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| **EMERGENCY AMBULANCE SERVICES** |

* In an emergency, sickness, or accident situation, where an ambulance may be required to transport a person or persons to a hospital, emergency 911 will be called.
* If the emergency involves a student, a copy of the medical information and health care plan, which the parent/guardian has authorized on the School Registration Form, should be made for the admitting hospital.
* All schools participate in the Universal Student Accident Insurance Program whereby all students in the division are insured while at school, involved in school activities away from school premises, or while travelling to or from school or to or from a school activity.
* Any staff member that is involved in a workplace accident where that staff member sustains an injury, as a result of Divisional property or procedures, which requires ambulatory care are covered by the Division.
* The billing for ambulance services will be forwarded to the individual staff member or, if a student, to the parent/guardian.
	+ For Staff:
		- When submitting the expense of an ambulance, the original ambulance invoice must be first be submitted to the staff member benefits plan first as they are the first payor.
		- If there is more than one insurance carrier (e.g., public, private, spouses, group insurance, etc.), benefits are coordinated. The claim is to be submitted to the other insurance carrier first; once the Explanation of Benefits is received, please forward the documents along with a copy of the ambulance invoice to Secretary Treasurers department for reimbursement.
	+ For Students:
		- In the event where a student needs ambulance services, coverage should be confirmed with the parent first. A parent/guardian’s plan is first payor.
		- If there is more than one insurance carrier (e.g., public, private, spouse, group insurance, Voluntary Student Accident Coverage, etc.), benefits are coordinated. The claim is to be submitted to the other insurance carrier’s first; once the Explanation of Benefits is received, it is forwarded it to iA Financial Group with copies of the claim.
		- If there is no other insurance plan, then the school directs the parent/guardian to submit the ambulance claim to iA Financial Group (Accident Reimbursement Plan Claimant Statement Form) for reimbursement (or school can do it on the parent/guardian's behalf). When submitting the expense for ambulance services, the original Ambulance invoice must be submitted together with the iA Financial Group claim form.