

## 2019 USL Claim Procedures

The following summarizes the procedures to be used for filing a claim for an injury sustained during the competition year 2019.

**IMPORTANT:** Claims must be submitted within 90 days of sustaining an injury. This is noted on the claim form; and is VERY IMPORTANT!

### Steps:

- 1) Download the claim form from the USL web site.
- 2) Complete Lines 3 through 10 of Page 2 (**PART A**) of the Claim form. Please note that the team Manager or Assistant Manager is the Supervisor of the Activity (Line 9). I will complete Lines 1, 2, 11 – 14.
- 3) Complete Page 3 (**PART B**) as it applies to you.
- 4) Don't worry about checking the boxes off on Page 1 – these are there for your use as players in completing the form.
- 5) Return the completed form to me to sign off on it. Either scan and email it to me ([dnjones111@gmail.com](mailto:dnjones111@gmail.com)) or send via USPS: D. N. Jones, 323 Pleasant Grove Rd., Long Valley, NJ 07853
- 6) I will return the completed form to you.
- 7) The player then sends the form plus any bills received to the address noted on the form: Cambridge Administrators, LLC, 5832 S 142<sup>nd</sup> Street, Suite A, Omaha, NE 68137 OR to the email address noted: [info@cambridgeadministrators.com](mailto:info@cambridgeadministrators.com).
- 8) Cambridge will open a file for your case and then communicate directly with you. Any subsequent bills should be sent to Cambridge with reference to your Claim File number.