

How To File A Long Term Disability Claim

When do I report a Long Term Disability claim?

1

If you are enrolled in The Hartford's Long Term Disability plan offered as a benefit by The University of Texas System and your doctor says you will be out of work for at least 45 calendar days, contact your Supervisor to report that you will be out and to get a Long Term Disability Employee Statement and Long Term Disability Attending Physician Statement.

What is the "Elimination Period" and the "Date of Loss"?

2

The Elimination Period is the 90-day period of time, which must be satisfied before long term disability benefits are paid. The Elimination Period begins with the Date of Loss. The Date of Loss is the accident date or your first absence date due to an illness. Your long term disability benefits begin on the 91st day you are absent or the date your sick leave bank is exhausted — whichever is later.

What forms do I have to complete?

3

Complete the Long Term Disability Employee Statement and have your physician complete the Long Term Disability Attending Physician Statement. The physician should also provide copies of all the medical documentation to validate your disability.

After the Employee and Physician Statements are completed, what's the next step?

4

Take the completed Employee and Physician statements to your U.T. HR/Benefits Representative to have them complete the Employer's Statement. Your U.T. HR/Benefits Representative will then fax your claim form to The Hartford for you.

Do I contact The Hartford OR will The Hartford contact me?

5

An Intake Specialist at The Hartford will contact you to confirm receipt of your claim, to verify the information on your claim form and to gather any additional information required to process your claim. The Intake Specialist may also contact your physician and / or your U.T. HR/Benefits Representative to verify the other information on the form.

What can I expect while I'm out on disability?

6

The Intake Specialist will contact you with an approval or denial of your claim. If the claim is approved, the Hartford representative will advise you of your benefit amount, the length of time you should be out of work and your expected return to work date.

It is your responsibility to contact The Hartford and your Supervisor and U.T. HR/Benefits Representative if anything changes in the prognosis of your disability or you are unable to return to work on the date expected.



How To File A Long Term Disability Claim

I'm ready to return to work – what now?

GREAT! When you are ready to come back to work notify your Supervisor and U.T. HR/Benefits Representative and call your Hartford claim professional at 1-800-303-9744.
WELCOME BACK!

