



## Risk Management

Every Child. Every Day. College Bound.

**Reply to:**  
R. Anthony Krone  
Risk Administrator  
Fairview Admin., 2<sup>nd</sup> Floor  
2385 Central Avenue  
Memphis, TN 38104

Phone (901) 416-1997  
FAX (901) 416-1483  
kronea@mcsk12.net

October 7, 2008

### **Dear Parent or Guardian:**

Should you wish to file a claim for your child's injury, you will need to obtain and complete an insurance claims form. That form can be obtained from our MCS website, the coach, or my office. You will need to have the school representative (coach or athletic director) complete sections 2 thru 17. You will need to complete sections 18, 19 and the statement of other insurance. Also do not forget to sign and date at the bottom of the form. Be advised this is an excess (secondary) policy to any other insurance or benefits your child had a right to at the time of the injury. The claims form must be submitted to Bollinger, Inc within **90 days** of the date of injury.

The claims form and any information regarding your child's injury should be submitted to:

**Claims Administrator  
Bollinger, Inc.  
PO Box 706  
Short Hills, NJ 07078-0706**

**DO NOT** mail or deliver any claims forms or information concerning your child's injury to Memphis City Schools. Keep copies of all documents sent to Bollinger. Any questions regarding the status of your child's claim should be directed to Bollinger at 866-267-0092. Should you have any additional questions or concerns, please contact me at 416-1997.

Sincerely,

R. Anthony Krone  
Risk Administrator