A Guide for Successfully Completing the Group Short-Term Disability Claim Form

Mutual of Omaha appreciates the opportunity to provide you with valuable income protection. We rely on the information you provide on this form to effectively determine if you qualify for group short-term disability benefits.

This guide provides information and instruction to help you successfully complete and submit the claim form. Please consult your employer/benefits administrator if you need assistance in providing information for the form.

IMPORTANT TIPS FOR PAPER COPY SUBMISSION

- Prior to submission, make sure you have provided all required information and answered all questions completely and accurately. If information is missing or cannot be read, the processing of your form will be delayed.
- The following guidelines provide valuable information to help you successfully complete the form.
- Please make a copy of the completed form for your records before submitting it to Mutual of Omaha/United of Omaha.

SECTION 1: EMPLOYEE STATEMENT

This section is to be completed by the Employee. Dates should include the month, date and year. In order to be considered complete, the form must be signed by you.

- Group ID Number for your Employer will consist of eight characters, beginning with "G000" and followed by four additional letters or numbers specific to your Employer.
- Job Title is the title of your position held with the Employer.
- The Hours Worked per Week is the number of hours you worked per week for the Employer.
- Height should be provided in feet and inches.
- Weight should be provided in pounds.
- Dominant Hand indicates whether you are primarily rightor left-handed.
- Date of Disability is the first day you were absent from work because of the disabling condition.
- Date First Treated is the date you first sought medical care because of the disabling condition.
- Other Income means money you are currently receiving or have applied to receive from any source in addition to your claim for disability benefits with Mutual of Omaha/ United of Omaha.
- Medical records from your providers may be needed in order to make a determination on your claim. A completed authorization form will be needed to obtain them. To avoid any additional delays in the claim, please be sure to complete and submit the authorization forms with your claim application.

AUTHORIZATION TO DISCLOSE PERSONAL INFORMATION & AUTHORIZATION TO DISCLOSE HEALTH INFORMATION TO MY EMPLOYER

Both authorizations are to be completed by the Employee. Dates should include the month, date and year. In order to be considered complete, the form must be signed by you or your legal representative.

- By signing the authorization, you are applying for shortterm disability benefits with Mutual of Omaha/United of Omaha and are agreeing to allow disclosure of personal information to the necessary parties for the purpose of claim processing.
- If the name associated with any of your medical records differs from the name provided on the form, provide any alternate names. This might occur in the event of a name change due to marriage or adoption.

GUIDELINES FOR SECTION 2: EMPLOYER'S STATEMENT

This section is to be completed by the Employer. Dates should include the month, date and year. In order to be considered complete, the form must be signed by the Employer.

- Group ID Number consists of eight characters, beginning with "G000" and followed by four additional letters or numbers.
- Date Covered Under This Plan indicates the date in which the Employee's coverage became effective.
- Please include copy of Employee's enrollment form, if applicable.

GUIDELINES FOR SECTION 3: ATTENDING PHYSICIAN'S STATEMENT

This section is to be completed by the Attending Physician. Dates should include the month, date and year. In order to be considered complete, the form must be signed by the Attending Physician.

REQUIRED FRAUD WARNINGS

Before completing the claim form, please read the Required Fraud Warnings listed on the following page.

Short-Term Disability Claim Form

Митиац У Отана

Mutual of Omaha Insurance Company United of Omaha Life Insurance Company Group Insurance Claims Management 3300 Mutual of Omaha Plaza Omaha, NE 68175-0001

Phone 800-877-5176 Fax 402-997-1865

Email newdisabilityclaim@mutualofomaha.com

Section 1 – Employe	e Statement (Ans	wer all	questions	to avo	id delay)				
Current Employer's Name DAKOTA 911					Group ID GUCAT	Number TL3	1 -	b Title ELECOMMUNICATOR	Hours Worked per Week 40+
Name									
Address				City	1			State	ZIP
(Area Code) Home Telepho	ne Number	(Are	a Code) Cellu	lar Tele	phone Number		Social	l Security Number	
Email Address									
Date of Birth	Height	Weight		Domina	ant Hand: t □ Left	☐ Male		☐ Single ☐ Married	☐ Widowed ☐ Divorced
Date of Disability (1st Day	Absent)		Date First T				Estimat	ed Return to Work Date	
Nature of illness and when	symptoms first appe	ared, or d	escribe how a	and who	ere accident occ	curred.			
Was the disability work rel	ated? □Yes □No	Have	e you filed a v	vorkers'	' compensation	claim? 🗌	Yes 🔲 I	No	
Was disability related to a	motor vehicle accider	nt or is an	other third pa	ırty liab	le? □Yes □N	lo			
Physician's Name									
Other income you have file	ed for, are receiving, o	r are eligi	ble for:						
·	_	Α	mount		Date Cla	aim Filed		Date Benefits	Began
Workers' Compensa	tion								
State Disability									
Paid Family Leave									
Other		\$		-					
*Medical records from you them. To avoid any additi									
Overpayment Notice Insurance Company (overpaid amount. Th any time prior to curr Medicare and/or Soc credit of the Medicar	(Mutual) or United is amount is equa ent tax year. You ial Security Tax th	d of Oma al to the r signatu nat was	aha Life Ins net benef ure on the paid on yo	surand it you claim our bel	ce Company received and form authori half and cert	(United) d any Fe izes Mut ifies you), will re deral Ir tual or l u will no	equest reimbursemencome Tax paid on y United to recover arout attempt to recover	ent of the your behalf for ny overpaid er a refund or
Important Notice: If y as possible to determ 31 days of the date ye	nine what options	are ava	ilable to yo	u to c	ontinue your	life insu	ırance.		
If your coverage is wr determine if you can from your employer.									
Any person who know containing false, inco									or an application
Employee's Signature	e:						Da	te:	

Minnesota Authorization to Disclose Personal Information

1.	I authorize any physician, medical or dental practitioner, hospital, clinic, pharmacy benefit manager, other medical care	
	facility, health maintenance organization, insurer, employer, consumer reporting agency and any other provider of medica or dental services to release records containing the personal information of:	ıl
	Claimant/Patient Name:	
	(Last) (First) (Middle)	
	Date of Birth:/	
	This authorization excludes the release of information about an HIV (AIDS Virus) test or a test to determine a bloodborne pathogen which was administered to: A criminal offender or crime victim as a result of a crime that was reported to the police; a patient who received the services of emergency medical service personnel at a hospital or medical care facility. Corrections employee, or employee of a secure treatment facility; or emergency medical service personnel who were teste as a result of performing emergency medical service; or a person who has been the victim of an assault or any other crime which involves bodily contact with the offender.	
2.	Personal information includes medical history, mental and physical condition, prescription drug records, alcohol or drug use, financial and occupational information.	
3.	You may release information to:	
	Group Disability Management Services Mutual of Omaha Insurance Company/United of Omaha Life Insurance Company 3300 Mutual of Omaha Plaza Omaha, NE 68175-0001	
	Or	
	Fax 402-997-1865	
	Or Email newdisabilityclaim@mutualofomaha.com	
4.	I understand that the personal information that is disclosed will be used by Mutual of Omaha Insurance Company and United of Omaha Life Insurance Company to evaluate my claim for disability benefit plan reimbursement and that if I refus to sign this authorization my claim for benefits may not be paid.	se
5.	I understand that if the person or entity to whom information is disclosed is not a health care provider or health plan subject to federal privacy regulations, the personal information may be redisclosed without the protection of the federal privacy regulations.	
6.	This authorization will expire 24 months after the date signed.	
7.	I understand that I may revoke this authorization at any time by providing a written request to Mutual of Omaha Insurance Company and United of Omaha Life Insurance Company at the address above. If I revoke this authorization, it will not affe any use or disclosure of personal information that occurred prior to the receipt of my revocation.	
8.	I understand that I am entitled to receive a copy of this authorization and that a copy is as valid as the original.	
	RETAIN A SIGNED COPY FOR YOUR RECORDS	
Nai	me(s) used for records (if different than the name below):	
		_
	nature of Claimant Date	_
J15		
If A	pplicable: I am the legal representative of the claimant and I am authorized to grant permission on behalf of the claimant	
Pri	nted Name of Legal Representative:	
Sig	nature of Legal Representative:	

THIS AUTHORIZATION COMPLIES WITH HIPAA AND OTHER FEDERAL AND STATE LAWS

Type of Legal Representative: _____

MUG2854_MN_0815

Minnesota Authorization to Disclose Health Information to My Employer

I authorize Mutual of Omaha Insurance Company and United of Omaha Life Insurance Company to disclose health information about me to my employer, and to my employer's broker. I understand that this information will be used by my employer, and its broker, to monitor and manage the disability benefits program provided under my Group disability policy. I also understand that my employer and its broker will use the information solely for the purposes of auditing disability benefits paid, providing claims assistance, determining waiver or discontinuance of premium deductions, and coordinating with other subsidized salary continuance plans my employer may offer.

This authorization excludes the release of information about an HIV (AIDS Virus) test or a test to determine a bloodborne pathogen which was administered to: A criminal offender or crime victim as a result of a crime that was reported to the police; a patient who received the services of emergency medical service personnel at a hospital or medical care facility. Corrections employee, or employee of a secure treatment facility; or emergency medical service personnel who were tested as a result of performing emergency medical service; or a person who has been the victim of an assault or any other crime which involves bodily contact with the offender.

The health information which may be disclosed pursuant to this authorization includes such items as medical history, mental and physical condition, prescription drug records and alcohol or drug use.

I understand that I may refuse to sign this authorization. I realize that if I refuse to sign, my claim for benefits may not be paid.

This authorization will remain in effect for 24 months from the date I sign it. I understand that I may revoke this authorization at any time. If I would like to revoke this authorization, I should send my revocation request to:

ATTN: Group Disability Management Services Mutual of Omaha Insurance Company/United of Omaha Life Insurance Company 3300 Mutual of Omaha Plaza Omaha, NE 68175-0001

> Or Fax 402-997-1865

Or

Email newdisabilityclaim@mutualofomaha.com

I also understand that any revocation of this authorization will not affect any use or disclosure of health information that occurred prior to receipt of my revocation.

I understand that I am entitled to receive a copy of this authorization. A copy of this authorization is as effective as the original.

(Printed Name and Address)	
(Timed Hame and Address)	
Signature	Date
	or
If Applicable : I am the legal representative of the authorized to grant permission on behalf of that	e person whose financial and health information is to be disclosed, but I am t person.
Printed Name of Legal Representative:	
Signature of Legal Representative:	
Type of Legal Representative:	
Date:	

RETAIN A SIGNED COPY FOR YOUR RECORDS

FAX (402) 997-1865

Section 2 – Employer	's Statement (Answer all	questions t	o avoid d	elav)		•			
Company Name		<u>'</u>		Group	ID Numb	per		Master Policy	y Number
DAKOTA 911					CATL3	· N D	. ,.		
Class No. or Description				DIVISIO	n/Locati	ion No. or Des	cription		
Address 2860 160TH STREET W			City ROSEM	MOUN'	Г		State MN		ZIP 55068
Email Address JHILDEBRANDT@DAKC	TA911MN.GOV					1			1
Employee's Name							Employee's	Phone Numb	er
Employee Address			Employee	City			Employee Sta	ite	Employee ZIP
Weekly earnings as defined (Please note: Benefits will b	by the Plan: be calculated based on premium	received.)	Employee	Date o	f Birth		Employee Soc	cial Security N	lumber
Salary Effective Date:			Number of	fweekl	y hours v	worked: <u>40+</u>	<u>. </u>		
Was disability caused by er	nployment? ☐ Yes ☐ No	Has worker	s' compens	ation c	laim bee	en filed? ☐ Ye	!s □ No		
The employee is eligible for	: \square Short Term Disability \square S	tate Disability	☐ Paid Fa	amily L	eave				
Does the Employee contrib	ute toward the premium? \square Yes	□No							
If yes, what percent is paid	by the Employee? <u>100</u> % Is i	it Pre-tax or Po	st-tax? PO	ST-TA	<u>X</u>	-			
	ation		d 🗌 Hour	rly 🗌	Union	☐ Non-Unio	ı □Other		
Is the Employee continuing	to receive compensation or pay	since their last	t day of worl	k? □ Y	es □No	0			
If yes, what is the weekly an	nount of the type of compensation	on being receiv	ved and the	period	payable	?			
Amount Salary						Vaca			nd
Amount Sick Le						PTO			nd
Amount Severa	nce Start escribe			Amo	ount	Othe	r Start_	En	nd
Date of Hire:				Date C	overed L	Jnder This Pla	n:		
	er the Employee for group long-t								
	Insurance Company cover the Er		•			·	•	_	
. ,	ciary according to your records:_							,	
	oyees age 60 or over, refer to the		_		•				53 N
	er the employee under an additi			, ,				icy number)	⊠No
Circle One M - Medium H - Heavy V - Very Heavy	direct supervisor and then circle 10 lbs. Maximum lifting, oc 20 lbs. Maximum lifting wit significant walking/standin 50 lbs. Maximum lifting wit 100 lbs. Maximum lifting w Over 100 lbs. Lifting with fro	casional lift/cath frequent lift/ g is done or if h frequent lift/ ith frequent lift	arry of small /carry up to done mostl [·] /carry up to [†] t/carry up to	l article 10 lbs y sittin 25 lbs o 50 lb	es. Some . A job is g but req	occasional w	v <mark>alking or stan</mark> ifting is involv	nding may be i red but	required.
Employee's Job Title PUBLIC SAFETY TELECO	OMMUNICATOR					Last Day at \	Vork	_	
What was the Employee's e	mployment status on the first da	ay absent?							
, , ,	ties – Please attach job descript KING, REACHING, TYPING	a) If ye	es, when?			ork? Yes			
Can the Employee's job be	modified? ☐ Yes 🔼 No								
Signature of Person Comple	ting Claim Form					Title of Perso	on Completing	Claim Form	
Date Signed	(Area Code) Phone Number	(Area Code) F	ax Number		Email Ad	l ddress			

Section 3 – Attending Physician's	s Stateme	nt (Answei	r all ques	tions to av	oid de	elay)			
Employer Name								Group ID Number	
Name of Patient (Last, First, MI) – Please	Print			Date of Birth		of Birth		Employee's Phone Number	
Employee Address			Emp	ployee City			En	nployee State	Employee ZIP
Diagnoses						ICD-9 Cod	e(s)		
Symptoms						Date symp	otom fi	rst appeared	
Initial date of treatment:	L	ast date of tr	reatment:			Ne	kt date	of treatment/office visi	<u>.</u> t:
Is disability due to: Accident/Injury	Sickness			Is the disab	ility wor	k related? [] Yes	□No	
If applicable, list the surgical code(s)/pro	cedure(s) – I	Describe fully	and provid	le dates, if an	y.				
If disability is due to Pregnancy, please p	provide the i	nformation b	elow:						
Date of Last Monthly Period	E	Expected Date	e of Delivery	у		1_'	ected Vagina	Type of Delivery	ın
Actual Date of Delivery	1			Actual Type		very Cesarean Se	ction		
If any of the following questions are ans	wered "Yes,"	then please	provide the	e information	to the	right of tha	t ques	tion.	
Was the patient treated in an Emergency Room? ☐ Yes ☐ No	Date treate	d	Name of H	ospital			Nam	ne of Physician	
Did another physician treat or will be treating the patient? ☐ Yes ☐ No	Date treate	d	Physician's	s Name and A	ddress		•		
Was the patient hospital confined? ☐ Yes ☐ No	Date Confir	ned In Hospita			Nam	ie of Hospit	al		
Did patient have outpatient surgery in a h or ambulatory surgical center? ☐ Yes	ospital No	Date of Su	ırgery		Nam	ne of Facility	1		
Functional Limitations – Abilities									
Indicate frequency per day the listed activ	•		Indica	ate longest si	ngle tin	ne duration	each a	activity can be performed	<u>d</u> .
(n = never, o = occasional, f =	frequent, c =	= constant)							
Lifting	Carrying			Sitting		_ Kneeling		R: Finger Dexterit	y
1-5 lbs.		_1-5 lbs.		_Total time o	n feet			L: Finger Dexterity	/
6-10 lbs.		_6-10 lbs.		Standing		_ Inside		R: Below Shoulde	er)
11-25 lbs.		_11-25 lbs.		_ Walking				L: Below Shoulde	Reaching
26-50 lbs.		_26-50 lbs.		Bending		_ Outside		R: Above Shoulde	,
51-100 lbs.		_51-100 lbs.		Squatting		_ Working of Others	with	L: Above Shoulde	rs /
Over 100 lbs.		_Over 100 lbs	5	Stooping		_ Other (ex	plain)_		

Please notify us if the Employee returns to work after the submission of this form.

Mental Limitations – Abilities

Please check off the	appropriate respons	se of the person's abilit	v to adapt to these specific	iob situations at this time.

	Unlimited	Somewhat Limited	Markedly Limited	Unable to Perform	
ollow work rules					
erform repetitive, or short cycle work					
erform at a constant pace					
laintain attention and concentration					
erform a variety of duties					
nderstand, remember and carry out complex job instructions					
ttain set limits and standards					
elate to coworkers.					
nteract with supervisors					
nteract with the public/customers					
se judgment and make decisions					
irect, control or plan activities of others		_			
ifluence people in their opinions, attitudes and judgments					
xpressing personal feelings					
ork alone or apart in physical isolation from others					
hat functional restrictions have been placed on this person?					
	1		to		
/hat functional restrictions have been placed on this person? the patient has been continuously disabled (unable to work) from the patient able to work with job modifications?			to		
ne patient has been continuously disabled (unable to work) from the patient able to work with job modifications? Per patient should be able to work Full-time Part-time on	0			nte is unavailable, i	n
he patient has been continuously disabled (unable to work) from the patient able to work with job modifications? he patient should be able to work Full-time Part-time on 1 month 1-3 months Other (please	0				n
he patient has been continuously disabled (unable to work) from the patient able to work with job modifications? he patient should be able to work Full-time Part-time on 1 month 1-3 months Other (please	0				n
ne patient has been continuously disabled (unable to work) from the patient able to work with job modifications?	0			ite is unavailable, i	n Tax Identification Numbe
ne patient has been continuously disabled (unable to work) from the patient able to work with job modifications?	0		or a specific da	ite is unavailable, i	
the patient has been continuously disabled (unable to work) from the patient able to work with job modifications?	specify)		or a specific da	ree(s)	Tax Identification Numbe
ne patient has been continuously disabled (unable to work) from the patient able to work with job modifications? Personal Part-time on	specify)	tional informat	or a specific da	ree(s)	Tax Identification Numbe

 $\label{please notify us if the Employee returns to work after the submission of this form. \\$

Group Claim Fraud Statements



The following fraud language is attached to, and made part of this claim form. Please read and do not remove these pages from this claim form.

- ** Alabama: 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.
- ** 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: 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.
- ** Arkansas and Louisiana: 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.
- ** California: For your protection California law requires the following to appear on this form. 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.
- ** 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.
- ** **Delaware:** 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.
- ** **District of Columbia:** WARNING: It is a crime to provide false or misleading information to an 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.
- ** **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.
- ** **Idaho:** Any person who knowingly, and with intent to defraud or deceive any insurance company, files a statement containing any false, incomplete, or misleading information is guilty of a felony.
- ** **Indiana:** 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.
- ** **Kentucky:** Any person who knowingly and with intent to defraud any insurance company or other person files 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: 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: 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 guilty of a crime.
- ** New Hampshire: 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 of insurance fraud, as provided in 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.
- ** New Mexico: 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 CIVIL FINES AND CRIMINAL PENALTIES.
- ** Ohio: 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.
- ** Oklahoma: WARNING: 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 any 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.
- ** Tennessee, Virginia, and 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 include imprisonment, fines and denial of insurance benefits.
- ** Texas: 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 injure, defraud or deceive any insurer or insurance company, files a statement of claim containing any materially false, incomplete, or misleading information or conceals any fact material thereto, may be guilty of a fraudulent act, may be prosecuted under state law and may be subject to civil and criminal penalties. In addition, any insurer or insurance company may deny benefits if false information is related to a claim by the claimant.