



Filing

a Short Term Disability Claim
by Telephone or on the Unum Website



Warren County Public Schools

Short Term Disability Policy #: 925042

www.unum.com

Telephone: 888-673-9940

Fax: 800-447-2498

Monday-Friday

8:00 a.m.

to

8:00 p.m.

Eastern

WHEN TO CALL UNUM

- If you are injured at work notify your manager or supervisor immediately. Do not use this toll-free number for work-related injuries.
- When you are unable to work due to illness, injury or pregnancy.
- Thirty days before a disability based on the expected delivery date of a child or prescheduled medical treatment.

WHAT TO DO NEXT

- Notify your your manager or supervisor of your absence from work.
- To submit your claim via telephone, call the toll-free number listed to the left. Please be prepared with the information requested on page 2 of this brochure.
- To submit your claim via the Unum website, go to <http://www.unum.com/claimant> and follow the claim submission instructions.
- To submit your claim via your Apple or Android device, download the Unum Customer App and follow the claim submission instructions.
- Provide your health care provider with a signed and dated copy of the disability authorization form (last page of brochure). This form authorizes the release of medical information needed to evaluate your disability claim.
- Fax a copy of the signed and dated disability authorization to the Unum Benefits Center at the following toll-free fax number, 800-447-2498. If you prefer, you may mail a copy to the address at the top of the authorization, or you may sign and submit your authorization electronically at <http://www.unum.com/claimant>.

OUR COMMITMENT TO YOU

We understand that a disabling illness or injury creates emotional, physical and financial challenges and we want to do whatever we can to help you. You have our commitment to provide you with responsive service and to be understanding and sensitive to your circumstances during the claim process.