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

Fax 402-997-1865

Email newdisabilityclaim@mutualofomaha.com

Section 1 – Employee	e Statement (Ans	wer all	questions	s to av	oid delay)					
Current Employer's Name					·			litle [Hours Worked per Week	
Name							•			
Address				Cit	City			State	ZIP	
(Area Code) Home Telephone Number (Area Code) (lular Tele	ephone Number		Social S	ocial Security Number		
Email Address										
Date of Birth	of Birth Height Weight				nant Hand:	□Male		☐ Single ☐ Married	Widowed	
Date of Disability (1st Day A	 Absent)		Date First	☐ Right t Treated				☐ Married ☐ Divorced mated Return to Work Date		
Nature of illness and when	symptoms first appe	ared, or d	escribe hov	v and wh	nere accident occ	urred.				
Was the disability work rela	ted? □Yes □No	Have	e you filed a	workers	s' compensation	claim? 🗌]Yes □ No)		
Was disability related to a r	notor vehicle accider	nt or is an	other third p	party lial	ble? □Yes □N	0				
Physician's Name										
Other income you have filed Workers' Compensati State Disability Paid Family Leave Other *Medical records from your	ion providers may be ne	\$ \$ \$ eded in o	rder to mak	 e a dete		r claim. A		Authorization for		obtain
Overpayment Notice: Insurance Company (I overpaid amount. This any time prior to curre Medicare and/or Soci credit of the Medicare	Should you bec Mutual) or United s amount is equa ent tax year. Your al Security Tax th	ome ov d of Om al to the signati nat was	erpaid at aha Life I net bene ure on the paid on y	any tir nsuran efit you e claim our be	me during the ice Company (i received and form authori chalf and certi	duratio (United) I any Fe zes Mut ifies you	on of this), will req deral Inc tual or Ur u will not	claim we, Mut uest reimburs ome Tax paid nited to recove attempt to rec	cual of Omaha ement of the on your behalf fo or any overpaid cover a refund or	
Important Notice: If y as possible to determine 31 days of the date yo	ine what options	are ava	ilable to y	ou to	continue your	life insu	urance. S			
If your coverage is writedetermine if you can efrom your employer.	tten in California	, North	Carolina d	or Mich	nigan and incl	udes Su	ırvivor Be	enefits, please Designation fo	check your policy orm on the Intern	y to iet or
Any person who know containing false, income									aim or an applica	ıtion
Employee's Signature	:						Date	:		

Minnesota Authorization to Disclose Personal Information

6.7.	'	on at any time by providing a written r Company at the address above. If I re that occurred prior to the receipt of my	voke this authorization, it will not affect y revocation.
	I understand that if the person or entity to who subject to federal privacy regulations, the pers privacy regulations.	om information is disclosed is not a he onal information may be redisclosed	
4.	Email newood I understand that the personal information tha United of Omaha Life Insurance Company to ever to sign this authorization my claim for benefits	valuate my claim for disability benefit	
		OI Fax 402-997-1865 Or	
	Mutual of Omaha Insurance	Disability Management Services e Company/United of Omaha Life Insu 300 Mutual of Omaha Plaza Omaha, NE 68175-0001 Or	ırance Company
3.		Disability Management Services	
2.	Personal information includes medical history,		cription drug records, alcohol or drug
	This authorization excludes the release of inforpathogen which was administered to: A crimin police; a patient who received the services of ecorrections employee, or employee of a secure as a result of performing emergency medical sewhich involves bodily contact with the offende	al offender or crime victim as a result emergency medical service personnel e treatment facility; or emergency med ervice; or a person who has been the	of a crime that was reported to the at a hospital or medical care facility. lical service personnel who were tested
	(Last) Date of Birth:/	(First)	(Middle)
	Claimant/Patient Name:		

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)	
0	
Signature	Date
or	
If Applicable : I am the legal representative of the person whose find authorized to grant permission on behalf of that person.	nancial and health information is to be disclosed, but I am
Printed Name of Legal Representative:	
Signature of Legal Representative:	
Type of Legal Representative:	
Date:	

RETAIN A SIGNED COPY FOR YOUR RECORDS

Section 2 – Employe	r's Statemen	t (Answer al	l question:	s to avoid	delay)						
Company Name						Group ID Number			Master Policy Number		
Class No. or Description					Division/Location No. or Descriptio			n			
Address				City	City			State ZI			ZIP
Email Address											
Employee's Name								Employee's Phone Number			
Employee Address				Employe	Employee City			Employee State		Employee Z	
Weekly earnings as defined by the Plan:(Please note: Benefits will be calculated based on premium received.)			' '	e Date of	Birth		Employee Social Security Number				
Salary Effective Date:				Number	of weekly	hours v	worked:				
Was disability caused by e	mployment? 🔲	Yes 🗆 No	Has wor	kers' compen	sation cla	aim bee	en filed? 🗆 Y	es 🗆 🏻	No		
The employee is eligible fo	or: Short Term	Disability 🗌	State Disabil	lity 🗌 Paid	Family Le	ave					
Does the Employee contrib	oute toward the p	premium? □Ye	s 🗌 No								
If yes, what percent is paid	l by the Employe	ee?% ls	it Pre-tax or	Post-tax?			_				
Employee's payroll classifi	cation 🗌 Exemp	ot Non-Exer	npt □Sala	aried 🗌 Ho	urly 🔲 l	Union	☐ Non-Unio	n 🗆 (Other		
How was the Employee pa	id?		<u> </u>								
Is the Employee continuing	g to receive comp	pensation or pa	y since their	last day of wo	ork? 🗌 Ye	s 🗆 No	0				
If yes, what is the weekly a	mount of the typ	e of compensat	tion being re	ceived and th	e period p	payable	?				
Amount Salary			End		Amou	unt	Vaca	ition	Start _	E	ind
Amount Sick L							PTO				ind
Amount Sever		Start			Amou	unt	Oth	er	Start _	E	ind
If other is marked, please	describe										
Date of Hire:					Date Co	overed L	Jnder This Pl	an:			
Does Mutual of Omaha co	ver the Employee	e for group long	-term disabil	lity? □Yes [□No						
Does United of Omaha Life	Insurance Com	pany cover the I	Employee for	r group life? [□Yes □]No If	so, please c	omplete	e the fo	llowing.	
Name of Employee's bene	ficiary according	to your records	:				Relation	ship to	Emplo	yee:	
Important Notice: For Emp	loyees age 60 o	r over, refer to t	he policy pro	visions regar	ding grou	p life co	ontinuation a	nd conv	version	rights.	
Does Mutual of Omaha co	ver the employee	e under an addi	tional short-1	term disabilit	y policy?	□ Yes _			(poli	cy number)	□No
Please contact Employee's S - Sedentary L - Light One M - Medium H - Heavy V - Very Heav	10 lbs. Ma 20 lbs. Ma significant 50 lbs. Ma 100 lbs. M	or and then circ ximum lifting, c ximum lifting w walking/standi ximum lifting w laximum lifting bs. Lifting with	occasional lift ith frequent ng is done o ith frequent with frequen	t/carry of sma lift/carry up t or if done mos lift/carry up t t lift/carry up	all articles to 10 lbs. stly sitting to 25 lbs. to 50 lbs	s. Some A job is g but red	e occasional v s light if less	walking lifting is	or stan	ding may be ed but	
Employee's Job Title							Last Day at	Work			
What was the Employee's	employment sta	tus on the first o	day absent?				<u>I</u>				
Description of major job d	uties – Please at	tach job descri _l	a)	s the Employe If yes, when? If not, what is							
Can the Employee's job be	modified? 🗆 Ye	es 🗆 No	1								
Signature of Person Comp							Title of Pers	on Com	npleting	Claim Form	
Date Signed	(Area Code) Ph	none Number	(Area Code	e) Fax Numbe	er I	Email A	ddress				
-	1.		1.		1						

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

Section 3 – Attending Physician's	s Stateme	nt (Answe	r all ques	tions to av	oid d	elay)				
Employer Name							Group ID Number			
Name of Patient (Last, First, MI) – Please Print				Date of Birth			Employee's Phone Number			
Employee Address				Employee City			mployee State	Employee ZIP		
Diagnoses						ICD-9 Code(s)	<u> </u> e(s)			
Symptoms						Date symptom	first appeared			
Initial date of treatment: Last date of tr						Next dat	Next date of treatment/office visit:			
				Is the disab	ility woı	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		Expected Date				Expected Type of Delivery				
Expected 5th			ice of Bourery			☐ Vaginal ☐ Cesarean Section				
Actual Date of Delivery				Actual Type	of Deli	very				
				☐ Vaginal		Cesarean Section				
If any of the following questions are answ	wered "Yes,"	'then please	•		to the					
Was the patient treated in an Emergency Room? ☐ Yes ☐ No	Date treate	ed Name of Hospital				Na	me of Physician			
Did another physician treat or will be treating the patient? ☐ Yes ☐ No	Date treate	d	Physician's Name and Address							
Was the patient hospital confined? ☐ Yes ☐ No		ned In Hospita	In Hospital: Name			ne of Hospital				
Did patient have outpatient surgery in a hor ambulatory surgical center? ☐ Yes		Date of Su				ne of Facility				
Functional Limitations – Abilities										
Indicate frequency per day the listed activ	vity can be n	erformed	Indic	ata longast si	ngla tin	ne duration each	activity can be performed.			
(n = never, o = occasional, f = never)			indici	ate tongest si	iigic iii	re duration each	activity can be performed.			
Lifting	Carrying			Sitting		Kneeling	R: Finger Dexterity			
1-5 lbs.	· · · · · · · · · · · · · · · · · · ·	_1-5 lbs.		_ Total time o	n foot	9	L: Finger Dexterity			
6-10 lbs.		_		_	ii ieet	luaida	R: Below Shoulder	`		
		_6-10 lbs.		_ Standing		_ Inside				
11-25 lbs.		_11-25 lbs.		_ Walking		0.4.1.	L: Below Shoulder	Reaching		
26-50 lbs.		_26-50 lbs.		Bending		_ Outside	R: Above Shoulder			
51-100 lbs.		_51-100 lbs.		Squatting	Squatting Working with L: Above SI Others			; <i>J</i>		
Over 100 lbsOver 100 lbs			5	Stooping		_ Other (explain)				

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

FAX (402) 997-1865

	1::	s – Ahilities
Mentai	Limitation	S – ADIIITIES

Mental Limitations – Abilities					
Please check off the appropriate response of the person's ability to	to adapt to th	nese specific j	ob situations a	t this time.	
	Unlimited	Somewhat Limited	Markedly Limited	Unable to Perform	
Follow work rules					
Perform repetitive, or short cycle work					
Perform at a constant pace					
Maintain attention and concentration					
Perform a variety of duties					
Understand, remember and carry out complex job instructions					
Attain set limits and standards					
Relate to coworkers					
Interact with supervisors					
Interact with the public/customers					
Use judgment and make decisions					
Direct, control or plan activities of others					
Influence people in their opinions, attitudes and judgments					
Expressing personal feelings					
Work alone or apart in physical isolation from others					
What functional restrictions have been placed on this person?					
The patient has been continuously disabled (unable to work) from	1		to		
Is the patient able to work with job modifications? \square Yes \square No	0				
The patient should be able to work ☐ Full-time ☐ Part-time on ☐ 1 month ☐ 1-3 months ☐ 3-6 months ☐ Other (please			or a specific da	ate is unavailable, i	n
Remarks and/or treatment plan					
Name of the Attending Physician – Please Print			Specialty/Deg	ree(s)	Tax Identification Number
Address (No., Street, City, State ZIP)			(Area Code) Te	lephone Number	(Area Code) Fax Number
If necessary, whom can we contact at the attending physician's of	fice for addit	tional informat	tion?		1
Name:			(Area Code) Te	lephone Number:	
Signature of Attending Physician					Date

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

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.