

## Introduction to GAA Injury Benefit Fund Claims Portal

With effect from 2 December 2019, DWF Claims have been appointed by the GAA to handle all claims in respect of the GAA Injury Benefit Fund

This is a User Guide for Clubs advising them how to log new claims and review existing claims for their respective clubs.

### Logging into the Portal

All GAA Injury Benefit Fund claims must be reported using the on-line claims application available at <https://gaabenefitsportal.dwfclaims.com>.

### Homepage

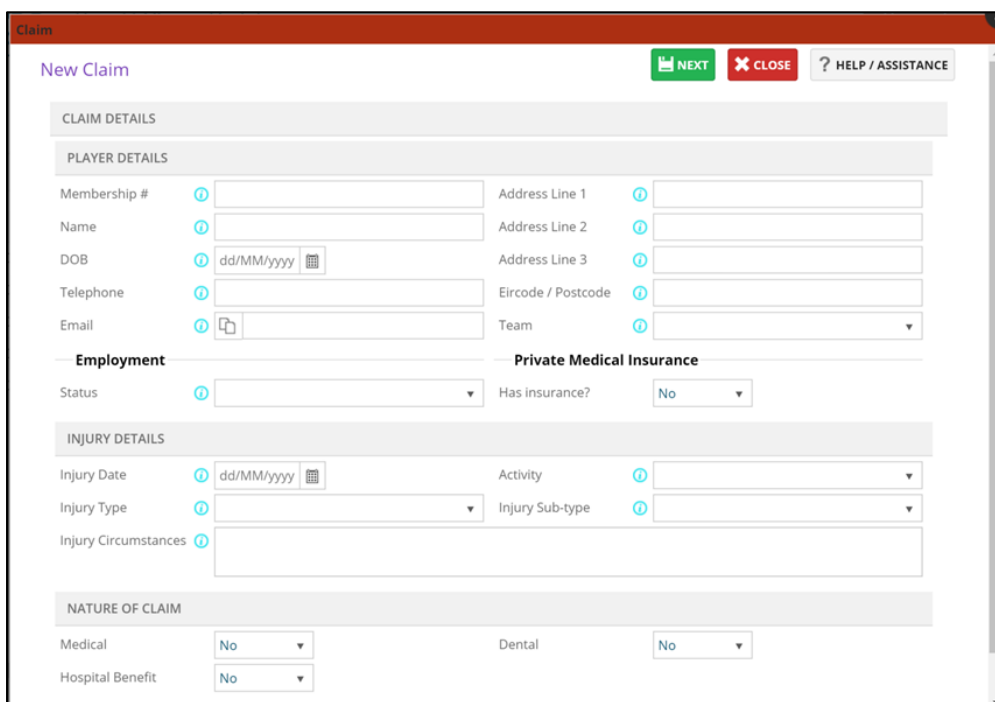
The portal has been designed to link into the DWF Claims system (known as Claimsview) such that registered clubs can (A) submit a new claim and (B) view / update all existing claims.

#### A. Submitting a new claim

Clicking on the 'Submit a New Claim' button will take you to the claims notification page:



The form is intuitive and will alert you if you fail to properly complete any of the mandatory fields required to successfully log a new claim.



**CLAIM DETAILS**

**PLAYER DETAILS**

Membership #  Address Line 1

Name  Address Line 2

DOB  Address Line 3

Telephone  Eircode / Postcode

Email  Team

**Employment** **Private Medical Insurance**

Status  Has Insurance?

**INJURY DETAILS**

Injury Date  Activity

Injury Type  Injury Sub-type

Injury Circumstances

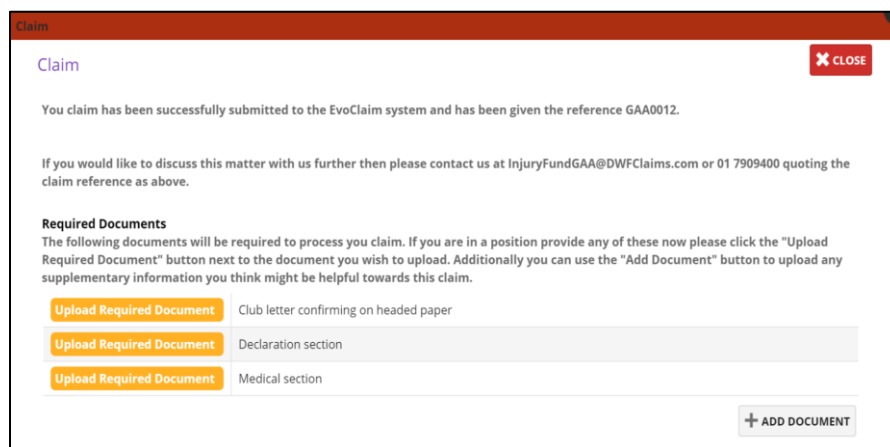
**NATURE OF CLAIM**

Medical  Dental

Hospital Benefit

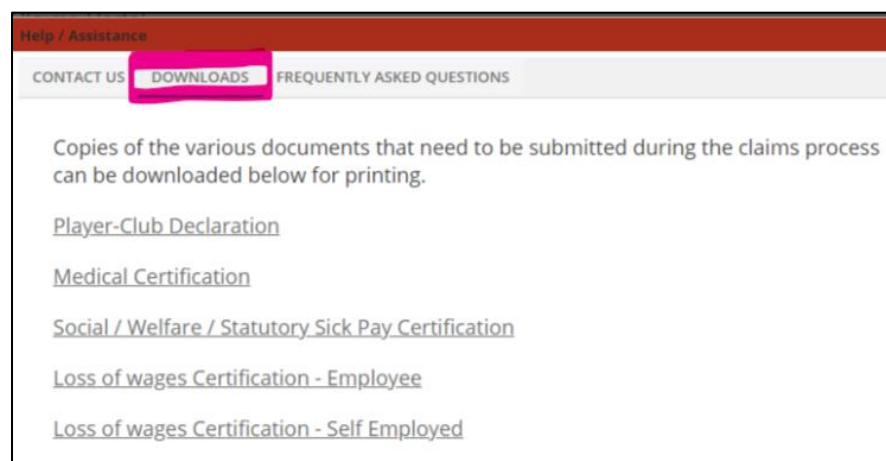
Once the claim form is properly completed and submitted, you will receive an automatic acknowledgement and the claim will be automatically created in Claimsview in real-time.

(Please note that your County Secretary will also be required to approve this claim and no claim shall be paid until such time the all required documents are submitted and the claim is approved).



At this point you will have the opportunity to upload required supporting documentation by clicking the 'Add Document' button.

If you do not have a copy of the required templates needed to add some of the documents, then these can be downloaded from the Downloads section within the 'Help / Assistance' button on the Homepage:



You will then be returned to the Claims Summary page.

ACTION	CLAIM REF	STATUS	PLAYER NAME	TEAM	INJURY DATE	REPORTED DATE	INJURY TYPE	PAID
<a href="#">View</a>	GAA0011	OPEN AWAITING DOCUMENTS	MARTIN ALLERTON	Adult - Junior B - football	16/11/2019	21/11/2019	Abdominal	
<a href="#">View</a>	GAA0009	OPEN AWAITING DOCUMENTS	DECLAN RICE	Youth - Minor (U18) - football	12/09/2019	20/11/2019	Thumb	
<a href="#">View</a>	GAA0008	OPEN AWAITING DOCUMENTS	ASHLEY MOSS	Adult - Junior B - football	02/07/2019	20/11/2019	Knee	
<a href="#">View</a>	GAA0007	OPEN	MARTIN ALLERTON	Youth - Minor (U18) - football	06/08/2019	18/11/2019	Wrist	E
<a href="#">View</a>	GAA0006	OPEN	KEVIN SMITH	Adult - Senior A - football	02/09/2019	14/11/2019	Chest	

## B. Viewing Existing Claims

From the homepage you can view summary details on any existing claim by clicking on the relevant blue **VIEW** button on the far left side of the screen. You will then see an individual claim window with 3 tabs:

### 1. Summary

This is where you can view the latest financial position of the claim:

Claim Amounts		
	Amount Claimed	Paid
Medical	€ 3,250.00	€ 300.00
Dental	€ 2,500.00	€ 900.00
Hospital Benefit	€ 4,000.00	€ 0.00

### 2. Claim Details

This is where you can review the claim notification details as originally logged:

**PLAYER DETAILS**

Membership #	123456	Address Line 1	1 The Meadows
Name	PARKER SCHNABEL	Address Line 2	
DOB	05/06/2002	Address Line 3	
Telephone	01011 23456	Eircode / Postcode	DB 3806
Email	parker@yahoo.com	Team	U21 - Under 21 - football

**Employment**

Status	Unemployed
--------	------------

**Private Medical Insurance**

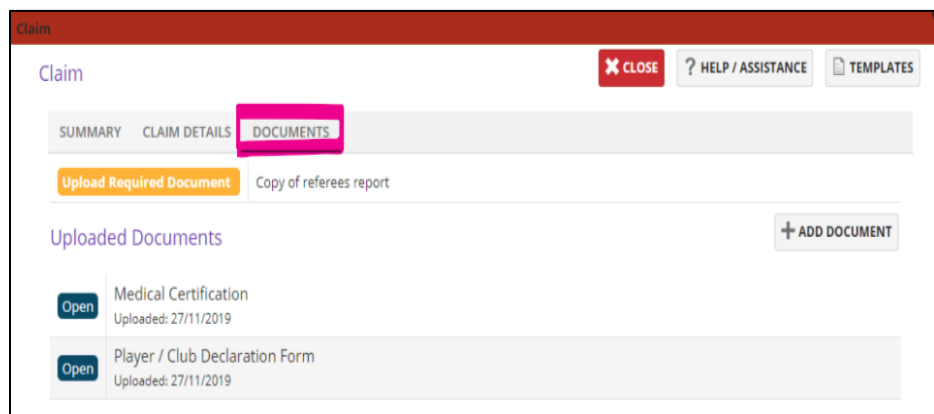
Has insurance?	Yes
Provider	BUPA
Plan Name	R454874

**INJURY DETAILS**

Injury Date	05/07/2019	Activity	Official Fixture
Opposition County	Meath/An Mhí	Opposition Club	MOYNALVEY/BOARDSMILL
Injury Type	Nose		
Injury Circumstances	Player suffered a facial injury after a collision.		
Mouth Guard Worn?	Yes		

### 3. Documents

This is where you can view the Documents that are outstanding, as well as upload additional documentation:



There are a number of mandatory documents required to be submitted depending upon the Nature of Claim(s) types selected when submitting the claim and these will be listed (see above) in your claim acknowledgement message and also in the Documents tab of each Claim.

### Logging Off

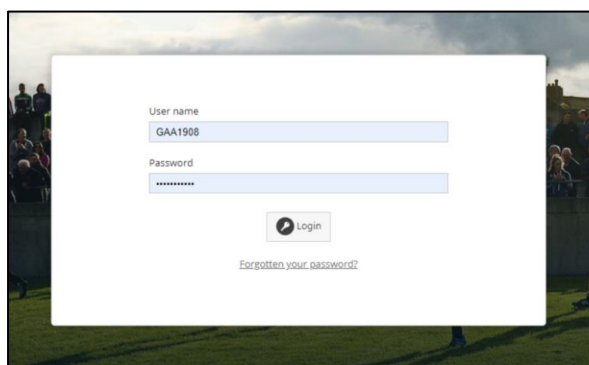
You can logoff by clicking on your ClubName icon in the top right corner of your portal page and selecting 'Logoff'.

### Resetting Your Password

There are two ways that you can reset your password.

#### Reset 1:

On the Login homepage click the link 'Forgotten Your password?'



#### Reset 2:

Click on your ClubName icon in the top right corner of your portal page and selecting 'Change Password'.

### Help / Assistance

There are 'Help / Assistance' buttons located on numerous pages including the Homepage. Here you will find Frequently Asked Questions which may assist you. Alternatively you can use the 'Contact Us' page to communicate with us directly.