TRUSTED 200 YEARS THE HARTFORD

How to File a Claim

FILE A CLAIM WITH CONFIDENCE.

Drexel University College of Medicine

Policy # 398348

Your disability and/or leave of absence program is managed by The Hartford,[1] a leader in disability and leave services. It's a user-friendly benefit that provides essential support services while you're away from your workplace.

The Hartford makes it easy to file a claim. Just follow these steps.

STEP 1 Know when it's time to file.

If you're absent from work, we can advise you on when to file your claim. If your absence is scheduled, such as an upcoming hospital stay, simply call us prior to your last day at work. If unscheduled, please call us at your earliest convenience.

STEP 2 Have this information ready.

- Name, address, phone number, and other key identification information.
- Name of your department and last day of active full-time work.
- Your manager's name and phone number.
- The nature of your claim.
- Your treating physician's name, address, and phone and fax numbers.

STEP 3 Make the call or visit us online.

With your information handy, call The Hartford at 1-888-485-7332. We're open between 8 am and 8 pm ET from Monday-Friday. You'll be assisted by a nurse with an average 20 years of clinical experience. Your nurse has the expertise to answer questions, tell you what to expect next, and guide you through the disability process. Your nurse can also talk to your doctor directly if necessary. So feel free to share your concerns.

Prefer to file your claim online? Go to TheHartfordAtWork.com, 24/7.

PLEASE CUT

TO FILE A CLAIM, CALL THIS NUMBER:

1-888-485-7332
8 am - 8 pm ET, Monday-Friday
Or, file online at
TheHartfordAtWork.com

TRUSTED 200 YEARS THE HARTFORD

If you're absent from work we can advise you on when to file a claim. If your absence is scheduled, such as an upcoming hospital stay, you may call prior to your last day of work. If unscheduled, please call us at your earliest convenience.

Expertise without equal.
Benefits without burden.

TRUSTED 200 YEARS
THE HARTFORD

Get supportive assistance.

Even after your claim has been filed, we may be in touch to check your progress, answer questions or obtain additional information from you. Our goal is to offer a smooth and hassle free experience–from your first benefits payment to your first day back at work. Feel free to also call us with anything that's on your mind. We're here to help.

Relax and stay positive.

You have the assurance of our knowledge, expertise, and understanding of what you are going through. We're with you all the way, so you can receive the benefits you qualify for and get back to your life.

Quick facts.

The Hartford's goal is to get you through your time away from work with dignity and the best care possible. Keep the card below in a safe place for future use. We'll be there when you need us.

US PARALYMPICS
Founding Partner

[1] The Hartford® is The Hartford Financial Services Group, Inc. and its subsidiaries, including issuing companies Hartford Life Insurance Company and Hartford Life and Accident Insurance Company. Policies sold in New York are underwritten by Hartford Life Insurance Company. Home office of both companies is Simsbury, CT.

Expertise without equal.
Benefits without burden.

B-1130 NS 10/09 Printed in the USA ©2009 The Hartford, Hartford, CT 06115

WHEN YOU CALL OR FILE ONLINE, THE HARTFORD WILL ASK YOU TO PROVIDE:

- Name, address, phone number, and other key identification information.
- Name of your department and last day of active full-time work.
- Your manager's name and phone number.
- The nature of your claim.
- Your treating physician's name, address, and phone and fax numbers.

PLEASE CUT