

# The Standard®

Standard Insurance Company PO Box 2800 Portland OR 97208 800.368.2859 Tel 800.378.6053 Fax DiMartino Associates 1325 Fourth Avenue Suite 1705 Seattle WA 98101 206.623.2430 Tel 206.957.5145 Fax

# Washington State Council of Fire Fighters Long Term Disability Benefits Claim Packet Instructions

## Your Disability Benefit Claim

This packet contains the forms necessary to apply for Long Term Disability 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.

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

The Long Term Disability Benefits application includes claim forms and an Authorization.

### 1. The Employee's Statement

- Answer every question completely. Be sure to use the appropriate section for injury, sickness or pregnancy. If a question does not apply to you write "NA".
- Use an additional page, if necessary, to give full and complete answers.
- Attach copies of any Social Security, Public Employees Retirement System, Workers' Compensation or other
  benefit determinations you have received. If you have applied for any other benefits but have not yet received
  them, please send a copy of the application receipt. This information is needed to accurately calculate your
  monthly benefits. If you are unable to make copies of these documents please send the originals. We will
  photocopy and return them to you promptly.
- Sign and date the Authorization form and send it, along with the claim forms, to either DiMartino Associates or to The Standard. **An unsigned or undated statement will be returned to you.**

# 2. The Authorization to Obtain and Release Information The Authorization to Obtain and Release Psychotherapy Notes

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 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.

If you have seen or been treated by a Psychiatrist, Psychotherapist, Psychologist, Clinical Social Worker (MSW, MCSW, etc.), or any other provider of treatment for a mental condition, please sign and return the Authorization to Obtain and Release Information *and* the Authorization to Obtain and Release Psychotherapy Notes.

You will receive copies of these Authorizations upon your request.

### 3. The Attending Physician's Statement

- Part A should be completed by you.
- Part B should be completed by your physician. If you have seen more than one physician for your disability, a statement should be completed by each physician. You may request additional forms from your employer. Your physician(s) should mail 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 800.368.1135.

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Washington State Council of Fire Fighters Long Term Disability Insurance Employee's Statement

Please type or print. Form may be returned for unanswered questions.

-	Claimant	

1. Claimant			
Full Name	Social	Security No.	
Address	City		State ZIP
Phone No. ()			
Birthdate	Se	ex	Height Weight
Name of Spouse	Birthd	ate	
No. of Dependent Children Birthdate of youngest depende	nt child?	_	
Did you receive a Certificate of Insurance?   Yes   No Did you receive a Certificate of Insurance or Brochure, please con	ceive a Brochure?		
2. Employment			
Name of Employer			
Address	Police	cy Number	
City State ZI	P	☐ Washington State Council	of Fire Fighters - #771100
Phone No. ( )		☐ WSCFF Custom Plan:	3
State your job title and describe your duties at work.			
Is your disability work-related?	te of Injury		
Have you filed a Workers' Compensation claim? ☐ Yes ☐ No If you	es, W.C. claim number		
Last full day at work			
Date you became unable to work at your occupation as a result of disability _			
Are you now working at, or have you worked at, your occupation or any other	occupation since the date	of your injury? ☐ Yes ☐ N	0
If yes, list names of employers, addresses, telephone numbers, and dates of $\boldsymbol{\varepsilon}$	employment.		
Are you self-employed at any activity? $\ \square$ Yes $\ \square$ No			
Date you resumed part-time work Wo	rk Phone ()_	E	Extension
Date you resumed full-time work Wo	rk Phone () _		Extension
3. Sickness Please list all illnesses which contribute to you	er being unable to we	rk at your occupation.	
Illness			Date First Noticed
Illness			Date First Noticed
State what you believe caused your illness.			
Describe your symptoms			
Have you ever had the same condition or a related illness before?   Yes	_	e	

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				1 /
Claimant's Name				
4. Injury				
Describe Injuries				
Time, Date and Location	on of Injuries.			
5. Pregnancy				
	ase work		Expected delivery date	
	reseeable complications		Expedica retain to work date _	
6. Attending P	hysician List al	l physicians consulted for this inju	ry or illness. Use separate	sheet, if needed.
Physician's Name		Specialty		Phone No. ()
Street Address				Fax No. ()
City				State ZIP
Date first consulted for	this injury or illness		Date last consulted	
Physician's Name		Specialty		Phone No. ()
Street Address				Fax No. ()
City				State ZIP
Date first consulted for	this injury or illness		Date last consulted	
Physician's Name		Specialty		Phone No. ()
Street Address				Fax No. ()
City				State ZIP
Date first consulted for	this injury or illness		Date last consulted	
7. Hospital If	you were hospitaliz	xed for this condition, please comp	lete. Please attach copy of	hospital bill if available.
		Address		<del>-</del>
		Reason for Hospitalization		
		Reason for Hospitalization		
Q History I:				
Ailment	Date	Physician's Name		years. Use separate sheet if needed.  mplete Address

Have you applied for or are you receiving

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**Amount Received** 

Monthly

**Effective** 

Date

Claimant's Name

benefits from:

### 9. Deductible Income/Benefits From Other Sources

Your Group Disability plan is designed so that the income you receive from Standard Insurance Company and other sources (e.g., Social Security, Workers' Compensation, retirement system, and other income or benefits as described in your Group Policy as deductible income or benefits) combined will provide you with a percentage of predisability earnings, as defined in your Group Policy. Please review your Group Policy to determine how receipt of or eligibility for deductible income or benefits may impact your disability benefits. Please review your obligation to keep Standard Insurance Company informed of your application for and receipt of deductible income or benefits. Additionally, your Group Policy may allow Standard Insurance Company to reduce your disability benefit by estimated deductible income or benefits you are eligible to receive even if you have not applied for them. If your Group Policy states that Social Security benefits will be "deemed payable" even if not received, we will deduct from your disability benefit an estimated Social Security benefit for you and your dependents, based on your Social Security wage record. Please also understand that when deductible income or benefits are awarded you may receive a retroactive award (earlier date) and payment. This retroactive payment may result in an overpayment of your disability benefits because you would receive deductible income or benefits for a period during which you already have received disability benefits from Standard Insurance Company.

Receiving

Yes No

**Date Applied** 

Applied

		1				,	,	
a. Social Security								
b. Workers' Compensation								
c. State Disability Insurance								
d. Retirement or Pension (Employer, PERS, September 2)		c.) 🗆 🗆						
e. Other(e.g., unemployment or union benefits,								
Please send copies of any letters or notices	approving or o	lenying benefits.						
10. Vocational Complete the	following	and/or attach a	ı resume.					
Education level	Yes No	If no, last grad	de attende	ed.				
Grade School Graduate								
High School Graduate								
GED								
College Graduate		Degree	Degree Major					
Post Graduate		Degree	Degree Major					
Have you attended any trade schools or r	received other	special training?	☐ Yes ☐	No If	yes, please describe	).		
Work Experience: Complete the follow	wing starting	with your most re	ecent work	exper	ence.			
Job Title & Employer		Dates of Employment		Duties			Last Salary	
1.	Fro To:							
2. From To:								
3. From To:								
4. From To:								
5. From To:								
11. Acknowledgement	1		-				'	

Signature

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

Date

belief. I acknowledge that I have read the applicable fraud notice on page 5 of this form.

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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.

### I AUTHORIZE THESE PERSONS having any records or knowledge of me or my health:

- Any physician, medical practitioner or health care provider.
- Any hospital, clinic, pharmacy or other medical or medically related facility or association.
- Kaiser Permanente.
- Any insurance company or annuity company.
- Any employer, policyholder or plan sponsor.
- Any organization or entity administering a benefit or leave program (including statutory benefits) or an 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, 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 and all other medical information about me, including medical history, diagnosis, testing and test results. Prognosis and treatment 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.

#### and:

SI 3379

Any non-medical information requested about me, including such things as 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, THE STANDARD BENEFIT ADMINISTRATORS AND THEIR AUTHORIZED REPRESENTATIVES (referred to as "The Companies", individually and collectively), AND MY EMPLOYER'S ABSENCE MANAGEMENT PROGRAM ADMINISTRATOR ("Absence Manager").

- I acknowledge that any agreements I have made to restrict my protected health information do not apply to this authorization and I instruct the persons and organizations identified above to release and disclose my entire medical record without restriction.
- I understand that each of The Companies and Absence Manager will gather my information only if they are administering or deciding my disability or leave of absence claim(s), and will use the information to determine my eligibility or entitlement for benefits or leave of absence.
- I understand that I have the right to refuse to sign this authorization and a right to revoke this authorization at any time by sending a written statement to The Companies and Absence Manager, except to the extent the authorization has been relied upon to disclose requested records. A revocation of the authorization, or the failure to sign the authorization, may impair The Companies and Absence Manager's ability to evaluate or process my claim(s), and may be a basis for denying or closing my claim(s) for benefits or leave of absence.
- I understand that in the course of conducting its business The Companies and Absence Manager may disclose to other parties information about me. They may release information to a reinsurer, a plan administrator, plan sponsor, or any person performing business or legal services for them in connection with my claim(s). I understand The Standard will not disclose medical information about me to the plan sponsor, policyholder, without my consent or unless required by law.
- I understand that The Companies and Absence Manager comply with state and federal laws and regulations enacted to protect my privacy. I also understand that the information disclosed to them pursuant to this authorization may be subject to redisclosure with my authorization or as otherwise permitted or required by law. Information retained and disclosed by The Companies and Absence Manager may not be protected under the Health Insurance Portability and Accountability Act [HIPAA].
- I understand and agree that this authorization as used to gather information shall remain in force from the date signed below: • For Standard Insurance Company, the duration of my claim(s) or 24 months, whichever occurs first.
  - For The Standard Life Insurance Company of New York, the duration of my claim(s) or 24 months, whichever occurs first.
  - For The Standard Benefit Administrators, the duration of my claim(s) administered by The Standard Benefit Administrators or 24 months, whichever occurs first.
  - For Absence Manager, 24 months.
- I understand and agree that The Companies and Absence Manager may share information with each other regarding my disability and leave of absence claim(s). This authorization to share information shall remain valid for 12 months from the date signed below.
- I acknowledge that I have read this authorization and the New Mexico notice on page 7. 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.
(F)	
Signature of Claimant/Representative	Date
If signature is provided by legal representative (e.g., Attorney in Fact, guardian or conservate	or), please attach documentation of legal status

(2/20)

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 your 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 your 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 you. 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 to be a protected person (a victim of domestic abuse who has notified Standard Insurance Company that you 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.

### I AUTHORIZE THESE PERSONS having any records or knowledge of me or my health:

- Any physician, medical practitioner or health care provider.
- Any hospital, clinic, pharmacy or other medical or medically related facility or association.
- Kaiser Permanente.
- Any insurance company.
- Any organization or entity administering a benefit or leave program (including statutory benefits)
- Any government agency (for example, Social Security Administration, Public Retirement System, Railroad Retirement Board, Workers' Compensation Board, etc.).

#### TO GIVE THIS INFORMATION:

• Notes recorded by a health care provider who is a mental health professional documenting or analyzing the contents of conversation(s) during a private counseling session or a group, joint, or family counseling session and that are separated from the rest of my medical record.

TO STANDARD INSURANCE COMPANY, THE STANDARD LIFE INSURANCE COMPANY OF NEW YORK, THE STANDARD BENEFIT ADMINISTRATORS AND THEIR AUTHORIZED REPRESENTATIVES (referred to as "The Companies", individually and collectively), AND MY EMPLOYER'S ABSENCE MANAGEMENT PROGRAM ADMINISTRATOR ("Absence Manager").

- I acknowledge that any agreements I have made to restrict my protected health information do not apply to this authorization and I instruct the persons and organizations identified above to release and disclose my entire medical record without restriction.
- I understand that each of The Companies and Absence Manager will gather my information only if they are administering or deciding my disability or leave of absence claim(s), and will use the information to determine my eligibility or entitlement for benefits or leave of absence.
- I understand that I have the right to refuse to sign this authorization and a right to revoke this authorization at any time by sending a written statement to The Companies and Absence Manager, except to the extent the authorization has been relied upon to disclose requested records. A revocation of the authorization, or the failure to sign the authorization, may impair The Companies and Absence Manager's ability to evaluate or process my claim(s), and may be a basis for denying or closing my claim(s) for benefits or leave of absence.
- I understand that in the course of conducting its business The Companies and Absence Manager may disclose to other parties information about me. They may release information to a reinsurer, a plan administrator, plan sponsor, or any person performing business or legal services for them in connection with my claim(s). I understand The Standard will not disclose medical information about me to the plan sponsor, policyholder, without my consent or unless required by law.
- I understand that The Companies and Absence Manager comply with state and federal laws and regulations enacted to protect my privacy. I also understand that the information disclosed to them pursuant to this authorization may be subject to redisclosure with my authorization or as otherwise permitted or required by law. Information retained and disclosed by The Companies and Absence Manager may not be protected under the Health Insurance Portability and Accountability Act [HIPAA].
- I understand and agree that this authorization as used to gather information shall remain in force from the date signed below:
  - For Standard Insurance Company, the duration of my claim(s) or 24 months, whichever occurs first.
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  - For Absence Manager, 24 months.
- I understand and agree that The Companies and Absence Manager may share information with each other regarding my disability and leave of absence claim(s). This authorization to share information shall remain valid for 12 months from the date signed below.
- I acknowledge that I have read this authorization and the New Mexico notice on page 9. 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.
(F)	
Signature of Claimant/Representative	Date
•	
If signature is provided by legal representative (e.g., Attorney in Fact, guardian or conservate	or), please attach documentation of legal status

### Washington State Council of Fire Fighters Authorization to Obtain and Release Psychotherapy Notes

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Upon written request you have the right to review your 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 you. 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.

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Part A. To Be Completed By Patient

Full Name	Social S	ecurity No
Other Names Used		
Address	City	State ZIP
Phone No. ()	Birthdate	Patient No
Occupation		
I returned to work: Date		
Part B. To Be Completed By Physician The purpose of this form is to help us determine whet impairment. Please include laboratory data and resurgical reports, hospital admitting history, physician The patient is responsible for the completion of this for Information	ther the clinical condition of your patient sults of special tests (X-rays, CAT scan, n discharge summaries, chart notes, and	EKG, etc.). Please attach copies of any pertinent narrative reports.
Primary Diagnosis: ICD Code ()  Secondary Diagnosis: ICD Code ()  Other diagnoses and ICD Codes related to this claim.  Symptoms		
Patient's Height Weight	BP BP	Pulse
	Right Arm	Left Arm Radial
Is condition primarily related to:  a. Patient's Employment		
		0.001
2. History  If patient was referred to you, indicate by whom  Has patient ever had same or similar condition?	No Ì Yes □ No	
Date patient first consulted you for <b>this</b> condition		
Dates of subsequent treatment		
Date of most recent visit		
If patient was hospitalized, please provide dates. Admitted		
Admitting Diagnosis		
Name of Hospital		<u> </u>
Address	City	State ZIP

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Claimant's Name			
3. Assessment			
Date you recommended patient should stop working	Why?		
Describe the patient's physical, mental and cognitive limitations and work activities.	ity limitations		
How long from today's date will the described limitations impair the patient?			
Is the patient competent to manage insurance benefits?  \( \text{Yes} \) No			
If no, is the patient competent to appoint someone to help manage the insurance	ce benefits? ☐ Yes ☐ No		
4. Treatment			
Planned course of treatment. Please include expected duration, surgeries, to	therapy, etc		
Medications prescribed: dosage, frequency and date of prescription(s).			
Let ather treating as referring abusining Continue on advanta have if use			
List other treating or referring physicians. Continue on separate page, if nec  Name	essary. Address		
1.	Address		
Phone No. ( )	City	State	ZIP
2.			
Phone No. ( )	City	State	ZIP
What reasonable work or job site modifications could the employer make to ass	sist the individual to return to work? Please specify.		
Assessment and treatment are complicated by:			
Malingering	_		
☐ Significant emotional or behavioral disorder such as: ☐ Depression ☐			
Exaggeration, inconsistent findings, subjective complaints out of proportion	,	ns.	
Dependence on drugs/medication. Please specify.			
Other Please describe.			
5. Prognosis			
Describe patient's condition since onset of symptoms:   Recovered Imp When do you expect a fundamental or marked change in patient's condition?		dition expected	to improve
State anticipated date or, Unable to determing	ne, follow up in months		
When do you anticipate the patient can return to work? State anticipated date			
Remarks		follow up	in months
6. Acknowledgement			
I hereby certify that the answers I have made to the foregoing belief. I acknowledge that I have read the applicable fraud no	g questions are both complete and true to tice on page 12 of this form.	the best of	my knowledge and
Physician's Signature		Date	
Physician's Name (Please Print)			
Address			ZIP
Physician's Taxpayer ID No.			

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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.