

This document addresses what needs to be done if an Explorer is, sick or injured and needs to file a, insurance claim. If possible, the first thing the Explorer needs to do is contact Firefighter Alberto Puentes (702.239.7563) to let him know of the situation. Firefighter Puentes is Explorer Post #123's designated person who works with the Boy Scouts of America's Explorer Directive located here in Southern Nevada. If you are unable to get in contact with Firefighter Puentes, contact any Explorer Advisor.

The information and forms necessary for filing a claim are readily available on the main website of the Las Vegas Council, <u>http://lvacbsa.org/forms-and-flyers</u>.

The breakdown of coverage and the Health Special Risk, Inc. (HSR) claim form can be found at this location as well as the HSR Activity Insurance Claim Form, which is completed and sent to Deanna Heisler, Exploring Executive. She ensures their Controller calls the main office in Texas to start the claim at which time a claim number is generated and provided. Ensure the Explorer or the family filing a claim keeps all documents from the hospital, doctor, etcetera, as HSR will eventually ask for them.

