim instructions so the school/parish can assist parent(s)/guardian(s) with their claims.

Student Accident Instructions Guide – For Parent(s)/Guardian(s): This is a detailed claim instructions guide that should be provided to every parent(s)/guardian(s) that has a student accident claim.

Sincerely,

Jordan Harper | Claims/Risk Manager
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