



The Standard<sup>®</sup>

Standard Insurance Company  
866.851.5505 Tel 402.328.4029 Fax  
PO Box 85508 Lincoln NE 68501-5508

**Leon County School Board  
Critical Illness Benefits  
Claim Instructions**

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### **Your Critical Illness Benefit Claim**

This packet contains the forms necessary to apply for Critical Illness 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 Critical Illness insurance coverage, refer to your group insurance certificate. The group policy and certificate are the ultimate authority for Critical Illness claim decisions.

### **How To Apply For Benefits**

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

#### **1. Employee’s Statement**

Answer all questions that apply to this Critical Illness Claim and attach any supporting documentation. Additional evidence may be required in order to determine payment of additional benefits under the group insurance 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.

#### **3. Attending Physician’s Statement**

Please complete Section A of the form and submit to your Attending Physician.

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

**You are responsible for making sure all required forms are completed and returned to our office.** If you have any questions, please contact your benefit administrator or call our customer service line at 866.851.5505.

**A. About the Insured**

Full Name		Employer/Company Name <b>Leon County School Board</b>	
Group Policy No. <b>164520</b>		Social Security No.	Date of Birth
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Phone No. ( )	Mailing Address	
City		State	ZIP

**B. About the Patient** – Check One  You  Spouse  Domestic Partner  Civil Union Partner  Child

If the Insured is the Patient, then you do not need to complete this section again.

Full Name		Social Security No.	
Phone No. ( )		Date of Birth	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female

**C. About the Critical Illness** - Please check the condition(s) that apply to the Patient's Critical Illness Claim. **Refer to your Group Certificate to determine what Critical Illness benefits are covered.**

Condition	Child Diseases	
<input type="checkbox"/> Cancer	<input type="checkbox"/> Anal Atresia	<input type="checkbox"/> Gastroschisis
<input type="checkbox"/> Carcinoma in Situ	<input type="checkbox"/> Anencephaly	<input type="checkbox"/> Hirschsprung's Disease
<input type="checkbox"/> Coronary Artery Bypass	<input type="checkbox"/> Biliary Atresia	<input type="checkbox"/> Hypoplastic Left Heart System
<input type="checkbox"/> End Stage Renal (Kidney) Failure	<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Infantile Hypertrophic Pyloric Stenosis
<input type="checkbox"/> Heart Attack	<input type="checkbox"/> Cleft Lip or Palate	<input type="checkbox"/> Muscular Dystrophy
<input type="checkbox"/> Major Organ Failure	<input type="checkbox"/> Club Foot	<input type="checkbox"/> Omphalocele
<input type="checkbox"/> Stroke	<input type="checkbox"/> Coarctation of the Aorta	<input type="checkbox"/> Patent Ductus Arteriosus (PDA)
	<input type="checkbox"/> Cystic Fibrosis	<input type="checkbox"/> Spina Bifida Cystica with Myelomeningocele
	<input type="checkbox"/> Diaphragmatic Hernia	<input type="checkbox"/> Tetralogy of Fallot
	<input type="checkbox"/> Down's Syndrome	<input type="checkbox"/> Transposition of the Great Arteries

Other Conditions (may vary by Group Certificate) \_\_\_\_\_

Date of diagnosis \_\_\_\_\_

Is this a Critical Illness for which you have previously filed a claim?  Yes  No

**D. About the Physician(s) and Hospital(s)** – Please provide the following information about the Patient's current treatment provider(s) for the Critical Illness claim. If treated by more than 2 providers, include the additional information on a separate sheet of paper.

Primary Care Physician Name		Specialty		Date of First Visit for this Condition	
Address		City		State	ZIP
Phone No. ( )		Fax No. ( )			

Treating Physician Name		Specialty		Date of First Visit for this Condition	
Address		City		State	ZIP
Phone No. ( )		Fax No. ( )			

Please list any recent hospital visit(s)/admission(s) for the Critical Illness claim. Include additional information on a separate sheet of paper if needed.

Hospital Name					
Date Admitted			Date Discharged		
Address		City		State	ZIP
Phone No. ( )		Fax No. ( )			

**E. Additional Benefits Claimed** – Please note the availability of additional covered benefits depends upon your group certificate.

- Lodging Benefit – provide copies of receipts for lodging
- Transportation Benefit – provide copies of receipts for travel or provide mileage here if traveled by personal car \_\_\_\_\_

**F. Acknowledgement**

I hereby certify that the answers I have made to the foregoing questions are both complete and true to the best of my knowledge and belief. I acknowledge that I have read the fraud notices on page 4 of this Claim Packet.

Signature of Insured Member \_\_\_\_\_ Date \_\_\_\_\_

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 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 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 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 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.

**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.

**Leon County School Board  
Standard Insurance Company  
Authorization to Obtain and Release Information**

This authorization applies to the records of \_\_\_\_\_ who is hereinafter referred to as “Individual”.  
(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 (including Standard Benefit Administrators) (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 signature is provided by legal representative (e.g., Attorney in Fact, Guardian, Conservator, Personal Representative, Executor), please attach documentation of legal status.

**Leon County School Board  
Standard Insurance Company  
Authorization to Obtain and Release Information**

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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.

**Instructions**

- Insured to complete section A and submit to Attending Physician for completion.
- Attending Physician to complete sections B and C.
- 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 Information**

Full Name	Employer/Company Name <b>Leon County School Board</b>	Group Policy No. <b>164520</b>	
Social Security No.	Date of Birth	Phone No. (    )	
Mailing Address	City	State	ZIP

**Patient's Information**

Full Name	Social Security No.	Date of Birth	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
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Patient's relationship to Insured:  Self  Spouse  Domestic Partner  Civil Union Partner  Child

**B. About the Condition(s) Causing the Critical Illness and Treatment** – to be completed by Attending Physician.  
 The Patient is responsible for obtaining a complete form without expense to The Standard.

Please check the condition(s) that apply to this Patient and attach supporting documentation, such as test results, clinical diagnoses, imaging results, operative reports, pathology reports and/or your detailed medical statement.

Condition	Child Disease
<input type="checkbox"/> Advanced Alzheimer's Disease	<input type="checkbox"/> Anal Atresia
<input type="checkbox"/> Advanced Multiple Sclerosis	<input type="checkbox"/> Anencephaly
<input type="checkbox"/> Advanced Parkinson's Disease	<input type="checkbox"/> Biliary Atresia
<input type="checkbox"/> Amyotrophic Lateral Sclerosis (ALS)	<input type="checkbox"/> Cerebral Palsy
<input type="checkbox"/> Benign Brain Tumor	<input type="checkbox"/> Cleft Lip
<input type="checkbox"/> Bone Marrow Transplant	<input type="checkbox"/> Cleft Palate
<input type="checkbox"/> Cancer	<input type="checkbox"/> Club Foot
<input type="checkbox"/> Carcinoma in Situ	<input type="checkbox"/> Coarctation of the Aorta
<input type="checkbox"/> Coma	<input type="checkbox"/> Cystic Fibrosis
<input type="checkbox"/> Coronary Artery Bypass	<input type="checkbox"/> Diaphragmatic Hernia
<input type="checkbox"/> End Stage Renal Failure	<input type="checkbox"/> Down's Syndrome
<input type="checkbox"/> Loss of Hearing	<input type="checkbox"/> Gastroschisis
<input type="checkbox"/> Loss of Sight	<input type="checkbox"/> Hirschsprung's Disease
<input type="checkbox"/> Loss of Speech	<input type="checkbox"/> Hypoplastic Left Heart System
<input type="checkbox"/> Major Organ Failure	<input type="checkbox"/> Infantile Hypertrophic Pyloric Stenosis
<input type="checkbox"/> Myocardial Infarction	<input type="checkbox"/> Muscular Dystrophy
<input type="checkbox"/> Occupational Hepatitis	<input type="checkbox"/> Omphalocele
<input type="checkbox"/> Occupational HIV	<input type="checkbox"/> Patent Ductus Arteriosus (PDA)
<input type="checkbox"/> Paralysis	<input type="checkbox"/> Spina Bifida Cystica with Myelomeningocele
<input type="checkbox"/> Stroke	<input type="checkbox"/> Tetralogy of Fallot
	<input type="checkbox"/> Transposition of the Great Arteries

Primary Diagnosis \_\_\_\_\_

Date of Diagnosis \_\_\_\_\_

Date first consulted for this condition \_\_\_\_\_ Reported date of first symptoms \_\_\_\_\_

Has the patient been hospitalized?  Yes  No

If Yes, give Admission Date \_\_\_\_\_ Discharge Date \_\_\_\_\_

Name of Facility/Hospital where this patient was treated (including City and State) \_\_\_\_\_

Has this patient been treated for this same or similar condition prior to this occurrence?  Yes  No

If Yes, please provide diagnosis, dates of treatment and names of other medical providers. Include additional information on a separate sheet of paper if needed \_\_\_\_\_

**C. Attending Physician Information, Acknowledgement and Signature**

Name of Physician \_\_\_\_\_ Specialty \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**Acknowledgement**

I hereby certify that the answers I have made to the foregoing questions are both complete and true to the best of my knowledge and belief. I acknowledge that I have read the fraud notice on page 9 of this form.

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_



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**ALABAMA, MARYLAND AND RHODE ISLAND RESIDENTS**

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**DISTRICT OF COLUMBIA RESIDENTS**

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**ALL OTHER RESIDENTS**

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