

The **Standard**®

Standard Insurance Company 800.634.1743 Tel 833.289.5001 Fax PO Box 2800 Portland OR 97208 SupplementalNewClaim@standard.com

Accident Benefits Claim Instructions

Your Accident Benefit Claim

This packet contains the forms necessary to apply for Accident Benefits. Every space on these forms should be filled in to avoid delay in processing your application. If a section does not apply, or information is not available, write "NA" in the space so that we know you did not overlook that particular question. If a form is received incomplete, it may be returned for completion. For specific information about your Accident insurance coverage, refer to your group insurance certificate. The group policy and certificate are the ultimate authority for Accident Benefit claim decisions.

How to Apply For Benefits

Please complete the following forms included in this Accident Benefits Claim Packet. Refer to your group insurance certificate for covered benefits.

1. Employee's Statement

Answer all questions that apply to this Accident Claim.

If this is an **Accidental Death Claim**, please complete this form on behalf of the Insured. A separate form will need to be completed and signed for each beneficiary.

Please attach the following, where applicable:

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A copy of the hospital bill . Make sure the bill includes the Patient's diagnosis and the number of days they were in the hospital.
A copy of the ambulance bill
A copy of the accident report
A copy of the toxicology report
A copy of the injury report filed with the employer if the accident occurred in the workplace
A copy of any other bills pertaining to this claim
A copy of the autopsy
A copy of the death certificate and the completed Employee's Statement
If you are signing on behalf of an estate or entity for an Accidental Death Claim , a copy of the authorization to sign on behalf of the estate or entity

Additional evidence may be required in order to determine payment of additional benefits under the policy/certificate.

Remember to sign and date your statement. An unsigned or undated statement will be returned to you.

2. Authorization to Obtain and Release Information

Please sign and date the Authorization to Obtain and Release Information and attach it to the Employee's Statement. Your signature lets Standard Insurance Company (The Standard) get the information about you that we need to determine your eligibility for benefits. The Authorization to Obtain and Release Information also lets The Standard release this information to specific persons.

If this is an Accidental Death Claim, you do not need to complete this Authorization.

3. Attending Physician's Statement

Please complete Section A of the form.

Your physician will need to complete all remaining sections. If you have seen more than one physician for your hospitalization, a statement should be completed by each physician. Your physician(s) should mail or fax the completed form directly to The Standard.

If this is an Accidental Death Claim, you do not need to have the Attending Physician's Statement completed.

You are responsible for making sure all required forms are completed and returned to our office. If you submit claim information by email, please keep in mind that communications via email are not secure. While unlikely, there is a possibility that information can be intercepted in transmission or misdirected and read by other parties besides the person to whom it is addressed. Please consider communicating any sensitive information by fax or mail. If known, please include your Employer Name and Policy Number, Insured's Name and Claim Number on documentation submitted If you have any questions, please contact your benefit administrator or call our customer service line at 800.634.1743.

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Accident Benefits Employee's Statement

A. About the Insured

Full Name				Employer/Company Name			
Group Policy No. Social		Social S	Security No.		Date of Birth		
Gender ☐ Male ☐ Female ☐ X	Phone No.			Mailing Address			
City				State		Zip	
B. About the Patient – Che	☐ Oth	er				on Partner Child	
If this is an Accidental Death Cla Form will need to be completed	im and you are	the Ben	eficiary, p	_		n your information. A separate	
Full Name			Social Secu	rity No.	Date of Birth		
Relationship to Insured (if an Accidental D	eath Claim)		Gender	Phone Semale X			
Mailing Address			City		State	Zip	
Was the Patient in a motor vehice Was the Patient in any other typ Was the Patient at work when th	e of accident tha	ıt requi	red an in	cident report? [•	
Was the Patient hospitalized? \Box	Yes □ No If Y	les, con	nplete the	e following:			
Admission Date			_ Discha	rge Date			
Name of Hospital			_ City		State	County	
D. Additional Benefits Cla ☐ Lodging Benefit – attach cop ☐ Transportation Benefit – atta ☐ Youth Organized Sport Benefit	oies of receipts for sch copies of rec	eipts fo	r travel o	•		ed by personal car	
☐ Accidental Death Benefit – Date Death Occurred				_	_	_	
E. Acknowledgement							
hereby certify that the answers and belief. I acknowledge that I			- ·		•	true to the best of my knowledge	
Signature of Insured/Benefician	·y				Da	re	

Some states require us to provide the following information to you:

ALABAMA, MARYLAND AND RHODE ISLAND RESIDENTS

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.

CALIFORNIA RESIDENTS

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 RESIDENTS

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 the 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.

DISTRICT OF COLUMBIA RESIDENTS

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.

FLORIDA RESIDENTS

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

NEW HAMPSHIRE RESIDENTS

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 RSA 638:20.

NEW JERSEY RESIDENTS

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

NEW MEXICO RESIDENTS

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.

NEW YORK RESIDENTS

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 shall also be subject to civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

PENNSYLVANIA RESIDENTS

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.

TEXAS RESIDENTS

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.

ALL OTHER RESIDENTS

Some states require us to inform you that any person who knowingly and with intent to injure, defraud or deceive an insurance company, or other person, files a statement containing false or misleading information concerning any fact material hereto commits a fraudulent insurance act which is subject to civil and/or criminal penalties, depending upon the state. Such actions may be deemed a felony and substantial fines may be imposed.

Authorization to Obtain and Release Information

This authorization applies to the records of		who is hereinafter referred to as "In	dividual"
11	(Print legibly)		

I AUTHORIZE THESE PERSONS having any record or knowledge of Individual:

- Kaiser Permanente, any other health care provider, medical practitioner, coroner, prescription service, hospital, clinic, pharmacy, or other medical or medically related facility or association.
- Any health plans and insurance companies.
- Any employer, policyholder or plan sponsor.
- Any entity administering a benefit, leave or annuity program.
- Any educational, vocational or rehabilitation counselor, organization or program.
- Any consumer reporting agency, financial institution, accountant, or tax preparer.
- Any government agency (for example, Law Enforcement, Social Security Administration, Public Retirement System, Railroad Retirement Board, Workers'
 Compensation Board, etc.).

TO GIVE THIS INFORMATION:

- Charts, notes, x-rays, operative reports, lab and medication records, death certificate, autopsy or toxicology reports, and all other medical information about me, including medical history, diagnosis, testing and test results. Prognosis, treatment and recommendations of any physical or mental condition, including:
 - Any disorder of the immune system, including HIV, Acquired Immune Deficiency Syndrome (AIDS) or other related syndromes or complexes.
 - Any communicable disease or disorder.
 - Any psychiatric or psychological condition, including test results, but excluding psychotherapy notes. Psychotherapy notes do not
 include a summary of diagnosis, functional status, the treatment plan, symptoms, prognosis and progress to date.
 - Any condition, treatment, or therapy related to substance abuse, including alcohol and drugs.
- Any non-medical information requested about Individual, including such things as investigative reports, including accident or incident reports, education, employment history, earnings or finances, return to work accommodation discussions or evaluations and eligibility for other benefits or leave periods including but not limited to claims status, benefit amount, payments, settlement terms, effective and termination dates, plan or program contributions, etc.

TO: Standard Insurance Company, The Standard Life Insurance Company of New York and any authorized representative for one or both of them (hereinafter all collectively referred to as "The Companies") AND my Employer's Absence Management Program Administrator ("Absence Manager").

I ACKNOWLEDGE AND UNDERSTAND:

- Any prior restrictions on disclosure of Individual's protected health information do not apply to this authorization and I instruct the persons and organizations identified above to disclose Individual's entire medical record without restriction;
- Each of The Companies and Absence Manager will gather Individual's information only if they are administering or deciding any claim(s) for benefits or leave of absence applicable to Individual, and will use the information to determine Individual's eligibility or entitlement for benefits or leave of absence;
- I may refuse to sign this authorization. I may revoke this authorization at any time by sending a written statement to The Companies and Absence Manager. However, a revocation does not apply to disclosures already made under an authorization;
- A revocation of, or the failure to sign, the authorization may impair The Companies and Absence Manager's ability to evaluate or process claim(s), and may be a basis for denying or closing claims for benefits or leave of absence;
- While performing their business The Companies and Absence Manager may disclose information about Individual as allowed or required by law, for example to a reinsurer, a plan administrator, plan sponsor, or any person performing business or legal services for them in connection with a claim;
- The Companies and Absence Manager will release information to Individual's employer necessary for absence management, for return
 to work and accommodation discussions, and when performing administration of the employer's self-funded (and not insured) disability
 plans;
- The Companies and Absence Manager comply with applicable privacy laws. The information disclosed to them may be subject to redisclosure as permitted or required by law. Information retained and disclosed by the Companies and Absence Manager is not protected under the Health Insurance Portability and Accountability Act (HIPAA).

DURATION:

- This authorization as used to gather information shall remain in force for the duration of Individual's claim(s) or 24 months from the date signed below, whichever occurs first.
- The Companies and Absence Manager may share information with each other regarding Individual's claims and leave of absence for 12 months from the date signed below.

I acknowledge that I have read this authorization and the New Mexico notice that follows. A photocopy or facsimile of this authorization is as valid as the original and will be provided to me upon request.

Name (please print)	Social Security No			
Signature of Claimant/Representative	Date			
If it was to be in a considered to the least of the constant o	aton Demonal Democratative Eventual places			

If signature is provided by legal representative (e.g., Attorney in Fact, Guardian, Conservator, Personal Representative, Executor), please attach documentation of legal status.

Standard Insurance Company is a licensed insurance company in all states except New York. The Standard Life Insurance Company of New York is an insurance company licensed only in New York. An absence manager may be hired by your employer and may be one of The Companies.

FOR RESIDENTS OF NEW MEXICO

The state of New Mexico requires Standard Insurance Company to provide you with the following information pursuant to its Domestic Abuse Insurance Protection Act.

The Authorization form allows Standard Insurance Company to obtain personal information as it determines eligibility for insurance benefits. The information obtained from you and from other sources may include confidential abuse information. "Confidential abuse information" means information about acts of domestic abuse or abuse status, the work or home address or telephone number of a victim of domestic abuse or the status of an applicant or insured as a family member, employer or associate of a victim of domestic abuse or a person with whom an applicant or insured is known to have a direct, close personal, family or abuse-related counseling relationship. With respect to confidential abuse information, you may revoke this authorization in writing, effective ten days after receipt by Standard Insurance Company, understanding that doing so may result in a claim being denied or may adversely affect a pending insurance action.

Standard Insurance Company is prohibited by law from using abuse status as a basis for denying, refusing to issue, renew or reissue or canceling or otherwise terminating a policy, restricting or excluding coverage or benefits of a policy or charging a higher premium for a policy.

Upon written request you have the right to review Individual's confidential abuse information obtained by Standard Insurance Company. Within 30 business days of receiving the request, Standard Insurance Company will mail you a copy of the information pertaining to Individual. After you have reviewed the information, you may request that we correct, amend or delete any confidential abuse information which you believe is incorrect. Standard Insurance Company will carefully review your request and make changes when justified. If you would like more information about this right or our information practices, a full notice can be obtained by writing to us.

If you wish Individual to be a protected person (a victim of domestic abuse who has notified Standard Insurance Company that they are or have been a victim of domestic abuse) and participate in Standard Insurance Company's location information confidentiality program, your request should be sent to Standard Insurance Company.

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Accident Benefits Attending Physician's Statement

Instructions

- Insured or Patient to complete section A and submit to Attending Physician for completion.
- Attending Physician to complete sections B, C (if applicable) and D.
- Attending Physician to submit the completed and signed Attending Physician's Statement and supporting documentation to the address or fax number listed above.

A. About the Insured and the Patient

Insured's Informatio	on							
Full Name	Employer/C	Employer/Company Name			Group Policy No.			
Social Security No.		Date of Birth	Date of Birth			Phone No.		
Mailing Address			City				Zip	
Patient's Information	1						I	
Full Name	Social Security N	ocial Security No. Date of		Birth		Gender ☐ Male ☐ Female ☐ X		
Patient's relationship	to Insured: \square Self \square Spo	use 🗆 Dome	stic Partner	· □ Civil Unic	n Partn	er 🗆 (Child	
	dent and Treatment – to be a sible for obtaining a complete					ch sup	porting documentation.	
Date of Service	Diagnosis Description	n/ICD9	Procedure Code (C		CPT) Pro		ocedure Description	
Date of the Patient's a	accident or injury		'		,			
Was the Patient treate	ed in the Emergency Room?	☐ Yes ☐ No	If Yes, give	e date treated				
Was the Patient treate	ed in an urgent care facility?	☐ Yes ☐ No	If Yes, giv	e date treated	l			
Has the Patient been	hospitalized? ☐ Yes ☐ No							
If Yes, give Admission Date Discharge Date								
Has the Patient unde	rgone surgery? □ Yes □ No							
If Yes, give date, proc	edure and result							
If No. do you expect to	surgery to be performed in the	future?	Ves □ No					
, -	ype of surgery							
_	spital where accident or injury v							
Describe any other di	isease or infirmity affecting the	e patient's pre	esent condi	ion and injur	v(ies).			
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SI **23218** 6 of 8 (2/25)

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Accident Benefits Attending Physician's Statement

C. Accidental Dismemberment and Impa Please attach supporting documentation.	irment (if applicable) – to be comp	bleted by Attending Physician.				
Did the accident result in a loss of hearing in one or both ears? \square Yes \square No						
If Yes, then please describe						
Did the accident result in a loss of sight in one of be If Yes, then please describe	•					
Did the accident result in a loss of limb(s) ? ☐ Yes If Yes, then please describe	□ No					
Did the accident result in paralysis ? ☐ Yes ☐ No If Yes, then please describe						
D. Attending Physician Information, Ack	9					
Address						
City	State Z	ZIP				
Phone No	Fax No					
Acknowledgement						
I hereby certify that the answers I have made to the febelief. I acknowledge that I have read the above fra		nd true to the best of my knowledge and				
Physician's Signature	Date					

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ALL OTHER RESIDENTS

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