



MIAA Athletic Health Services
2300 Hernando Road
Memphis, TN 38106
(901) 775-7470



Memphis City Schools
2597 Avery Avenue
Memphis, TN 38112
(901) 325-5300

Athletic Health Services

Injury Reporting Process.

- An MCS student accident report **must be completed and entered into the Student Accident Report Database in Lotus Notes.**
- If the injury requires treatment by a physician: (1) the athlete must receive treatment within 30 days (2) file a completed Bollinger Claim Form within 90 days of the date of the accident. The supervising coach should complete the top portion of the form then give this form to the Parent/Guardian to complete and mail.
- All medical expenses must be submitted to the primary insurance company FIRST.
- It is the responsibility of the Parent/Guardian to mail copies of Itemized Bills and Explanation of Benefits to Bollinger Insurance with claimant's name, policy number and date of accident. **Do Not** accept any of this information from the Parent/Guardian.
- The Student-Athlete may return to activity only with a physician's written release on file at the school.
- Any questions regarding these procedures, contact Anthony Krone, 416-1997.