Disability Claim Filing Instructions

Have you...

- 1. Completed the Employee's Statement in full?
- 2. Had the physician treating you complete the Attending Physician's Statement, and had it returned to you?
- 3. Had your Employer complete the <u>Policyholder's Statement</u>, and had it returned to you?

PLEASE HAVE YOUR EMPLOYER ATTACH A COPY OF THE FOLLOWING DOCUMENTS TO THIS FORM:

- > The Workers' Compensation claim(s) and Approval/Denial Notification
- > The prior year's W-2 form OR, if no W-2 is available, list the Gross Monthly Earnings for the past 12 months just prior to the date of disability and last paycheck
- > The current job description
- > If coverage is summary billed, please provide a copy of the enrollment form.
- 4. Read, signed and dated the Authorization for Release of Information?

Submit the completed statements to the address below or fax to 1-207-591-3048

All portions of these forms must be completed in order to expedite your claim.

If you have any questions when completing this form, please call an AUL representative at:

Toll-Free Telephone Number 1-866-258-8744

American United Life Insurance Company®
c/o Disability RMS
One Riverfront Plaza
Westbrook, Maine 04092-9700



AMERICAN UNITED LIFE INSURANCE COMPANY®

a OneAmerica® *company*

Employee's Statement For Disability Claim

Products and financial services provided by American United Life Insurance Company® a ONEAMERICA® company c/o Disability RMS
One Riverfront Plaza
Westbrook, ME 04092-9700
Fax: 1-207-591-3048
Toll Free Phone: 1-866-258-8744



Group Disability Policy Number _____ ☐ Long Term Disability Benefits Notice of Claim for: ☐ Short Term Disability Benefits (TO AVOID DELAY, ALL QUESTIONS MUST BE ANSWERED) Please enclose a copy of your driver's license or another picture identification issued by the state. NAME OF EMPLOYEE **EMPLOYEE'S SOCIAL SECURITY** EMPLOYEE'S STREET & NUMBER CITY STATE ZIP **ADDRESS** TELEPHONE NUMBER CELL PHONE NUMBER DATE OF BIRTH □ MALE □ FEMALE NUMBER OF ☐ RIGHT-HANDED **MARITAL** □ MARRIED □ DIVORCED IS SPOUSE **DEPENDENT CHILDREN** □ LEFT-HANDED STATUS ☐ SINGLE □ WIDOWED EMPLOYED? ☐ YES □ NO LIST NAMES AND DATES OF BIRTH OF SPOUSE AND DEPENDENT CHILDREN **GROSS ANNUAL WAGES:** PLEASE INDICATE HOWYOU ARE PAID HOW MANY HOURS WERE YOU REGULARLY (Check all that apply): (During the 12 months just prior to your WORKING PER WEEK disability - for this employer only) ☐ Hourly ☐ Salaried □ Other _ WITHYOUR PRESENT ☐ Includes commissions EMPLOYER? __ □ Includes bonuses Authorized to work/reside in US? ☐ Yes ☐ No NAME OF EMPLOYER EMPLOYER'S TELEPHONE NUMBER EMPLOYER'S STREET & NUMBER CITY ZIP STATE **ADDRESS** YOUR OCCUPATION & TITLE ESSENTIAL DUTIES OF YOUR JOB AT THE TIME OF DISABILITY DATE OF INJURY OR DATEYOU LAST WORKED DATE YOU RETURNED TO DATE YOU RETURNED TO DATE FIRST NOTICED BECAUSE OF DISABILITY: WORK ON A PART-TIME WORK ON A FULL-TIME SYMPTOMS OF SICKNESS BASIS: BASIS: IS YOUR INJURY OR IF "YES" EXPLAIN: SICKNESS RELATED TO YOUR OCCUPATION? DID YOU FILE FOR WORKERS' COMPENSATION? ☐ YES ☐ YES □ NO DESCRIBE HOW AND WHERE INJURY OCCURRED OR DESCRIBETHE ONSET AND NATURE OF YOUR MEDICAL CONDITION INCLUDING SYMPTOMS. IF MORE SPACE IS NEEDED, PLEASE ATTACH SHEET OF PAPER. DATE FIRST TREATED IF "HOSPITAL CONFINED," GIVE NAME AND ADDRESS HOSPITAL: . Name Street Address Citv State Zip CONFINED FROM THROUGH HAVEYOU EVER HADTHE TREATED BY: _ SAME OR SIMILAR MEDICAL PROVIDER: CONDITION IN THE PAST? Name Street Address City State Zip ☐ YES DOCTOR: _ IF "YES," WHEN? Name Street Address City State Zip

Group Policy Number _____ Name of Employee _____

(TO BE COMPLETED BY EMPLOYEE)

FOR PREGNANCY DISABILITY ONLY:									
Are there any present complications or anticipated difficulties in connection with the following?									
(a) Pregnancy									
	(c) Post Partum								
	If "YES" to any of these, please specify in detail:								
As a result of this disability, are you, your spouse or any of your dependent children receiving amounts from any of the following?									
YES	NO	TYPE	AMOUNT	DATE BEGAN	DATETERM.	PAID WEEKLY	PAID MONTHLY		
		Vacation Pay	\$						
		Sick Pay							
		Salary Continuance	\$						
		Workers' Compensation			-				
		Local, State or National Associa				_	_		
_	_	or Society Disability Income Plant							
		No Fault Insurance	\$						
		Unemployment Compensation					П		
		Disability Social Security Benefits	\$						
	ш	(disability or retirement)	\$						
		Retirement Income	Ψ			Ш	Ш		
		(normal, early, or disability)	\$						
		Other STD/LTD Benefits	\$						
		•							
HAVE	YOU	OR WILL YOU APPLY FOR BENEF			ES 🗆 NO				
TYPE					-)			
TYPE DATE APPLICATION FILED TYPE DATE APPLICATION FILED									
IFYOUR REQUEST FOR BENEFITS IS APPROVED, DO YOU WANT USTO WITHHOLD FEDERAL INCOME TAXES?									
□ YE			E, SIGN, AND ATTACH						
The	under	signed represents and warrant	s any information of	r documents pr	ovided to Ame	erican United I	Life Insurance		
Com	panv®	(AUL) by the undersigned price	or to and after the da	ate of the applic	cation for insu	rance and the	facts and		
		ers contained in the foregoing							
		signed understands and agree					_		
		JL as being complete and cor				-			
		nistrator, DRMS, decides in its				-	_		
reading, understanding and retaining the notices, limitations, and exclusions for his/her records. The undersigned									
acknowledges reading and understanding the state specific fraud statements on page 3.									
Signature of Employee Date									
Name of Employee (Please Print)									
Traine of Employ of process may									

(2 of 3) G-18207 12/13/12

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 may be guilty of a crime and may be subject to fines and confinement in prison.

Alaska

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.

Arizona

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Delaware, Idaho, Indiana, Oklahoma

Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any statement of claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

Florida

Any person who knowingly and with intent to injure, defraud or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

Kentucky

Any person who knowingly and with intent to defraud any insurance company or other person files a statement of a claim or an application for insurance 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.

Maine, Tennessee, Washington

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Maryland, Rhode Island

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Westbrook, ME 04092-9700
Fax: 1-207-591-3048
Toll Free Phone: 1-866-258-8744



Group Policy No.	Name of Employer
Name of Employee (Please Print)	

AUTHORIZATION FOR RELEASE OF INFORMATION (excluding psychotherapy notes) (HIPAA-COMPLIANT)

(to be signed and dated by the insured/claimant)

I authorize any licensed physician; any other medical practitioner or provider, pharmacist, hospital, clinic, other medical or medically-related facility; federal, state or local government agency; insurance or reinsuring company; the Social Security Administration; consumer reporting agency or employer having information available as to diagnosis, treatment or prognosis with respect to any physical or mental condition and/or treatment of me and any non-medical information about me (including any information, data or records regarding my Social Security, FICA earnings history, Workers Compensation, State Disability, pension, credit, earnings and employment history) to give any and all such information to authorized representatives of Disability Reinsurance Management Services, Inc. (Disability RMS); American United Life Insurance Company® (AUL); and AUL's reinsurer(s). This excludes psychotherapy notes and includes, but is not limited to, any other mental or psychiatric records; medical, dental and hospital records (including psychiatric, alcohol abuse, drug abuse and, where permitted by law, HIV/AIDS information) which may have been acquired in the course of examination or treatment. I understand that the information obtained by use of this authorization will be used by Disability RMS, AUL, AUL's reinsurer(s) and their representatives to evaluate and adjudicate my current disability claim, and be re-disclosed to (a) any medical, investigative, financial or vocational specialist or entity, or (b) any other organization or person, employed by or representing Disability RMS, AUL or AUL's reinsurer(s)to assist with the evaluation and adjudication of my current disability claim and/or to report aggregate claims information to AUL. I understand that information used or disclosed pursuant to this authorization may be subject to redisclosure by the recipient and may no longer be protected by the Health Insurance Portability and Accountability Act's (HIPAA's) privacy rules, or any other federal or state law.

This authorization is valid during the pendency of my claim and shall expire on the date my claim ends. A photocopy of this authorization is as valid as the original. I understand that my authorized representative or I have the right to request and receive a copy of this authorization and the information to which it pertains.

I understand that I have the right to revoke this authorization by notifying Disability RMS at the address above in writing, of my revocation. However, such revocation is not effective to the extent that Disability RMS and/or AUL have relied previously upon this authorization for the use or disclosure of my protected health information. In addition, I understand that my revocation of or my failure to sign this authorization may impair Disability RMS's and AUL's ability to evaluate my current disability claim and as a result may be a basis for denying that current disability claim for benefits.

I understand that a physical exam of me may be ordered.

I understand that an investigative consumer report about me may be requested. These reports contain information about my character, general reputation, mode of living and health except as may be related directly or indirectly to my sexual orientation. The information may be obtained through interviews with me, my neighbors, friends and others who know me. Upon request, Disability RMS or AUL will give me the name and address of the consumer reporting firm so that I may request a copy of that report.

Claimant Signature (or Authorized Representative):	Date:	
Description of Personal Representative's Authority (if applicable):		
(If signed by authorized representative, attach verification of identity)		

(1 of 2) G-18208 12/13/12

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(2 of 2) G-18208 12/13/12

Policyholder's Statement For Disability Claim

Products and financial services provided by American United Life Insurance Company® a OneAmerica® company c/o Disability RMS One Riverfront Plaza Westbrook, ME 04092-9700 Fax: 1-207-591-3048 Toll Free Phone: 1-866-258-8744



		n for:		Number Short Term I	Disability B			_	- erm Dis	ability	/ Benefi	ts	
NAN	1E OF I	EMPLOY	EE				С	CCUPATION	1		IS DISAI □ YES		EMPLOYMENT?
EMP	LOYEE	ADDRE	SS (C	ity, State, Zip	Code)								
EMP	LOYEE	TELEPH	IONE	NUMBER			II.	NSURANCE	CLASS				
DATE	E EMP	LOYED	DAT	E INSURED	DATE LAST	WORKED		REASON FO	d Vledical l	□ Lay _eave	off of Absend	□ Retired c□ Other L	☐ Dismissed Leave of Absence
DATE	RETUR	NEDTOW	ORK	IF PART-TIME, HOURS WORK			ES	STIMATED RET			employme Inated	ENT DATE DISAL TERMINATE	BILITY INSURANCE ED
		E □ PAR	-TIME										
ACTUAL NUMBER OF HOURS WORKED PER WEEK hours GROSS MONTHLY SALARY: (Provide the last reported and approved by AU **Example 1.5					red by AUI								
_	_			TO FICATAX		S □ NO	_	2	NCAPE E	OPTIC	ON ONLY)	
PERO EMP		GE OF EI	MPLO\	/EE/EMPLOYE	R CONTRIBL	JTIONTO P .% IS I	PR	EMIUM FOR	THIS DIS	ABILIT	Y PLAN (A		
EMP YES	LOYEE NO	ELIGIBI TYPE	LE FO	R:		AMOUNT		DATE	DECAN	DATE	TERM.	PAID WEEKLY	PAID MONTHLY
		Vacati Sick P Salary Worke	ay ' Cont ers' Co	inuance Bene ompensation	efits s	\$ \$		DATE					
		or Soo No Fa	ciety D ult Ins	or National A Disability Inco surance	me Plan								
		Disab	ility	nent Comper	9	\$							
		(disab	ility o	rity Benefits r retirement) Income	;	\$							
		(norm	al, ea STD/l	rly, or disabil _TD Benefits		\$ \$							
by the care true complicagrees: under a unders	employe and a ed with 1) any poligned a	rer/policy ccurate to AUL's wr r insuranci icy will be cknowled	holder the b itten ir ce cove paid dges re	prior to and a est of the emp nstructions inclerage or benef only if AUL or eading and und	fter the date colloyer/policyholuding but not it s contingen its third party	overage be older's knov limited to A it upon any administrat	ca vle AL st	me effective a edge and belie JL's administra atement mad r, DRMS, deci fic fraud state	and the fa ef. The em ation guid le to AUL des in its ments on	ncts and aployer le. The as beir discret page 2	d other ma /policyholo employer/ ng completion the ap	tters contained der has received policyholder und te and correct; a plicant is entitled ative	nd 2) benefits
	Mailing Address of Policyholder (Company)							Signature				Date -	
I elepho	elephone Number					Fax Num	ber						

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Attending Physician's Statement For Disability Claim

Products and financial services provided by American United Life Insurance Company® a OneAmerica® company c/o Disability RMS One Riverfront Plaza Westbrook, ME 04092-9700 Fax: 1-207-591-3048 Toll Free Phone: 1-866-258-8744



Name of Employee (Please Print) _____

(THIS STATEMENT MUST BE FILLED II	N COMPLETELY BY A M	IEDICAL PRO	VIDER – PLEA	ASE PRINT OR TYPE)				
Name of Patient		□ Male	Date of Birth					
First Middle	Last		☐ Female					
riist iwiddie	Blood Pressure (last vis	sit)		☐ Left-handed				
Height Weight	Systolic			☐ Right-handed				
HISTORY a. Is condition due to ☐ Sickness? ☐ Injury of the condition due to ☐ Sickness? ☐ Injury of the condition o		th	Day	Year Year when and describe.				
e. Is condition due to injury or sickness arising	out of patient's employr	nent? 🗆 Y	es □ No	Please explain:				
f. Was this patient referred to you?	☐ No If "Yes", by wh	om and what	t is his/her spe	ecialty?				
g. Have you referred this patient to another trea	ating provider? Yes	□ No If "Ye	es", to whom a	and what is his/her specialty?				
DIAGNOSIS a. Diagnosis impacting function:			_ ICD9 Cod	de(s)				
Nature of treatment (including surgery and n	nedications prescribed,	if any, includi	ng dosage an	d frequency)				
b. Secondary diagnosis impacting function:								
Nature of treatment (including surgery and n	nedications prescribed,	if any, includi	ng dosage an	d frequency)				
c. Subjective symptoms:								
d. Objective findings (including current X-rays,	EKGs, laboratory data a	nd any clinica	al findings): _					
3. FOR PREGNANCY DISABILITY ONLY Are there any present complications or anticipa (a) Pregnancy □ YES □ NO Da (b) Delivery □ YES □ NO Ac (c) Post Partum □ YES □ NO If "YES" to any of these, please specify in detail	te of last menstrual per tual date of delivery:	iod.	Expected □ Vagina	date of delivery:ll □ C-Section				
4. DATES OFTREATMENT FOR THIS CONDITIO a. Date of first visit b. Date of last visit c. Next office visit d. Frequency	Month Month Month	Day _ Day _	Y	'ear 'ear 'ear pecify)				
5. PROGRESS (a) Has patient	☐ Improved? ☐ House confined? f medical provider	□ Unchar □ Bed co		☐ Retrogressed? ☐ Hospital confined?				
Confined from through								

(1 of 3) G-18210 12/13/12

Name of Employee (Please Print) ___

(THIS STATEMENT MUST BE FILLED IN COMPLETELY BY A MEDICAL PROVIDER – PLEASE PRINT OR TYPE)

CARDIAC (if applicable)								
Functional capacity	☐ Class 1 (No limitat		tation)					
(American Heart Assoc. standards)	☐ Class 3 (Marked lir	nitation) Class 4 (Complete	limitation)					
7. CURRENT FUNCTIONAL ABILITY								
a. In an 8 hour day, what is the maximu		atient could perform each of these	levels of activity? (please					
indicate appropriate number of hour Hrs. Sedentary Activity		or carrying articles. Walking/standing	n on occasion					
This. Occurring Activity	Sitting 6 to 8 hours.	or carrying articles. Walking/stariality	g on occasion.					
Hrs. Light Activity	20 lbs. maximum lifting,	carrying 10 lbs. articles frequently, r	most jobs involving					
	standing with a degree of	f pushing and pulling. Standing 6 to	o 8 hours.					
Hrs. Medium Activity		with frequent lifting/carrying of up to	o 25 lbs.					
Hrs. Heavy Activity	Frequent walking and sta	inding. , frequent lifting/carrying of up to 50) lhe					
This. Theavy Activity	Frequent walking and sta		J 105.					
b. Please check appropriate box:	oquo rug u ou							
Occasionally 0% to	33% Frequently	33% to 66% Continuously	66% to 100%					
Bending		_ ´						
Climbing								
Reaching								
Kneeling								
Squatting								
Crawling			NI CH					
Push/pull No. o	f lbs	No. of lbs	No. of lbs					
Lifting (lbs.)	of lbs.	No. of lbs.	No. of lbs					
		fleasured activity Physical the						
c. Please list current restrictions (activit								
performed) from activities not address	ssed above (i.e. driving, wo	rking at heights, etc.) Please be spe	cific					
d. Upper Extremity Function – Please in								
Simple grasp	O .	nts						
Pinch		nts						
Fine manipulation Left Right Comments								
Power grip ☐ Lef Repetitive motion ☐ Lef		nts nts						
·		113						
8. MENTAL HEALTH ABILITY (if applical	ble)							
What behavior, attitudes or functional in	mpairments are contributing	g to any restrictions and/or limitation	ns related to a mental					
health condition?								
9. RETURNTO WORK PLAN		_ ,, _ ,,						
a. Have you discussed a return to work	plan with your patient?	☐ Yes ☐ No	loos barra Charman					
b. The date you released patient to retu	Irn to work: MoDay_Year	□ Full-time □ Reduced nours in	number of nours:					
c. Please identify your recommendation								
		·						
The undersigned Medical Provider represen								
Company® (AUL) by this Medical Provider and the facts and other matters contained in the foregoing are true and accurate to the best of								
he undersigned's knowledge and belief. The	e undersigned Medical Provid	er acknowledges reading and underst	anding the state specific					
raud statements on page 3.								
ATTENDING PHYSICIAN'S SIGNATURE _		DA	ATE					
MEDICAL PROVIDER'S NAME (PLEASE P								
DEGREE/SPECIALTY								
FELEPHONE NUMBER	FAX INDIVIBER	IAX IL	J#					
DFFICE ADDRESS								
พนกามชา/อเเชยเ								
City or Town		State	Zip Code					
Sity Of TOWIT		State	2.p 3000					

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For your protection California law requires the following to appear on this form. Any person who knowingly presents 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.

Colorado

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 or 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.

Delaware, Idaho, Indiana, Oklahoma

Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any statement of claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

Florida

Any person who knowingly and with intent to injure, defraud or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

Kentucky

Any person who knowingly and with intent to defraud any insurance company or other person files a statement of a claim or an application for insurance 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.

Maine, Tennessee, Washington

It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.

Maryland, Rhode Island

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

Minnesota

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

New Hampshire, Ohio

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

New Jersey

Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

Oregon

Any person who makes an intentional misstatement that is material to the risk may be found guilty of insurance fraud by a court of law.

Pennsylvania

Any person who knowingly and with intent to defraud any insurance company or any 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 insurance act, which is a crime and subjects such a person to criminal and civil penalties.

Virginia

It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines or a denial of insurance benefits.

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