

Claim Filing Procedure

In the event of an Injury or Sickness, the Covered Person should seek immediate medical care as directed on page 4 of this booklet.

1. Secure a Company Claim Form while visiting the Student Health Center or by logging on to:

WWW.MACORI.COM

2. Complete the front of the Claim Form and mail with the itemized hospital and/or medical bills to the Claims Office:

**Maksin Management Corp
P.O. Box 2567
Spring, Texas 77383-2567**

Please do not depend on a medical provider to file the claim form! Only one claim form is required per Sickness/Injury. After filing the initial claim, additional bills may be forwarded with name, social security number and school name/Policy number.