



# Pittsburg Community Schools

Unified School District 250

## RELIANCE STANDARD CLAIM FORM

### INSTRUCTIONS

#### **Wellness Physicals**

Complete the first two forms and attach a statement (billing with some type of diagnosis and charge) from your provider's office and return to me. I will mail to Reliance for you.

#### **Illness Claims**

Complete all three forms, return to me, and I will mail to Reliance for you.

If you have any questions, please call me at (620) 235-3103.

Return forms to:

Kathy Martin  
Payroll Clerk  
PO Drawer 75  
Pittsburg, KS 66762

## HOW TO FILE A CLAIM

Please follow the instructions listed below to avoid unnecessary delays in processing your claim. This form must be fully completed for each disability claim. If the claim form is not fully completed, the processing of the claim may be delayed.

- Employer:** 1) Complete and sign Part I answering all questions;  
2) Attach job description; and  
3) Attach proof of earnings as defined by applicable policy (example: payroll records, W-2, K1, 1099, etc.)
- Insured:** 1) Complete and sign Part II answering all questions; and  
2) Complete and sign the AUTHORIZATION FOR USE IN OBTAINING INFORMATION form, and  
3) Have your attending physician complete and sign the ATTENDING PHYSICIAN STATEMENT.

Once completed, please fax to (267) 256-3533 or mail to Reliance Standard Life, P.O. Box 7749, Philadelphia, PA 19101-7749

PART I						FOR EMPLOYER TO COMPLETE				
Name of Insured (Last, First, Middle Initial)			Date of Birth		Social Security Number			Policy Number		
Job Title		Insurance Class	Hire Date		Date Enrollment Card Signed		Effective Date of Insurance			
Date Laid Off (If Applicable)		Date Retired (If Applicable)		Weekly Earnings	Date Last Worked		Date Returned to Work			
Is Insured receiving sick leave benefits from your company? If "Yes," specify dates when benefits: Began:				No		Yes		Reason for Stopping Work:		
Is disability work related? If "Yes," explain:				No		Yes		Brief Description of Duties		
Employer Name & Address						Employer's Telephone Number		Ext.		
Authorized Signature			Date		Fax Number		Email Address			

PART II						FOR INSURED TO COMPLETE			
Home Address (Street, City, State, Zip)					Gender: Male Female		Dominant Hand: Right Left		
Is this claim based on an accident? Yes No		Did injury occur at work? If "Yes," for whom were you working?			No		Yes		Date you were first unable to work because of this disability:
Date of Accident (if any)		Time	AM PM	How and where did accident happen?					
Name and Address of Attending Physician							Date you returned to work		
Are you receiving Unemployment Compensation benefits?				Yes		No			
Are you now receiving or eligible to receive as a result of this disability:		State Disability	Yes	No	If "Yes" give name and address of insurer, amount of income, date benefits began and ended.				
Social Security		Yes	No	No Fault Disability	Yes	No			
Worker's Compensation		Yes	No	Other	Yes	No			

**We are required to withhold federal income tax from any benefit payments upon your request. If benefits are taxable by your state, we will also withhold state income tax upon your request. We must also send a report to your employer at the end of each calendar year showing your name, social security number, any benefits paid and any taxes withheld. If you would like us to withhold any taxes, please indicate the dollar amount to be withheld each week:**

Federal Tax to be Withheld (\$20.00 Minimum per week, whole dollars only)  
State Tax to be Withheld (\$ 2.00 Minimum per week, whole dollars only)

**Any person who knowingly and with intent to injure Reliance Standard Life Insurance Company files a statement of claim or submits any information in conjunction with a claim containing fraudulent, false, misleading, incomplete or deceptive information commits a fraudulent insurance act, which is a crime. These actions will result in the denial of the claim, and are subject to prosecution under state and/or federal law. Reliance Standard Life Insurance Company will pursue any and all appropriate legal remedies arising from such fraudulent insurance acts.**

Insured's Signature		Date	Telephone Number		E-Mail Address		
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**AUTHORIZATION FOR USE IN OBTAINING INFORMATION**

NAME OF INSURED: \_\_\_\_\_

INSURED'S SSN: \_\_\_\_\_

POLICYHOLDER: \_\_\_\_\_

To all physicians and other health care professionals, hospitals, other health care institutions, insurers, medical, hospital and prepaid health plans, pharmacies, employers, group policyholders, contract holders, governmental agencies (including but not limited to the Social Security Administration), private and/or public benefit plan administrators, and/or attorney representatives, including but not limited to covered entities and business associates under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the accompanying regulations:

You are authorized to provide Reliance Standard Life Insurance Company and/or its authorized administrators with information concerning medical care, advice, and/or treatment provided to me, the above named Insured, and/or any employment, salary and/or benefit-related information concerning me, the above named Insured. I understand that the disclosure of information may include disclosure of protected health information under HIPAA and the accompanying regulations, information regarding treatment for mental illness, the human immunodeficiency virus (HIV) and/or the use of drugs and alcohol. I also understand that information used or disclosed pursuant to this authorization may be subject to redisclosure by the recipient and will no longer be subject to protection under HIPAA and the accompanying regulations. A statement of Reliance Standard Life Insurance Company's privacy policy is available at [www.rsli.com](http://www.rsli.com) or upon request.

I understand that any such information will be used for the purpose of evaluating my claim for benefits. Upon request, I understand that I am entitled to receive a copy of this Authorization. This Authorization is valid from the date signed for the duration of the claim, and may be revoked by me at any time upon written request to the address above. A reproduction of this Authorization shall be considered as valid as the original.

\_\_\_\_\_  
Date\_\_\_\_\_  
Insured's Signature**(If the Insured is unable to sign, an authorized person may sign.)**\_\_\_\_\_  
Date\_\_\_\_\_  
Authorized Person's Signature

Description of Authorized Person's authority to sign on behalf of Insured:

\_\_\_\_\_

**PART III ATTENDING PHYSICIAN'S STATEMENT (PLEASE ANSWER ALL QUESTIONS AND SIGN)**

Patients Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Diagnosis and Concurrent Conditions (including ICD-9 codes) \_\_\_\_\_

Surgical or Obstetrical Procedure \_\_\_\_\_

Current Medications \_\_\_\_\_

Frequency of Treatment  Weekly  Monthly  Other

Is condition due to injury or sickness arising from patient's employment?  Yes  No  
Has patient ever had same or similar symptoms?  Yes  No  
If Yes, when \_\_\_\_\_

Date symptoms first appeared or accident happened \_\_\_\_\_  
Date patient first consulted you for this condition \_\_\_\_\_  
Is patient still under your care for this condition?  Yes  No

If condition is due to pregnancy, give LMP and expected date of delivery. LMP \_\_\_\_\_  
Expected Date of delivery \_\_\_\_\_  
If patient hospitalized, give name of hospital \_\_\_\_\_  
Admission Date \_\_\_\_\_  
Discharge Date \_\_\_\_\_

Is patient able to perform his/her job?  Yes  No  
Date patient was continuously unable to work From \_\_\_\_\_ To \_\_\_\_\_

Estimate date patient should be able to return to work. \_\_\_\_\_  
Patient will be partially disabled From: \_\_\_\_\_ To: \_\_\_\_\_

**MENTAL CONDITION**

Is the patient competent to endorse checks and direct the use of the proceeds thereof?  Yes  No

COMPLETE THIS SECTION ONLY IF DISABILITY IS DUE TO CARDIAC CONDITION

**CARDIAC**

Functional Capacity (American Heart Ass'n)  Class 1 (no limitation)  Class 2 (slight limitation)  
 Class 3 (marked limitation)  Class 4 (complete limitation)

Blood Pressure and Dates \_\_\_\_\_

COMPLETE THIS SECTION ONLY IF DISABILITY IS DUE TO VISUAL IMPAIRMENT

**VISUAL IMPAIRMENT**

What was vision at last observation?		Snellen Notation			
		O.D.	O.S.	Month	Day
With Glasses		O.D.	O.S.	Month	Day 20
Without Glasses		O.D.	O.S.	Month	Day 20

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Physician's Name, Address, ZIP (Please Print or Type) \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_ Specialty \_\_\_\_\_

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_ Degree \_\_\_\_\_ Physician's Tax ID No. \_\_\_\_\_

**IMPORTANT: PLEASE ATTACH ALL MEDICAL RECORDS FROM THREE (3) MONTHS PRIOR TO DATE OF DISABILITY TO PRESENT.**