

# FILE A CLAIM, REQUEST A LEAVE OR AN ADA JOB ACCOMMODATION



Your disability, leave management and ADA job accommodation programs are managed by The Hartford.

**Inova Health System**

## THE HARTFORD MAKES IT EASY TO FILE A CLAIM, REQUEST A LEAVE OR JOB ACCOMMODATION

### STEP 1

#### **Know when it's time to file a claim, Leave request or job accommodation request.**

If you're absent from work, we can advise you on when to file a claim, Leave request, or job accommodation. 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.

#### **When to file an ADA Accommodation Request?**

If you need an accommodation in the workplace you should file a claim under the Americans with Disabilities Act (ADA). An accommodation is reasonable if it involves a change or adjustment to a job or work environment that allows an employee with a disability who is qualified for the job, to perform the essential functions of that job and enjoy equal employment opportunities.

### STEP 2

#### **Have this information ready.**

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

### STEP 3

**Make the call or file online.** With your information handy, call The Hartford at **1-888-301-5615**

Or file online at **[TheHartford.com/MyBenefits](https://www.TheHartford.com/MyBenefits)**

You'll be assisted by a caring professional who'll take your information, answer your questions and file your claim, process your Leave request, or job accommodation request.

## TO FILE A CLAIM, REQUEST A LEAVE OR JOB ACCOMMODATION

**1-888-301-5615**

M-F, 8 a.m. to 8 p.m., ET

[TheHartford.com/MyBenefits](https://TheHartford.com/MyBenefits)

### Inova Health System

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

- Name, address and other key identification information (e.g., Employee Number).
- Name of your department and last full day of active work.
- The nature of your claim, leave request or job accommodation request.
- Your treating physician's name, address, phone and fax numbers.

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This card is not proof of insurance.

If you're absent from work, we can advise you on when to file a claim or request a Leave. 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. You must continue to follow your department's call out policy to report your absence on a daily basis. Once your Leave is approved, you no longer need to do this, unless your approved time off lapses.

 (Snap a photo with a mobile device to capture information above.)

## GET SUPPORTIVE ASSISTANCE

Even after your claim has been filed or you have requested a leave or job accommodation, 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 this information in a safe place for future use. We'll be there when you need us.

## MY BENEFITS



Scan the QR code to access the My Benefits hub.

To file your claim, call the toll-free number or file online.



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Disability Form Series includes GBD-1000, GBD-1200, or state equivalent.

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