

Company name  
Policy number



## ACCIDENT INSURANCE

# Your Accident benefits

## How to submit a claim

### How do I submit an Accident claim?

We have multiple ways for you to submit your claim:

1. Online at [www.sunlife.com/account](http://www.sunlife.com/account)

- Log in to your Sun Life account or create one
- Select 'submit a claim' and follow the steps
- You will receive an email confirmation after you submit your claim. If you don't see it in your inbox, please check your spam folder.

2. Via email, fax or mail

- Visit [www.sunlife.com/findaform](http://www.sunlife.com/findaform)
- Choose 'Accident'
- Complete and print the Accident form, including Authorizations and Attending Physician Statement. We can also accept an Explanation of Benefits or Emergency Room report, if the information is detailed.
- Send in the form

**Email:** [SLFWorksiteclaims@yourbenefitexpert.com](mailto:SLFWorksiteclaims@yourbenefitexpert.com)

**Fax:** 866-376-9480

**Mail:** FullscopeRMS  
P.O. Box 9757  
Portland, ME 04101

### What happens next?

Once we receive your completed claims information, a claims professional will evaluate your Accident claim. During the evaluation process, we may request additional information from your treatment providers and may also contact your employer for confirmation of your enrollment for this coverage.

To check the status of your claim, contact Supplemental Health Claims at 877-820-5306.

All inquiries or follow-up questions can be directed to Supplemental Health Claims at 877-820-5306, Monday through Friday, from 8 a.m. to 5 p.m. ET.

This is a limited benefit policy. It does NOT provide basic hospital, basic medical, or major medical insurance. The certificate has exclusions, limitations, and waiting periods for certain conditions that may affect any benefits payable. Benefits payable are subject to all terms and conditions of the certificate. The policy and certificate, if applicable, may not be available in all states and may vary based on state laws and regulations.

Group accident insurance policies are underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) in all states, except New York, under Policy Form Series 16-AC-C-01, 16-ACPort-C-01, 15-GP-01, 12-GP-01, 12-AC-C-01, 12-GPPort-01 and 12-ACPort-C-01. Product offerings may not be available in all states and may vary depending on state laws and regulations. Not available for use in New York.

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