

HOW TO FILE YOUR DISABILITY CLAIM

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BEFORE YOU FILE YOUR CLAIM

1. Notify your employer if you need to be out of work because of an illness, injury or pregnancy
2. Have the following on hand:
 - › Your Social Security number, birth date, home address, phone number and email address
 - › Dates and contact information for any health care providers or hospital/clinic visits
 - › Applicable workers' compensation claims

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FILE YOUR CLAIM

- Choose **one** of the following:
- › **ONLINE*** at myCigna.com > **Coverage** > **Disability** (Print your confirmation page)
 - › **BY PHONE** at **800.36.Cigna** or 866.562.8421 (español), 7:00 am–7:00 pm CST and a representative will help you
 - › **BY MAIL (OR FAX):** Visit Cigna.com/customer-forms to complete form, sign and send to Cigna

To quickly stay informed, sign up for text notifications when submitting your claim online or telling your Cigna claim manager.

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GIVE PERMISSION

- Give Cigna permission to contact your health care provider or employer for claim-related information by:
- › Answering “yes” online or during your claim call

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CLAIM STATUS

- › Log in or register on myCigna.com
- › If you signed up for text notifications, you'll automatically get updates by text
- › Contact your claim manager, or call **800.36.Cigna** or 866.562.8421 (español), 7:00 am–7:00 pm CST

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ADDITIONAL RESOURCES

- › Chat live with a Cigna representative on myCigna.com
- › [Click here](#) for answers to frequently asked claim questions



If you haven't visited myCigna.com, register today to easily manage all your claims in one place.



While you're out on disability, keep your employer informed of your return-to-work plans. This is especially important if you need workplace accommodations, as some take time to put in place.

* Please note: You'll need Google Chrome or Internet Explorer 11.

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Ardent Health Services' Group Insurance Plan SR