#### Long Term Disability Claim Statement



For your protection, the following disclosures are required by state law and are based on the state where you live:

#### If you live in the states of Alaska or Oregon, the following statement applies to you:

A person who knowingly and with intent to injure, defraud, or deceive an insurance company, files a claim containing false, incomplete, or misleading information may be prosecuted under state law.

#### If you live in the states of Arizona or New Jersey, the following statement applies to you:

A person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.

## If you live in the states of Arkansas, Louisiana, Maryland, or New Mexico, the following statement applies to you:

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

#### If you live in the state California, the following statement applies to you:

Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

#### If you live in Colorado, the following statement applies to you:

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

If you live in Delaware, Florida, Idaho, Indiana or Oklahoma, the following statement applies to you: WARNING: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or application containing any false, incomplete, or misleading information is guilty of a felony. In Florida, it is a felony of the third degree.

# If you live in the District of Columbia, Hawaii, Maine, Tennessee, Virginia or Washington, the following statement applies to you:

WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

To avoid unnecessary delays, be sure all parts of the Claim Statement are completed according to the instructions, and DO NOT SEPARATE the pages.

Products and services marketed by Assurant Employee Benefits are underwritten and/or provided by Union Security Insurance Company. In this document, the terms "we," "us," "our," and the like, refer to each as applicable.

Listed below are our Regional Benefit Centers and corresponding addresses and toll-free numbers:

Assurant Employee Benefits PO Box 40918 Indianapolis Indiana 46240-0918 ● 800.283.3636
Assurant Employee Benefits PO Box 390844 Minneapolis Minnesota 55439-0844 ● 800.325.8385
Assurant Employee Benefits (Home Office) PO Box 419568 Kansas City Missouri 64141-6568 ● 800.451.4531

#### If you live in New Hampshire, the following statement applies to you:

Any person who, with a purpose to injure, defraud, or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.

#### If you live in New York the following statement applies to you:

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent act, which is a crime and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

#### If you live in Minnesota, the following statement applies to you:

A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

#### If you live in Ohio, the following statement applies to you:

Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

#### If you live in Texas, the following statement applies to you:

Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

#### If you live in a state other than mentioned above, the following statement applies to you:

Any person who knowingly and with intent to defraud any insurance company or person files an application for insurance or statement of claimant containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Please read the following instructions carefully for proper completion of the attached Long Term Disability Claim Statement. If this is not fully completed, the Claim Statement will be returned for completion.

Do not separate the pages of this Claim Statement. Additional physician's statements may be obtained from your Regional Benefit Center or by copying the physician's statement included in this statement. Attach any additional physician's statements to the Claim Statement.

After the Employer Section has been fully completed, forward the entire statement to the claimant for completion of the Claimant Statement. If the claimant has returned to work or if the claim is for pregnancy, Part 2 of the Claimant's Statement does not need to be completed. After the Employer and Claimant Statements are fully completed, forward the entire statements to the attending physician(s) for completion of the Physician's Statement. This must be the physician(s) who rendered treatment at the onset of this disability.

Instructions for completion of the Employer's sections follow:

#### Employer Claim Statement—Part 1

Please indicate at the top of the form whether or not this is a new claim.

- 1.–9. Self-explanatory.
- 10. Effective date of the claimant's LTD coverage.
- 11. The last day the claimant actually worked at his/her regular occupation, and the total number of hours worked on his/her last day.
- 12. The number of days per week and the number of hours per day the claimant was regularly scheduled to work prior to his/her disability.
- 13. Self-explanatory.
- 14. This question should be completed if your company had LTD coverage through a different carrier, immediately prior to your Assurant Employee Benefits' coverage. If applicable, provide us with the claimant's effective and termination dates under the **prior plan**.
- 15. Any other coverages the claimant has with Assurant Employee Benefits. (i.e., Life, Medical, Dental, etc.)
- 16.-17. If the claimant has returned to work, advise us of his/her current work schedule.
- 18. Advise us of the outcome of your discussion(s) with the claimant, and if any reasonable accommodations were able to be made to allow the claimant to return to work.
- 19. The claimant's basic monthly earnings as of the determination date indicated in your LTD policy. If the claimant receives any bonuses, commissions or other unusual compensation, review the Policy Definition of Monthly Earnings and provide supporting documentation.
- 20.-22. LTD benefits may be taxable. These questions are essential for us to make that determination.
- Self-explanatory.
- 24. For any source of income marked, please attach payroll records, award notices, denial notices or any other available documentation.
- 25. Self-explanatory.
- 26. This portion of the claim statement must be signed by someone other than the claimant who is filing this claim. Be sure to indicate the title or position of the person signing this form.

#### Employer Claim Statement—Part 2

Fully complete this section of the claim statement for all claims.

Please attach a copy of the employer's own description of the claimant's position to this claim statement. If a job description is not available, please attach a separate sheet describing the nature and essential duties of the claimant's position. This section should be completed by someone who is familiar with the claimant's position; i.e., supervisor.

**Physical Aspects** 

4		Call				٠.	_	
	١.	Sell	-exc	nai	nai	OI.	V	1

2. Please tell us how often the claimant does each of the activities listed and the amount(s) of weight, if any, the claimant is required to lift and carry in a typical work day.

☐ Never = 0 hours	$\Box$ Frequently = 2-1/2-5-1/2 hours
$\Box$ Occasionally = 1/2–2-1/2 hours	$\square$ Continuously = 5-1/2 hours or more

3.-5. Self-explanatory.

Stress/Non Physical Aspects

For each question listed, please indicate how often the claimant is involved in these activities, by providing us with the percentage of the work day the claimant spends in each activity.

### Long Term Disability Claim Statement



Employer Claim Statement—Part 1 (Plea	ase print or ty	pe. It necessary,	add separate s	sheet.) New	v claim:      ⊔ Yes	□No
1. Name of employer		2. Policy no.		3. Participation no.	4. Account no.	
5. Employer's Business Entity Form (e. ship, proprietorship)	.g. corporatio	n, professional c	orporation, pro	fessional associatio	n, S corporation, part	tner-
6. Does the claimant have an ownersh  ☐ Yes ☐ No If "Yes," owners			7. Full legal	name of claimant		
·	9. Date emp			40 Effective det		
Social Security no.	9. Date emp			10. Effective date		
11. Date last worked		12. Work sched	dule of claiman	t at time of disability	<b>/</b> :	
No. of hours worked that day			_ Days per we	eekHo	urs per day	
13. Was claimant a member of a union?	?	14. Was claima	ant covered un	der your prior LTD p	olan? □ Yes □	□No
□ Yes		Effective da	ate under <b>prior</b>	plan		
□No		Termination	date under <b>b</b> i	rior plan		
15. Does claimant have any other cover	age(s) with A			- <u> </u>		
☐ Yes ☐ No If "Yes," please a	• ,	. ,				
	□Yes □	No	17. Currer	nt work schedule of	claimant?	
If "Yes," on what date:	_			_		
	F	· · · · · ·			Hours per d	
<ul> <li>18. a. Have you and the claimant discussed reasonable accommodations which would allow a return to work? ☐ Yes</li> <li>b. Do you have an established return to work program? ☐ Yes ☐ No</li> <li>If "Yes" to either, please explain.</li> </ul>						
c. What accommodations have you	implemented	1?				
19. Basic earnings \$ pe	r 🗆 Hour	ly 🗆 Weekly	☐ Bi-Weekl	y	☐ Other	
	☐ Salarie	d □ Salarv +	Commission			
Effective date of last salary change _		•				
20. Does claimant contribute towards th				□No		
If "Yes," □ Pre-tax □ Post-tax I				d by employer,	% paid by claim	nant
21. Does the employer participate in the	Social Secur	ity portion of FIC	A? □ Yes	□No		
If "Yes," Year-to-date earnings paid	to the claima	nt as of today's d	late (for FICA o	determination) \$		
22. Has the claimant's contribution % or	the pre/post-	tax % changed v	within the past	4 calendar years?	☐ Yes ☐ No	
23. Did this disability occur as a result	of the claima	nt's employment'	? □ Yes	□ No □ Current	tly disputed	
If "Yes," or under dispute, please pro administrator.	ovide us with	the policy no., n	ame, address	and phone no. of W	orkers' Compensation	1
24. To the best of your knowledge, is the	e claimant rec	eiving, or entitled	to receive be	nefits from any of th	e following sources?	
☐ Salary continuance		per			to	
☐ Workers' Compensation	•	enefit				
☐ Retirement or pension		mount		Effective date _		
☐ National Guard/Military Reserve Pa	-	n distribution?	□Yes □	No		
25. Do you wish to have disability check						
26. Date		D				
zo. Dale		ву.		AUTHORIZED BY (PLEA	ASE PRINT)	
Fax no		By .		AUTHORIZED SIGNATU	IRE/TITLE	
Phone no.		E-ı	mail address _		//XE/ 111EE	

## Employer Claim Statement—Part 2 Physical/Non Physical Aspects of Job

STAPLE YOUR OWN JOB DESCRIPTION HERE

Ph	ysical/Non Physic	cal Aspects of Job				
0	f claimant's job. At	tach a narrative job de	escription if availa	ble.	concerning the physic	al/non physical demands
S	Signature/Title				Date	
				ical Requirements		
1.	In a typical work da	ay, give the number of	hours the claimar		•	ant may alternate positions
					nate Positions	
	Position	Total No. of Hours	At Will	15–30 Minutes	Hourly	Never
1	Sitting					
	Standing					
	Walking					
	Driving					
2.	Claimant must		Never	Occasionally	Frequently	Continuously
۷.			ivevei	(1/4–2 1/2 hours)	(2 1/2–5 1/2 hours)	(5 1/2–8 hours)
	A. Bend/Stoop					
	B. Climb					
	C. Reach above	shoulder level				
	D. Kneel					
	E. Balance					
	F. Enter data/key	ystroke				
	G. Squat					
	H. Crawl					
	I. Crouch					
		sual lbs.				
		Max lbs.				
		sual lbs.				
		Max lbs.				
	L. Push/Pull Us	Max lbs.				
	l'	viax ibs.				
	Right: ☐ Yes	□ No Left:	☐ Yes ☐ I			
4.	On the job, claima	int uses hands for rep			Fine Meninu	lation
	A. Right	Simple	Grasping	Firm Grasping □	Fine Manipu □	lation
	B. Left					
	5. Does job require:  A. Working at unguarded heights?					
<ul><li>2.</li><li>3.</li><li>4.</li></ul>	Percentage of clai  Does this claiman  Yes   How many employ	mant's work primarily t depend upon the as	nswering custome judged on produ sistance of others time ant supervise?	er complaints 9 ction % s in order to accomplish		
6. 7.	Percentage of time Percentage of clai	e spent by the claiman mant's time spent on	nt working with his:	s/her co-workers Prescheduled activities Random activities		
				set by others% ormance of his/her parti		%

#### Claimant Statement—Part 1 (Please print or type.)

Complete Part 1, Part 2, and Authorizations on pages 8 and 9.

Se	ction I Attach additi	ional pages if r	needed								
1.	Full name (as it appe	ars on your So	cial Security o	card)	2. Social S	ecurity	no.	3. Date of	birth		4. Home phone no.
5.	Address (street, city,	state, zip code)					6. Sex	: □ Male	I	7.	E-mail address
8.		•	Married Divorced	9. Your	job title					10	. Cell phone no.
11	. Names and birthdate	es of spouse ar	nd all depend	ent child	Iren under a	ge 18.					
_	ction II								1 _		
1.	Nature of illness and	when sympton	ns first appea	ared, or d	describe how	and v	vhere a	ccident			first unable to work
	occurred.								De	ca	use of this disability.
	If motor vehicle accid	dent, in what sta	ate did accide	nt occur?	?						
3.	Have you returned to	work? □ Ye	es □No	If "Yes	s," on what d	ate:		Pa	art-time	e _	Full-time
	If you have not return	ned to work, on	what date do	you expe	ect to return t	o work	?	Pa	art-time	e _	Full-time
4.	Please provide the n	ames and addr	resses of all p	ohysician	s who have	been o	consulte	d for this c	onditio	n.	Please include dates of
	consultation.										
	Name	Addre	ess ( <i>city, state</i>	e)	Phone no.			First Vis	it		Last Visit
5.	If you have been hos	spital confined f	or this disabi	lity, pleas	se provide na	ame ar	nd addre	ess of hosp	ital and	d c	confinement dates.
	Name of Hospital	Ado	dress				Fro	om			То
	•										
6.	Please provide name	e, address and	phone numbe	er of your	r pharmacy.						
	ection III										
1	. Check if you are rece	-	d to receive b		-		_				
	☐ Salary, Wages or	Commissions			ment or Per			_			Retirement Act
	<ul><li>☐ State Disability</li><li>☐ Workers' Compen</li></ul>	eation			I Security Dis	•					Guard/Military Reserve
	For each source ma		ase provide i		-					3	ources
			<u> </u>								5 0
	Source	Amount	mount of Inco		nev	۸n	Date plication				Benefit Effective Date
	Source	Amount	L .	Frequer	ПСУ	Αр	piicatioi	i Fileu			Ellective Date
		+									
ь	Provide decumentatio	n of any course	o indicated al	hovorio	oward noti	000 d	nial na	tions or an	plicati		•
	Provide documentatio	<del>-</del>							-		
2.	Do you have medical	insurance?	□ Yes □	No P	olicy no., na	me, ac	ddress a	ind phone	no. of	me	edical plan administrator.
	Please indicate the tv	pe of coverage	provided		A □ Othe	r (Spec	cifv.)				

# STAPLE RESUME, IF AVAILABLE

Claimant Statement—Part 2 (Do not complete this section if you have returned to work, or if disability is for pregnancy.)
Training, Education & Experience

What is your highest level of education?	?	
☐ less than 9 College ☐ 9–11	☐ 1 Degree earned	Date
	☐ Post graduate	
Trade school/additional education		
Date of certification/diploma		
Date last attended		
Do you have any computer skills?		<u> </u>
Please list all previous occupations and if available.	the dates worked for each occupat	ion. Please attach a copy of your resume,
3. Do you have an ownership interest in y	vour employer? ☐ Yes ☐ No	Ownership percentage%
4. What were your job duties when disabi	lity commenced?	
5. How does your sickness or injury preve	ent you from performing your duties	listed above?
	year new personang year earnes	
6. Have you discussed returning to work of	or commoncing a vocational rababili	tation program with your doctor?
Yes No	of confinencing a vocational renability	tation program with your doctor:
7. Have you asked your employer to provide	de any accommodations which woul	d allow you to return to work?
	ns did you request and what was yo	
☐ No If "No," what accommodation	s do you feel could be made by you	r employer to allow you to return to work?
8. Have you considered retraining?	Yes ☐ No If "Yes," what voca	ational area(s) would interest you?
9. Please list any hobbies, outside interes	ets or activities.	
10. If you are receiving Workers' Compensating regarding vocational rehabilitation?	ation benefits, have you been contact $\square$ Yes $\square$ No	cted by the Workers' Compensation carrier
If "Yes," what is the name, address and	I phone number of the counselor ha	ndling your case?
11. Have you contacted your state Division	of Vocational Rehabilitation Departr	ment? ☐ Yes ☐ No
If "Yes," what is the name, address and	I phone number of the counselor ha	ndling your case?
Would you like Assurant Employee Ber which may assist you in returning to ga		artment to contact you to discuss options available

I authorize any provider of medical services, insurance company, consumer reporting agency, Social Security Administration, governmental agency, educational institute, law enforcement agency, or employer having medical information with respect to any physical or mental condition, rehabilitation and other non-medical information of me to give to Union Security Insurance Company, or its representative, any and all such information. I understand Union Security Insurance Company may discuss my limitations/restrictions with treating physicians and current or prospective employers as they relate to accommodations and possible return to work. I UNDERSTAND the information obtained by use of this Authorization will be used by Union Security Insurance Company to determine the eligibility for benefits. I know that a photographic copy of this authorization shall be as valid as the original. I agree this Authorization shall be valid for the duration of the claim. This authorization is not governed by HIPAA, however, when necessary, I may be asked to execute a HIPAA authorization form, allowing Union Security Insurance Company to use and disclose protected health information.

If I receive a disability benefit greater than that which I should have been paid, I	understand this insurance company has the right to
recover such overpayments from me, including the rights to reduce or adjust future	re benefits, if any.
Signature of claimant	Date
Signature of Claimant	Date

# HIPAA Authorization For Release of Protected Health Information



Insured/Member name		SSN	DOI	3
Address	Ci	ty	State	Zip
Policy no Participation no		Account no	Certifica	te no
pharmacy, pharma	ies of persons providing the information of the control of the con	cy-related services entity, So	ocial Security Adminis	tration, governmental
	ies of persons receiving the information of New York ("Companies").	nation: Union Security Ins	urance Company or	Union Security Life
I hereby authorize	the use or disclosure of my protecte	d health information as des	scribed below:	
eligibility for benef	disclosed: All information necessal its and to process my claim. Such in ting to my physical and/or mental he ional testing.	nformation may include, bu	t is not limited to: An	y and all medical/
The sole purpose referenced Policy	e of this disclosure is for the adju y.	dication of my claim for i	insurance benefits	under the above-
I understand the fo	llowing:			
the Compa benefits u	right to refuse to sign this authorizat anies may not be able to gather the i nder one of the Companies' insuran ion is as valid as the original. Upon i	nformation necessary to de ce policies. I understand th	etermine if I am eligib at a photocopy or fac	le for coverage or simile of this
PO Box 4 <sup>2</sup>	prization is voluntary. I may revoke it 19052, Kansas City, MO 64141-605 e receipt of the revocation.			
re-disclos inform you	w requires that we inform you that the down with the by us to third parties and thus no uthat the information authorized of a communicable disease or n	longer protected by federa for release may include	l law. Oklahoma only information which	- we are required to
<ul> <li>I understa HIPAA pla</li> </ul>	nd that any information obtained by ns.	this authorization may be ι	used and disclosed b	y HIPAA and non-
This author	orization is effective from the date sig	gned below until my claim e	ends.	
s	SIGNATURE OF INSURED/MEMBER OR LEGAL F	ERSONAL REPRESENTATIVE		DATE
	PRINTED NAME OF LEGAL PERSONAL REPRI	ESENTATIVE	RELATIONSH	P TO INSURED/MEMBER

YOU MAY REFUSE TO SIGN THIS AUTHORIZATION

Please mail or fax your Authorization to the appropriate address listed below:

#### Attending Physician's Initial Statement of Disability



The patient must pay any costs for completion of this form.

#### To the Attending Physician

Please read the following instructions before completing this form.

Do not separate the pages of this claim statement.

Authorizations to release information can be found on pages 8 and 9.

Clearly print or type this form. Fully complete each applicable section of this form. Review the attached Job Description and Training, Education and Experience sections before completing the last page of this form. The Job Description is Part 2 of the Employer's Claim Statement, and the Training, Education and Experience section is Part 2 of the Claimant's Statement.

Sign and date this form after completion. Also, clearly print or type your name, address and phone number in the spaces provided. If applicable, include your fax number.

After you have completed this form, return the entire claim statement to the patient.

Name	e of patient	Date of birth	Social Security number				
	Patient's symptoms result from (Check all that apply.):	☐ Motor Vehicle Acciden	t □ Pregnancy				
History	If pregnancy, (expected/actual delivery date)  Date symptoms first appeared		Weight				
Ξ	Name(s), address(es), specialty(ies) of other treating of	or referring physician(s)					
	First visit for this condition Most recent		•				
	Hospital name						
	Diagnoses with ICD9-CM codes: list in descending order of severity (including any complications). Please go to the appropriate assessment section and elaborate. ICD9						
Diagnoses	Subjective symptoms						
Diagr	Objective findings						
	Attach medical records which document the above of and scans)	liagnostics. (Include results/c	opies of x-rays, lab tests, EKGs, MRIs				
	In terms of an 8 hour day:						
	☐ Class 1—No limitation; capable of heavy work*—exe	<u>-</u>					
	☐ Class 2—Medium activity*—exert occasional 20–50# force and/or 10–25# force frequently. ☐ Class 3—Slight limitation; capable of light work*—exert occasional 20# force and/or up to 10# force frequently.						
	☐ Class 4—Moderate limitation; capable of sedentary*, clerical or administrative work—occasional 10# force, mostly sitting.						
ıal ent	☐ Class 5—Severe limitation; incapable of minimal activity or sedentary* work. ☐ Bed confined ☐ House confined  *As defined by the U.S. Department of Labor's Federal Dictionary of Occupational Titles						
Functional Assessment	Please fully describe the patient's capabilities: *With a <b>N</b> =Never <b>O</b> =Occasionally (1/4–2 1/2 hours) <b>F</b> =Frequency						
¥	Standing* Sitting* Walking						
	Lifting not more than pounds(how o	often) Carry not more than _	pounds (how often)				
	When did these capabilities begin?						
	Do you anticipate an increase in your patient's function	nal capabilities? If so, what	t date				

	Describe treatment program and give dates of any surgery, medication or psychotherapy.	s (dosages/administration routine),	physical therapy
Treatment	or psychotherapy.		
Trea	Frequency of treatment and/or symptoms: ☐ Weekly ☐ Monthly	☐ Other (Specify.)	
	Next scheduled visit	· · · · · · · · · · · · · · · · · · ·	
	Complete only if applicable.		
	Functional capacity (American Heart Association)		
	☐ Class 1 (no limitation) ☐ Class 2 (slight limitation) ☐ Class 3 (i		nplete limitation)
	Blood pressure (latest reading) as of (date)		
Cardiac	METS level Date Ejection fraction	n% Date	
	Is patient in a cardiac rehabilitation program? ☐ Yes ☐ No		
	If "Yes," please include dates. Start End		
	List the patient's DSM-IV Axes: I	II	_
	III	IV	_
	V Date	Highest GAE in past year	Data
	Please define stress as it applies to this patient.	riigilest OAI iii past yeai	Date
Psychiatric Assessment	What stress and problems in interpersonal relations has patient had	on the job?	
	Please fully describe the patient's limitations.		
	When did these limitations apply?		
	Began Anticipated reduction	Anticipated end date	
	Do you believe a legal guardian or conservator should be appointed for	this patient?	
	Is patient a candidate for vocational rehabilitation services?	s (Describe.)	
Rehab	Describe any job modifications that would aid your patient in perform	ing his/her work tasks.	
	Has patient reached maximum medical improvement? ☐ Yes ☐	□ No If "No," when?	🗆 Unknown
	Physician's name Degree	Specialty/Board certification _	
Name	STREET CITY	STATE	ZIP CODE
Z	Telephone noFax no		
	Signature Date	DO NOT PRE-DATE PHYS	SICIAN'S EIN OR SSN
J			