

## FILE A CLAIM WITH CONFIDENCE



### THE HARTFORD MAKES IT EASY TO FILE A CLAIM

#### Step 1: Know when it's time to file a claim

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, call us 30 days prior to your last day of work. If unscheduled, please call us as soon as possible.

#### Step 2: Have this information ready.

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

#### Step 3: Make the call

With your information handy, call The Hartford at 866-547-9124 . You'll be assisted by a caring professional who'll take your information, answer your questions and file your claim or process your leave request.

Grapevine-Colleyville Independent School District  
Policy Number: 395308

Your disability program is managed  
by The Hartford.

### TO FILE A CLAIM

**866-547-9124**  
**7:00 am - 7:00 pm Central**  
Policy #: 395308

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, call us 30 days prior to your last day of work. If unscheduled, please call us as soon as possible.



continued





## HOW TO FILE A CLAIM

### 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 until you return to 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, experience 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 help get you through your time away from work with dignity and assist you in any way we can. Keep the card below in a safe place for future use. We'll be there when you need us.

**FOR MORE INFORMATION, PLEASE CONTACT THE HARTFORD'S  
TOLL-FREE NUMBER 866-547-9124**



#### WHEN YOU CALL, THE HARTFORD WILL ASK YOU TO PROVIDE:

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

This card is not proof of insurance.

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Disability Form Series includes GBD-1000, GBD-1200, or state equivalent. The policy number is 395308