

**GLOBAL LANGUAGE INSTITUTE  
2009-2010 STUDENT HEALTH INSURANCE PLAN  
CLAIM PROCEDURE**

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1. Obtain claim forms from Personal Insurance Administrators, Inc. at the address below, or download a claim form by visiting [www.renstudent.com](http://www.renstudent.com).
2. Follow the instructions for completing the forms and filing claims, as listed on the claim forms.
3. Send claim forms along with itemized Hospital and medical bills to:  
**Personal Insurance Administrators, Inc.  
P.O. Box 6040  
Agoura Hills, CA 91376-6040**

**Providers may submit claims electronically:  
PAYER ID 95397**

4. If you have questions about the status of your claim after it has been submitted, please call Personal Insurance Administrators, Inc. at **1-800-468-4343**.

***Please note that prescription medication will need to be paid for in full by Insured at the time of pick up. The Insured may then submit a claim for reimbursement for the amount the Company is responsible for paying.***

The completed claim form and all Hospital and medical bills must be submitted for payment within 90 days after the first date of Treatment. Failure to furnish this information within the 90 day period shall not invalidate nor reduce the claim if it was not reasonably possible to file the claim within this time, provided that the claim form is submitted as soon as is reasonably possible and in no event, except in the absence of legal capacity, later than one (1) year from the date of first medical Treatment.

You have the right to request an independent medical review if health care services have been improperly denied, modified, or delayed based on medical necessity.

**Always keep a copy of all documents submitted for claims.**