



Instructions on How to File a Short-Term Disability Claim

Step 1: Meet with Crystal Reeves to review the following:

- Verify your available Accumulated Sick Leave
- Verify Elimination Period and Benefit Percentage of STD Benefit
- Obtain the Mutual of Omaha Short Term Disability Claim Form

Step 2: Before you begin to complete the claim form, please have available the following information on hand:

- Basic personal information: Your name, address, birthdate, social security number, phone number and email address
- Your current job title and hire date
- Details on the illness, injury or pregnancy for which you are filing a claim, including symptoms and diagnosis. Be sure you note the date that symptoms began and if you've had these symptoms previously.
- Name and contact information for your doctor, hospital or clinic, including visit date

Step 3: The Mutual of Omaha Short Term Disability Claim form must be completed as follows:

- Section 1 – Employee Completes – Pages 1-3
- Section 2 – Employer's Statement is completed by your employer Page 4
- Section 3 – Attending Physician's Statement – Page 5 -6
 - You must give this to your physician to complete on your behalf
 - The physician will either give it back to you to submit along with the other sections of your claim or his office may submit it directly to the carrier for you.

Step 4: Once the Disability Form is completed, please forward to Campus Benefits at admin@campusbenefits.com . Campus Benefits will review your paperwork before submitting to Mutual of Omaha for processing.

Step 5: Mutual of Omaha will review your claim and contact you directly if they require additional information. This can take up to 10 business days.

Once Mutual of Omaha makes a decision on your claim, they will contact you by phone and by mail to give you the final outcome for your claim.