

Group Short-Term Disability Claim Form

Return to Blue Cross and Blue Shield of Oklahoma at:

Attention: Claim Department PO Box 7071

Downers Grove, IL 60515

Phone Number: (888) 381-9727 Fax: (877) 404-6457

A complete submission consists of the REQUIRED items listed below

- You may submit each section separately or together.
- Please print all information requested.
- If a date is requested, enter month, day and year.
- · Be certain to sign and date all forms.
- When at least one of the Required sections is received, we will mail you an acknowledgement letter that will provide you with your claim number.
- Once all Required sections are received, we will begin our evaluation of your claim.

REQUIRED - THE FOLLOWING FORMS MUST BE SUBMITTED FOR US TO EVALUATE YOUR CLAIM

- 1. **Employee Statement** To be completed by the employee who is applying for Short-Term Disability benefits
- **2. Authorization for Release of Medical and Other Information** To be completed by the employee. Print your name, sign and date this form. Provide a copy to your attending physician(s).
- 3. Employer Statement Ask your employer to complete, sign and date the form. Your employer should attach: (1) Job Description, (2) Proof of enrollment if you elected this coverage, (3) Documentation of earnings if your benefit is based on something other than straight salary (e.g., prior year W-2, monthly commissions), (4) if Workers' Compensation claim filed, include copy of First Report and decision.
- **4. Attending Physician Statement** Ask your physician to complete the form by printing the information regarding your condition, then signing and dating the form.

OPTIONAL - IT IS YOUR CHOICE TO SUBMIT EITHER (OR BOTH) OF THE FOLLOWING FORMS

- 1. **Direct Deposit Authorization Form** If your claim is approved, you can choose to receive your payments via direct deposit to a savings or checking account. If you wish to have direct deposit please complete the Direct Deposit Form and send to us at the address shown above. If you do not elect direct deposit, your benefit checks will be mailed.
- 2. Authorization to Disclose Information to Third Parties If you authorize us to discuss your claim with a third party (e.g., Family member, friend, legal representative) complete this form and return it to us.

ONCE EACH SECTION ABOVE IS COMPLETED, SIGNED AND DATED, IT CAN BE SENT VIA FAX TO (877) 404-6457, OR MAILED TO THE ADDRESS ABOVE. EACH SECTION MAY BE SUBMITTED SEPARATELY.

We will do our best to expedite your claim decision.

If you have questions, please contact us at (888) 381-9727 from 8:00 AM to 8:00 PM EST, Monday through Friday.



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EMPLOYEE STATEME	NT (Please Print)								
Employee Name (Last)	(First)		(MI)	Social S	Security	/ #		Birthdate	
Address		City				State	Zip	Phone #	
Maiden Name	Alias Name	1	E-m	nail		•		'	
		lo							
Name of Employer		Occupation					Loca	tion	
Have you or do you plan to file	a Warkara' Campanasti	on alaim for thi	o Diac	hility:	Yes	No			
have you or do you plan to like	e a vvorkers Compensati	OII CIAIIII IOI IIII	s Disa	Dility.	res [
Have you or do you plan to file	e for Social Security bene	efits for this Dis	ability:		Yes [No			
Describe other income you ar	e receiving:						DATE	DATE	NAME OF
YES NO	TYPE *				MOUNT	г	BENEFITS BEGAN	BENEFITS TERMINATED	INSURANCE CARRIER
	Social Security (d	isability or retiren	nent)	\$_	\$				
State disability Retirement (normal, early or disable workers' Compensation		al, early or disabi	lity)	\$_ \$					
				\$_					
	Group disability be Other (describe)	eneins		\$_ \$					
	* Please send a c	opy of your awar	d letter,	if applical	le.				
Is Your Disability caused by:	Sickness	cident	Materr	nity					
If Maternity Claim									
1. Date of Delivery:	Estin	nated Act	tual :	2. Type o	f Delive	ry:	Vaginal	C-Section Un	known at this time
3. Were there any complication	ns causing you to stop w	ork prior to you	ur expe	ected deli	very dat	te: If yes,	please expla	in:	
If Sickness / Accident Cl	<u>aim</u>								
1. Date of accident or beginni	ng of sickness:		Date la	st worke	d ("DLW	/"):	# H	rs worked on DLW:	:
2. If Sickness, provide details:									
2a. Have you ever had same or similar sickness: Yes No If yes, give dates: From To									
3. If Accident, Motor Vehicle Accident ("MVA") Other Provide details:									
3a. If MVA, was an accident report filed: Yes No If yes, provide copy of accident report with your claim.									
4. Provide date you were unable to perform your occupation due to your medical condition: From To									
All Claims (If you have m	ultiple providers, ple	ease provide	their	informa	ation o	n a sepa	arate sheet	of paper.)	
Name and address of Docto	or(s):				Dr. Ph.	#		Dr. Fax #	
Dates of treatment:									
2. Name of hospital(s):			Dates	confined	From			To	
Address of hospital(s):									
Hospital Ph. #		———Hosp	oital Fa						
3. I returned to work Full-time	on:			– Pa	art-time	on:			
4. FICA Tax - If your request f	or benefits is approved,	FICA tax will be	withh	eld as re	quired p	er IRS.			
FIT - Do you wish us to with	nhold Federal Income Ta	x from your bei	nefits:	Yes		lo			
If yes, how much should be	withheld each week: (m	inimum is \$20.0	00 per	week)					
Signature of Employee							Date 		

AUTHORIZATION FOR RELEASE OF MEDICAL AND OTHER INFORMATION

To Be Completed by Employee:

TO:

- · Physicians and Other Health Care Professionals
- Consumer Reporting Agencies and Credit Report Bureaus
- Pharmacies and Pharmacy Benefit Managers
- State Vocational Rehabilitation Agencies and other providers of rehabilitation services
- Group Policyholders, Contract Holders/Vendors, Claims Administrators or their successors Insurers, including workers' compensation insurers or administrators, and Pre-Paid Health Plans
- Medical Information Bureau (MIB) or other companies, which collect health and insurance information

- · Hospitals, Clinics and Health Care Facilities
- Governmental Agencies (including and not limited to the Social Security Administration ("SSA"), Internal Revenue Service, Veterans' Administration, Railroad Retirement Board, Jones Act Administration, and State Retirement Systems)
- Employers
- Attorney Representatives
- · Advocates for SSA or Benefits Programs

You are authorized to provide information related to my health condition and job modifications/accommodations with my current or future employer to:

- Blue Cross and Blue Shield of Oklahoma;
- The plan administrator or claim administrator of any benefit plan under which I may be a participant; or
- Claims investigators, attorneys, physician consultants and other service providers involved in the administration, evaluation, and management of the plan and/or claim.

This form allows the release of the following information, collectively referred to as "Information":

- Records, office notes, test results, diagnostic imaging studies, data, and information about health care history, diagnosis, prognosis, treatment, rehabilitation, vocational testing, examinations and prescriptions;
- Employment-related information, including any claims for workers' compensation;
- Income and tax-related information;
- Information from credit reporting bureaus or other consumer reporting agencies; and
- Information regarding insurance coverage or pension benefits, including claims submitted and benefits paid.

I understand that the Information being disclosed may include protected health information under the Health Insurance Portability and Accountability Act of 1996 and accompanying regulations (HIPAA), information regarding mental health conditions and the use of drugs or alcohol, and information regarding the human immunodeficiency virus (HIV).

I understand that the Information will be used for the purpose of evaluating, managing and/or administering benefits for short-term disability, long-term disability, salary continuation, workers' compensation, which are excepted benefits under HIPAA, or any other benefit program offered by and through the employer (hereinafter collectively referred to as "Benefits Program"), developing a vocational rehabilitation plan, and other purposes in connection with the administration of the Benefits Program.

I further authorize re-disclosure of any Information obtained or developed in the course of managing and/or administering the Benefits Program to the plan administrator or claim administrator of any Benefits Program under which I may be a participant, employers, reinsurers, the SSA, claims investigators, attorneys, physician consultants and other service providers, including treating physician(s), solely for the purpose of evaluating, analyzing, managing and/or administering the Benefits Program. I understand that information re-disclosed pursuant to this authorization may not be protected under HIPAA.

I understand that this authorization shall remain valid during the duration of my claim or such shorter period as mandated by applicable law. I also understand that I have the right upon request to receive a copy of this authorization. I agree that a photocopy of this authorization shall be as valid and effective as the original.

I understand that I have the right to refuse to sign this authorization and that this authorization is subject to revocation at any time by my giving written notice that is signed by me to the address below. I understand that any such revocation shall not apply to any disclosure or re-disclosure of Information made in reliance on my initial authorization. I also understand that my failure to sign this authorization, or my subsequent revocation of this authorization, may impair the ability of BCBSOK to process my claim and may lead to the denying or terminating of my claim for benefits.

Employee's Signature		Date	Date		
Employee's Full Name		Date of Birth			
If the Employee is una	able to sign, an authorized representative may si	ign below for the Employee			
Representative's Signature		Date			
Representative's relationship to Employee:		Phone #			
	PO Box 7071, Downers Grove, IL 60515.	Toll Free: 888.381.9727 • Fax: 877.404.6457			



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DIRECT DEPOSIT AUTHORIZATION AGREEMENT

Mail form to:

Blue Cross and Blue Shield of Oklahoma PO Box 7071

Downers Grove, IL 60515

☐New Direct Deposit	Cancel Direct Depo	osit 🔲 C	Change to	Current Direct Deposit	
Please Print					
Name:		Social Security Number	er:	Claim Number if known:	
Fill out either the Checking Account Information Section or the Savings Account/Credit Union Information Section. You may indicate one account only.					
	Checking Accoun	nt Information			
Obtain this information dire	ectly from the bottom o	f your check or from you	ur financi	al institution.	
Name of Financial Institution:					
Address of Financial Institution:					
Routing Number (first number on bottor	m left of check):	Account Number (secon	nd numbe	er on bottom of check):	
Savi	ngs Account/Credi	t Union Information	1		
	•	your financial institution			
The informatio	n on your deposit slip i	s not applicable for this	purpose		
Name of Financial Institution:					
Address of Financial Institution:					
Routing Number (first number on bottor	m left of check):	Account Number (secon	nd numbe	er on bottom of check):	
A the output to the	-				
Authorization	ato credit entries and i	f noosesary dobit ontrio	s and ad	justments for any credit	
I hereby authorize the company to initiate credit entries and if necessary, debit entries and adjustments for any credit entries made in error to my account, with the financial institution indicated. The financial institution is authorized by me to credit or debit my account for the amount of those entries.					
This authorization is to remain in effect until the company has received written notification from me of its termination in such time and in such manner as to afford the company a reasonable opportunity to act on it.					
Signature:		Date:			
	,				



Third Party Authorization

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Attention: Claim Department

PO Box 7071 Downers Grove, IL 60515

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Do

Complete this form if you wish for Blue Cross and Blue Shield of Oklahoma employees or duly authorized representatives to communicate with a family member, friend or other third party about your claim. You must read this form carefully, complete it in its entirety, sign and date it, and fax or mail it to the fax number or address above.

Signat	ure				Date			
Printed	d Name (Las	t)	(First)	(MI) Relationship			
		wer of Attorney Des granting authority.	signee, Personal Representativ	e, Guardian, or Conserv		pelow and attach a copy		
	ant Signature				Date			
Printed	d Name (Las	t)	(First)	(MI	Claim Number	<u> </u>		
			orization and a copy shall be					
		and that any such reital Authorization.	vocation shall not apply to an	y disclosure or re-disclos	ure of information	made in reliance		
•			e this Optional Authorization by BCBSOK at the address l		revocation will ta	ke effect only		
•	Short-Ter	m Disability to Long	f the authorization will remain -Term Disability and/or Long- d/or Life to Critical Illness.					
•	I understand that this authorization is valid only for the period chosen above.							
•	 I understand that the information provided to the designated individual(s) is subject to redisclosure and might not be protected by certain state and federal regulations governing the privacy of health and financial information. 							
	my health drugs and notes.	may be related to a dalcohol; and menta	about my claim may include i any disorder of the immune sy al and physical history, condit	rstem including, but not li on, advice or treatment b	mited to, HIV and out does not includ	AIDS; use of de psychotherapy		
In exe	cuting this A							
			ttorney to determine whether					
]3 months v Ontional Au	6 months	9 months ? completed and submitted at		signature date be			
		•	al Authorization is to remain in	· · · · · · · · · · · · · · · · · · ·		L		
□la	uthorize BCI	BSOK to leave mes	sages about my claim on my	voicemail/answering mad	hine.			
	arty:	Name (Last)	(First)	(MI) Relations	hip P	hone Number		
_ Me	ember: her Third	Name (Last)	(First)	(MI) Relations	hip P	hone Number		
☐ Fa	ımilv	Name (Last)	lame (Last) (First)		(MI) Phone Nu	MI) Phone Number		
	ı(s), ana/or / Spouse:	r otner tnird part	es listed below:					
			rmation relating to my c	aim from/with the far	mily member(s),		
To as	sist in the	evaluation or ac	Iministration of my claim	(s), I authorize BCB	SOK to provide	e and		



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EMPLOYER STATEMENT (Please Print)						
Employer Name Group #						
Employer Address	City S	tate Zip	Phone #			
Division/Location	Subsidiary Name	Contact P	rerson			
Contact Person Phone #	Contact Person E-mail	Contact Person Fax #				
Francisco Norse (Lock) (First	(MI) Cocial	Caarmita / #	Employee ID #			
Employee Name (Last) (First	(MI) Social	Security # Employee ID #				
Employee Occupation / Job Title (Attach Job De	scription) Job Class					
	Sedentary	Light M	ledium Heavy Very Heavy			
Effective Date of STD Coverage Did Employee	have Coverage ST	D Coverage I	Effective Date Under Prior STD Policy			
under Prior ST						
Other Coverages Employee has through BCBS0	DK:					
Long-Term Disability Life Critical	Illness Accident Accide	ntal Death & Di	ismemberment			
Date of Hire Last Day Worked FIT Fir	st Date of Absence Date Returne	d to Work	Termination Date (if applicable)			
	Date Notaine		JFT			
Class # July W. L. J. D. W. J.	Salary Hourly DE]PT			
I TOURS WORKS T'ET WOOK	Salary Hourly E	Biweekly	Semimonthly Prior Year W2*			
PT		lonthly	Annual			
*If policy defines Salary as Prior Year W2, include cop	y of last year's W2 with claim form.					
Amount of weekly disability benefit \$	(SELF-ADMINISTERED ONI	_Y)				
Employee received (date): Salary continuation through	Workers' Compensation (W/C) Claim	Filed for this D	oisability: Yes No			
Vacation through	If yes, provide W/C Carrier Name:	f yes, provide W/C Carrier Name:				
Sick Leave through						
<u> </u>	W/C Contact Person's Name and Pho					
If the Employee is released to return to work in restrict	ed duty, are you willing to discuss accom	modations:	□Yes □No			
If yes, provide contact name and phone #:	not completed the claim will	he toyed of	4 4000/			
Premium Contributions - if this section is not completed, the claim will be taxed at 100%						
Do you gross up Employee's salary to cover premiums: Yes No						
Does the Employee contribute toward the cost of this STD insurance: Yes No If "Yes": Pre-Tax Post-Tax						
Employee pays % of premium, Employer pays % of premium.						
See IRS Publication 15-A Employer's Supplemental Tax Guide, Section 6, Sick Pay Reporting and/or IRS Revenue Ruling 2004-55 for more information on calculating the taxable percentage.						
Signature of Authorized Employer/Plan Representative Date Signed						
Print Name						
Telephone #	Fax #	E-mail Add	Iress			



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ATTENDING PHYSICIAN STATEMENT (Please Print) (Must be completed in full at the patient's expense) Employee's Name (Last) (First) Birthdate Female Address City State Zip Height Weight Accident Is the Disability caused by: Sickness Maternity **Maternity Claim** Estimated Actual 2. Type of Delivery: Vaginal C-Section 3. Date of LMP: 1. Date of Delivery: 4. Were there any complications causing the patient to stop work prior to your expected delivery date: If yes, please explain: All Other Claims / Diagnosis 1. Primary ICD10 Diagnosis Code: Diagnosis: 2. Secondary ICD10 Diagnosis Code: Diagnosis: Date patient first consulted you for this condition: 3. Date symptoms first appeared or date of accident: 4. Is the condition work related: Yes No 5. Describe any other disease or complications affecting present condition: **All Other Claims / Treatment** 1. Surgery Date: 2. Dates of treatment other than surgical: 3. Hospital name & address with dates of confinement: From Inpatient Outpatient Hospital name: Hospital address: Hospital Ph. # 4. Has patient ever had same or similar condition: Yes No (If yes, state when and describe) 5a. Is patient still under your care: Yes No 5b. Date of next office visit: 6. Is patient under the care of another physician: Yes No (If yes, provide name, address and phone # of physician) All Other Claims / Impairment 1. Patient was or will be continuously unable to work: In his/her own occupation: From In his/her own occupation: From Patient can return to work: Full time ☐ Part time Current Limitations - What the patient cannot do: Current Restrictions - What the patient should not do: 2. How long do you expect these restrictions and limitations to impair your patient: Unable to determine, follow up in weeks Permanently ☐ Date 3. In your opinion, is patient candidate for rehabilitation: Yes No 4. If patient is diagnosed as terminal, is life expectancy: 6 months or less 12 months or less Other Remarks Physician Name Phone # Fax # Physician Signature Date Address City State Specialty: ☐ PM&R ☐ Neuro ☐ Ortho Tax ID#





Administrative Office: 701 E. 22nd Street, Lombard, Illinois 60148

The laws of some states require us to furnish you with the following notice: FOR APPLICATIONS AND CLAIMS:

<u>Alabama</u>: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution fines or confinement in prison, or any combination thereof.

<u>California</u>: For your protection California law requires the following to appear on this form. Any person who knowingly presents false or fraudulent information to obtain or amend insurance coverage or to make a 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, 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.

<u>District of Columbia</u>: **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.

<u>Hawaii</u>: For your protection, Hawaii law requires you be informed that presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.

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

<u>Maryland</u>: Any person who knowingly or willingly 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.

<u>New Mexico</u>: 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 civil fines and criminal penalties.

Ohio: Any person who, with intent to defraud or knowingly 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.

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

Pennsylvania: 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 insurance act, which is a crime and subjects such person to criminal and civil penalties.

Puerto Rico: Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation with the penalty of a fine of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances be present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

Rhode Island: 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.

<u>Tennessee</u>: 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 and denial of insurance benefits.

<u>Washington</u>: 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 and denial of insurance benefits.

<u>West Virginia</u>: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in application for insurance is guilty of a crime and may be subject to fines and confinement in prison.





The laws of some states require us to furnish you with the following notice:

FOR CLAIMS ONLY:

<u>Alaska</u>: 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.

<u>Arizona</u>: For your protection, Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.

<u>Arkansas</u>: 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.

<u>Delaware</u>: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, files a statement of claim containing any false, incomplete or misleading information is guilty of a felony.

<u>Idaho</u>: Any person who knowingly, and with intent to defraud or deceive any insurance company, files a statement of claim containing false, incomplete, or misleading information is guilty of a felony.

<u>Indiana</u>: A person who knowingly and with intent to defraud an insurer files a statement of claim containing any false, incomplete, or misleading information commits a felony.

<u>Minnesota</u>: A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

<u>New Hampshire</u>: 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 NH RSA 638:20.

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

<u>Texas</u>: 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.

FOR APPLICATIONS ONLY:

<u>New Jersey</u>: Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.