

Claims - Short Term Disability with Long Term Disability

Short Term Disability - How to Submit A Claim

1. Provide the employee with the Short Term Disability Claim Notice Employer's Statement/Employee's Statement form and Short Term Disability Attending Physician's Statement of Impairment and Function form. Also provide the employee with the Consumer Privacy Notice and Authorization for Release of Health-Related Information.
2. Instruct the employee to complete and sign the Employee's Statement and the Authorization to Release Information sections of the claim form. The separate Authorization for Release of Health-Related Information form must also be completed and signed.
3. Instruct the employee to have his/her physician complete and sign the Attending Physician's Statement form.
4. The completed and signed forms should be returned to your office.
5. Complete the Employer's Statement section of the claim form. The Certification section must be signed by an authorized company representative. This area is very important as you are documenting to ING Employee Benefits that the employee has Short/Long Term Disability coverage.
6. After the forms have been fully completed, submit the forms to:

ING Employee Benefits
One Riverfront Plaza
Westbrook, ME 04092-9700

Return to Work

Please call the Disability Benefit Adjudicator immediately when your employee returns to work.

Long Term Disability

If the claimant is still disabled when Short Term Disability benefits will end, benefits may continue under the Long Term Disability Insurance plan. If more information is required to transition the claim from Short Term to Long Term benefits, the Disability Benefit Adjudicator will request information at that time.