

From: \_\_\_\_\_  
No#of pages: \_\_\_\_\_  
Or Mail to:  
P.O. Box 100195  
Columbia SC 29202-3266



# Universal Claim Form



**Fax this direction.**

**Please be sure to send the following Information:**

- ✓ **Medical Documentation for your condition**
- ✓ **Diagnosis (ICD9) codes,**
- ✓ **Signed and dated authorization**

**OPTIONAL SERVICE RELEASE AGREEMENT** – Please initial below for optional services. Any other marks used (check mark, x, etc.) will not be considered as authorization and will be processed as blank.

**I authorize Colonial Life to facilitate processing this claim by releasing its details to the individual inquiring on my behalf. Leave blank if you do not want anyone accessing your claim information.**

\_\_\_\_\_ sales representative                      \_\_\_\_\_ plan administrator

\_\_\_\_\_ spouse, family member or significant other

\_\_\_\_\_ I want Colonial Life to update me on the status of my claim through electronic messaging at my home phone number indicated on this form. Messages will be left with anyone that answers the phone or on my answering machine. To avoid blocked calls, I should program the number 1.800.325.4368 into my phone.

\_\_\_\_\_ Yes, I want **ALL** payment(s) for this claim sent by overnight delivery. I understand payment(s) under \$100.00 cannot be sent overnight and an \$18.00 fee, which is subject to rate increases by carrier and **does not include weekend delivery**, will be deducted from my claim payment(s). **We are unable to overnight mail to a P.O. Box and you must notify us in writing to discontinue this service.**

## **\*WELLNESS/HEALTH SCREENING**

If you wish to file a **Wellness/Cancer Screening claim for a test performed within the past 12 months**, you'll need to submit the type and date of the test performed as well as your doctor's name and phone number. We also need to know if this is for you or another covered individual and their name and social security number. If you file by telephone or internet please retain a copy of the medical information and/or your receipt if needed for further verification..

**You may:**

• **FILE BY PHONE!** Call **1.800.325.4368** and provide the information requested by our Automated Voice Response System, 24 hours per day, 7 days a week, **or**

• **SUBMIT ON THE INTERNET** using the Wellness Claim Form at **coloniallife.com**, **or**

• Write your name, address, social security number and/or policy/certificate number on your bill and indicate "**Wellness Test.**"

**FAX** this to us at **1.800.880.9325** **or MAIL** to P.O. Box 100195, Columbia SC 29202.

**If your Wellness/Cancer Screening test was more than one year ago**, you must fax or mail us a copy of the bill or statement from your doctor indicating the type of procedure performed, the charge incurred and the date of service. Please write your full name, social security number, and current address on the bill.

**Please note: If your cancer policy includes a second part to the screening benefit, bills for tests covered and a copy of the diagnostic report (reflecting the abnormal reading of your first test) must be mailed or faxed to us for benefits to be provided.**

## **\*CANCER**

Please complete the sections that apply to your coverage.

• For **Internal Cancer** – **Attach** a copy of the **pathology report** from your *initial* diagnosis.

• Attach copies of itemized statements for all medical expenses incurred relating to the diagnosis and treatment of your malignancy.

Please clearly write your name and social security number on each bill.

• For **Skin Cancer** – Attach a copy of your pathology report for *each date of service* a lesion was biopsied and/or removed. Also, please include a copy of your itemized bills that provide the surgical procedure code(s) and charges for each lesion removed. This information should provide all doctors complete names, mailing addresses and telephone numbers.

• **Transportation and Lodging** – Please review your policy to determine what expenses are covered. Send us a statement detailing your transportation and lodging expenses. This information should include mileage, where you traveled from and to, lodging receipts and medical verification of treatment for this time.

## **\*DISABILITY**

• **If you are claiming disability, please have your employer and doctor provide any applicable information under SECTIONS 4 & 5.**

## Claim Fraud Statements

For your protection, the laws of several states, including Alaska, Arkansas, Delaware, Idaho, Indiana, Louisiana, Minnesota, New Hampshire, Ohio, Oklahoma, and others require the following statement to appear on this claim form.

**Fraud Warning :** Any person who knowingly, and with intent to injure, defraud, or deceive an insurance company, files a statement of claim containing any false, incomplete, or misleading information is guilty of insurance fraud, which is a felony.

**Arizona Residents :** For your protection Arizona law requires the following statement to appear on this form: Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.

**California, Rhode Island, Texas and West Virginia Residents :** For your protection, California, Rhode Island, Texas and West Virginia law requires the following to appear on this form: Any person who knowingly presents 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 a 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 and Maryland 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 any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

**Kentucky :** For your protection, Kentucky law requires the following to appear on this form: Any person who knowingly and with intent to defraud any insurance company or other person files a 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.

**Maine, Tennessee, Virginia and Washington Residents :** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.

**New Jersey and New Mexico :** 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 a 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.

**Oregon Residents :** Any person who makes an intentional misstatement that is material to the risk may be found guilty of insurance fraud by a court of law.

**Puerto Rico Residents :** Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation with the penalty of a fine of not less than five thousand (5,000) dollars and not more than ten thousand (10,000) dollars, or a fixed term of imprisonment for three (3) years, or both penalties. If aggravating circumstances are present, the penalty thus established may be increased to a maximum of five (5) years; if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

**CERTIFICATION**

**Policy owner's Name** \_\_\_\_\_ **Social Security #** \_\_\_\_\_

I have checked the answers on this claim form and they are correct. I certify under penalty of perjury that my correct social security number is shown on this form. I acknowledge that I received the Claim Fraud Statements on page 2 of this form and that I read the statement required by the State Department of Insurance for my state, if my state was listed on the form. **Fraud Warning: Any person who knowingly and with intent to defraud any insurance company or other person files a 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.**

**Please remember to also sign and date the attached authorization required to process your claim.**

X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_  
 Claimant's Signature Policy owner's Signature Date (MM/DD/YYYY)

**\*\*Please check the type of claim you are filing for below:**

- Accident  Disability  Cancer  Routine Pregnancy  Wellness  Hospital Confinement

*If your name has changed, please attach a copy of legal documentation (i.e. marriage certificate or driver's license)*

Section 1 To be completed by Policy owner		
Claimant name <input type="checkbox"/> Male <input type="checkbox"/> Female	Birth Date	Claimant Social Security Number
Relationship to Policy Owner: <input type="checkbox"/> spouse <input type="checkbox"/> dependent <input type="checkbox"/> self <input type="checkbox"/> domestic partner		
Policy owner (First, Last)	Birth Date	Social Security Number
Mailing Address (Street or PO Box)		(Apartment/Unit/Lot number)
(City)	(State)	(Zip)
Home telephone number ( )		Work telephone number( )
Policy owner e-mail address		
<u>Treating Doctor's Name</u>	Phone Number	Fax Number
Address (Street)	(City)	(State) (Zip Code)
<u>Primary Doctor's Name</u>	Phone Number	Fax Number
Address (Street)	(City)	(State) (Zip Code)
<u>Referring Doctor or Hospital Name</u>	Phone Number	Fax Number
Address (Street)	(City)	(State) (Zip Code)
<u>Referring Doctor or Hospital Name</u>	Phone Number	Fax Number
<b>Section 2 TO BE COMPLETED BY POLICY OWNER</b>		
<b>ACCIDENTAL INJURY-</b> please complete and attach itemized copies of any related bills including doctor, ambulance, emergency room, hospital, and/or rehabilitation unit. Bills should include diagnosis information from your medical provider.		
Date the accident occurred (not when it was treated)  _____ (MM/DD/YYYY)	Have you been treated for the same or similar condition prior to this occurrence?  ___Yes ___No If yes, when? _____ (MM/DD/YYYY)	
Check One: <input type="checkbox"/> On-Job <input type="checkbox"/> Off-Job		
Description of accident (if auto accident, attach a copy of the traffic report)		

Claimant Name	Social Security Number
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**Section 3 Hospital Confinement/Hospital Intensive Care Unit Confinement Benefits**  
 Refer to your certificate for required proof of loss requirements. Ask your medical provider to complete the following section. **Include a copy of the hospital bill(s) showing the admission and discharge dates, the daily room charge(s) and the medical expenses incurred. Please send a copy of the anesthesiology bill if outpatient surgery was performed.**

Hospital Name	Phone Number : ( )
Hospital Address: (Street) (City) (State)	(Zip Code)
Admitting Doctor's Name :	Phone Number : ( )
Admitting Doctor's Address: (Street) (City) (State)	(Zip Code)

Hospital Confinement Dates : From \_\_\_\_\_ To \_\_\_\_\_  
 (MM/DD/YYYY) (MM/DD/YYYY)

Intensive Care Unit Confinement Dates : From \_\_\_\_\_ To \_\_\_\_\_  
 (MM/DD/YYYY) (MM/DD/YYYY)

Rehabilitation Unit : From \_\_\_\_\_ To \_\_\_\_\_  
 (MM/DD/YYYY) (MM/DD/YYYY)

Surgery/Inpatient : From \_\_\_\_\_ To \_\_\_\_\_  
 (MM/DD/YYYY) (MM/DD/YYYY)

Procedure Description/Procedure Code :

Surgery/Outpatient : From \_\_\_\_\_ To \_\_\_\_\_  
 (MM/DD/YYYY) (MM/DD/YYYY)

Procedure Description/Procedure Code :

Admitting Diagnosis/ICD-9 Code :	Secondary Diagnosis/ICD-9 Codes :
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Date(s) of Doctor Office Visit(s) following outpatient surgery :  
 \_\_\_\_\_  
 (MM/DD/YYYY) (MM/DD/YYYY) (MM/DD/YYYY)

If hospital confinement is for pregnancy or pregnancy complications, please provide the date the pregnancy was diagnosed  
 \_\_\_\_\_  
 (MM/DD/YYYY)

Date of delivery : \_\_\_\_\_ Type of delivery : \_\_\_ Vaginal \_\_\_ C-section Procedure Code for delivery \_\_\_\_\_  
 (MM/DD/YYYY)

Referring Doctor's Name:	Phone Number : ( )
Referring Doctors Address: (Street) (City) (State)	(Zip Code)

**FRAUD NOTICE: Any person who knowingly files a statement of claim containing false or misleading information is subject to criminal and civil penalties. This includes Attending Physician portions of the claim form.**

Doctor's Signature (completing this form): \_\_\_\_\_ Date : \_\_\_\_\_  
 (MM/DD/YYYY)

Tax ID or SSN : \_\_\_\_\_ Phone Numbers: ( ) Fax Number: ( )

Claimant Name		Social Security Number	
<b>SECTION 4 TO BE COMPLETED BY PHYSICIAN (Fill this section out for all claims)</b>			
Patient's name		Patient's DOB	
What primary condition prevents the patient from working?			
Symptoms:		Objective Findings:	
Date first treated for this condition _____ (MM/DD/YYYY)		If pregnancy, what is EDC? _____ (MM/DD/YYYY)	
Is condition due to accident? ___ Yes ___ No      If yes, date and description of accident.			
Are any secondary conditions preventing the patient from working? ___ Yes ___ No		If yes, what are these secondary conditions?	
When did symptoms first appear? _____ (MM/DD/YYYY)	Date of new patient consultation _____ (MM/DD/YYYY)	Date of patient's last visit. _____ (MM/DD/YYYY)	
List any test(s) performed and submit a copy of the results.		List any surgeries performed with the date and procedure code.(CPT) (Attach a copy of the operative report)	
Restrictions (What the patient SHOULD NOT DO)			
Limitations (What the patient CANNOT DO)			
How soon do you expect significant improvement in the patient's medical condition? ___ 1-2 months ___ 3-4 months ___ 5-6 months ___ more than 6 months			Expected return to work _____ (MM/DD/YYYY)
Dates unable to work (full-time): From: _____ (MM/DD/YYYY) To: _____ (MM/DD/YYYY)	Dates unable to work (part-time): From: _____ (MM/DD/YYYY) To: _____ (MM/DD/YYYY)	Actual date released to return to work _____ (MM/DD/YYYY)	
Does this patient have permanent restrictions/limitations? ___ Yes ___ No	If not employed, list dates of house confinement: From _____ To _____ (MM/DD/YYYY) (MM/DD/YYYY)	<b>House Confinement means you are kept at home by your condition. "At Home" means in your house or yard. However you may follow your doctor's orders, even if it means leaving home.</b>	
Please check the activities of daily living that the patient is unable to perform: ___ dressing ___ eating ___ meal preparation ___ toileting ___ continence ___ bathing ___ transferring			
Date(s) of office visit (Last 3 Months)		How often do you see the patient?	
Have you referred patient for other types of consultations? ___ Yes ___ No		Name and address of Specialist	
Dates of Hospitalization (Last 3 months)		Name and Address of Hospital	
<b>FRAUD NOTICE: Any person who knowingly files a statement of claim containing false or misleading information is subject to criminal and civil penalties. This includes Attending Physician portions of the claim form.</b>			
Signature of Physician		Date _____ (MM/DD/YYYY)	Physician's Specialty
Telephone number ( )	Fax Number ( )	Tax ID or SSN	
Physician/Group Name		Patient Account Number	
Mailing Address		Do you accept Medical Records request by Fax? ___ Yes ___ No	
Was patient referred to you by another physician? ___ Yes ___ No		Do you have authorization on file to release information to Colonial Life? ___ Yes ___ No	
Provide the following information for referring doctor. Name:		Telephone number ( )	
Mailing Address		Fax number ( )	

Claimant Name _____	Social Security Number _____
<b>SECTION 5 TO BE COMPLETED BY EMPLOYER</b> (This section is for Disability claims Only)	
Employee name _____ Hire date _____ Average number of scheduled hours per week _____	Date last worked _____ (MM/DD/YYYY) Dates employee unable to work (Full-time) From _____ AM/PM To _____ AM/PM (MM/DD/YYYY) (MM/DD/YYYY)
Date sick leave was exhausted _____ (MM/DD/YYYY) Dates approved for FMLA (if eligible) From _____ To _____ (MM/DD/YYYY) (MM/DD/YYYY) Date employment terminated _____ (MM/DD/YYYY)	Was employee at work when the accident or sickness occurred? ___ Yes ___ No Is a Workers' Compensation claim being filed? ___ Yes ___ No Name and phone number of Workers' Compensation carrier: _____
For hourly employees: Hourly rate of pay _____ Hours worked per week _____	For salaried employees: Annual salary _____
If salary includes commissions, attach a breakdown commissions for the twelve months prior to date last worked.	
Date returned to work: Full-time _____ Part-time _____/Hours per week _____ (MM/DD/YYYY) (MM/DD/YYYY)	Expected return to work _____ (MM/DD/YYYY)
Employee's job title: _____	
Employee's duties include: _____	
Lifting <input type="checkbox"/> Less than 15 lbs. <input type="checkbox"/> 15 to 44 lbs. <input type="checkbox"/> over 45 lbs.	
Stooping/bending <input type="checkbox"/> none <input type="checkbox"/> seldom <input type="checkbox"/> frequent	
Crawling/kneeling <input type="checkbox"/> none <input type="checkbox"/> seldom <input type="checkbox"/> frequent	
Reaching/pulling/pushing <input type="checkbox"/> none <input type="checkbox"/> seldom <input type="checkbox"/> frequent	
Repetitive motion <input type="checkbox"/> none <input type="checkbox"/> seldom <input type="checkbox"/> frequent	
Management Duties <input type="checkbox"/> none <input type="checkbox"/> seldom <input type="checkbox"/> frequent	
Sitting (number of hours each day): _____ Standing (number of hours each day) _____	
Walking (number of hours each day): _____ Climbing Stairs/Ladders (number of hours each day) _____	
Who should we contact for updates on return to work status? Name/Phone/Email _____	
<b>FRAUD NOTICE: Any person who knowingly files a statement of claim containing false or misleading information is subject to criminal and civil penalties. This includes Employer and Attending Physician portions of the claim form.</b>	
Signed by _____	Title _____
Print name _____	Date _____ (MM/DD/YYYY)
Telephone Number( ) _____	Fax Number( ) _____
Email Address _____	

### Authorization for Colonial Life & Accident Insurance Company

For the purpose of evaluating my eligibility for insurance and eligibility for benefits under an existing policy/certificate including checking for and resolving any issues that may arise regarding incomplete or incorrect information on my application or claim forms, I hereby authorize the disclosure of the following information about me and, if applicable, my dependents, from the sources listed below to Colonial Life & Accident Insurance Company (Colonial Life) and its duly authorized representatives.

Health information may be disclosed by any health care provider or institution, health plan or health care clearinghouse that has any records or knowledge about me including prescription drug database or pharmacy benefit manager, or ambulance or other medical transport service. Health information may also be disclosed by any insurance company, Medicare or Medicaid agencies or the Medical Information Bureau (MIB). Health information includes my entire medical record and insurance claim history but does not include psychotherapy notes. Non health information including earnings or employment history or any other facts deemed appropriate by Colonial Life to evaluate my application or claim forms may be disclosed by any entity, person or organization that has these records about me, including but not limited to my employer, employer representative and compensation sources, insurance company, financial institution or governmental entities including departments of public safety and motor vehicle departments. Any information Colonial Life obtains pursuant to this authorization will be used for the purpose of evaluating and administering my claim for benefits. Some information obtained may not be protected by certain federal regulations governing the privacy of health information, but the information is protected by state privacy laws and other applicable laws. Colonial Life will not disclose the information unless permitted or required by those laws.

This authorization is valid for two (2) years from its execution or the duration of my claim, whichever is earlier and a copy is as valid as the original. I know that I or my authorized representative may request a copy of this authorization and access to this information. This authorization may be revoked by me or my authorized representative at any time except to the extent Colonial Life has relied on the authorization prior to notice of revocation or has a legal right to contest coverage under the contract or the contract itself. If revoked, Colonial Life may not be able to evaluate my claim or eligibility for benefits. I may revoke this authorization by sending written notice to: Colonial Life & Accident Insurance Company, Claims Department, P. O Box 100195, Columbia, SC 29202-3195.

You may refuse to sign this form; however, Colonial Life may not be able to evaluate and administer your claim. I am the individual to whom this authorization applies or that person's legal Guardian, Power of Attorney Designee, Conservator, Beneficiary or personal representative.

X \_\_\_\_\_ XXX-XX-\_\_\_\_\_  
(Signature) (Social Security Number — last 4 digits) (Date of Birth)

\_\_\_\_\_  
(Printed name of individual subject to this disclosure) (Date Signed)

If applicable, I signed on behalf of the insured as \_\_\_\_\_ (indicate relationship).  
If legal Guardian, Power of Attorney Designee, Conservator, Beneficiary or personal representative.

\_\_\_\_\_  
(Printed name of legal representative) (Signature of legal representative) (Date Signed)