

Student Accident Insurance

I. How to get your NWTC Student Accident Insurance card:

ID cards are available online. To print an ID card, students should complete the following steps:

- a. Visit www.gallagherstudent.com, click on “College & University Students and Scholars” and select your school from the dropdown menu.
- b. Log-in using your existing account information (first time visitors will need to create an account).
- c. Select “Authorize Account” located to the left of your screen under Account Information and entered your Student ID number along with your date of birth.
- d. Once your account has been authorized, select ‘Account Home’ and click on ‘Generate ID Card’.

Be sure to print and keep your card on you or keep electronic copy of your card on your phone.

II. If you are injured (commuting to campus, on campus, or during a college sanctioned event):

In case of a serious emergency – [CALL 911!](#)

If emergency responders are not necessary: If on campus, call NWTC’s Security office at **(920) 498-5699** and file an “Incident Report”. Otherwise, seek medical attention. *Remember, students are eligible to utilize Campus Care on the Green Bay campus (SC120) for certain treatments.*

If you have your accident insurance card: Give the card to provider/receptionist so they can document your information.

If you do not have your accident insurance card: Inform provider/receptionist that you have coverage under the NWTC Student Accident Insurance plan.

III. Claims Processing

If I receive a bill for services I received or need to be reimbursed, what should I do?

Physicians should bill the claims administrator. The billing information is on the back of your accident insurance ID card that you print off from the website. However, if do you receive a bill or you paid for a service and need to be reimbursed, you should submit your bill (and proof of payment if seeking reimbursement) and completed claim form, which can be found at www.gallagherstudent.com, selecting your school form the dropdown menu and clicking, “Claims Company”. Make sure your name, insurance ID number, and school name are on the bill and make a copy for your records. Submissions should be sent to: Health Special Risk, Inc. (HSR) HSR Plaza II, 4100 Medical Parkway, Carrollton, TX 75007

For further questions, contact Meng Xiong, NWTC Risk Mgt. & Safety Specialist (920) 207-2739.