



# File a claim or request a leave with confidence

## How to file a claim or request leave



University of Detroit Mercy

590071

Your disability and leave management programs are managed by The Hartford.

### The Hartford makes it easy to file a claim or request leave

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

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.

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

Name, address and other key identification information

Last full day of active work

Your treating physician's name, address, phone and fax numbers

The nature of your claim or leave request

#### 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](http://thehartford.com/mybenefits). 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.

### To file a claim or request leave

1-888-301-5615

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

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**It.**TheHartford

[www.thehartford.com/mybenefits](http://www.thehartford.com/mybenefits) **It.**The Hartford

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### Get supportive assistance.

Even after your claim has been filed or you have requested a leave, 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 contact us with anything that's on your mind. We're here to help.

### Relax and stay positive

You can feel confident in our knowledge, experience and understanding of what you're 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.

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Our 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  
1-888-301-5615**



### When you call, The Hartford will ask you for:

- Your name, address and other key identification information
- The name of your department and last full day of active work
- Your treating physician's name, address, and phone and fax numbers
- The nature of your claim or leave request
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Disability Form Series includes GBD-1000, GBD-1200, or state equivalent.

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