

## ONCE YOUR CLAIM HAS BEEN FILED

- Immediately complete, sign and return all forms that SEDGWICK CMS sends to you.
- Continue seeing your physician on a regular basis and stay in touch with SEDGWICK CMS and your supervisor/manager during your disability.
- Plan with SEDGWICK CMS, your HR Liaison and your supervisor/manager the date of your return to work.

You may check the status of your claim online, 24 hours a day, at [www.sedgwickcms.com/calabasas](http://www.sedgwickcms.com/calabasas). You may also call SEDGWICK CMS anytime at **1-800-599-7797**, 24 hours a day, to find out the status of your claim. If you call between 5 a.m. and 5 p.m. PST, Monday through Friday, you may speak directly with a SEDGWICK CMS Customer Service Representative.

## IN SUMMARY

This brochure advises you of the general provisions of the STD benefit. The specific details of the plan are covered in the Maricopa County Group Short-Term Disability Summary Plan Document, which can be found through Disability Management link on the EHI Home page at: [www.maricopa.gov/benefits](http://www.maricopa.gov/benefits) or [ebc.maricopa.gov/ehi](http://ebc.maricopa.gov/ehi)

### Maricopa County Employee Health Initiatives Dept.

301 West Jefferson Street, Suite 201  
Phoenix, AZ 85003-2145

**602-506-1010**

Fax: 602-506-2354

[benefitsservice@mail.maricopa.gov](mailto:benefitsservice@mail.maricopa.gov)

### GROUP SHORT-TERM DISABILITY BENEFITS

Administered by:

Sedgwick CMS

Group#435000

PO Box 9830

Calabasas, CA 91372-0830

**(800) 599-7797**

[www.sedgwickcms.com/calabasas](http://www.sedgwickcms.com/calabasas)



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Effective July 1, 2007

This brochure contains important information regarding your Short-Term Disability (STD) benefits, which are administered by Sedgwick CMS.

## ELIGIBILITY FOR BENEFITS

When you are unable to work because of illness, injury or pregnancy, you may be considered disabled and eligible for coverage under the Maricopa County Group Short-Term Disability Benefit Plan, provided that you elected STD coverage and you meet the plan definition of *disability* and comply with any case management requirements.

## YOUR COST FOR THE PLAN

You contribute to this plan based on the percentage of coverage elected. Because the contribution is taxable, all STD benefits received under the plan will **not** be taxed.

## WHEN BENEFITS BEGIN

You become eligible for STD benefits after 21 consecutive calendar days from the onset of your disability, or when all FML/sick leave is exhausted, whichever is later.

## PREMIUM PAYMENTS

**Based on a daily rate, premium payments, for health, dental, additional and dependents life, along with STD and Mariflex contributions, will be deducted from your STD check each week. Payment of any other deductions normally withheld from your paycheck such as auto insurance must be arranged separately through the appropriate vendor. Disability Management can provide you vendor phone numbers. Call 602-506-1010, press 1 for English, then select 2 and then 3. Para español, por favor de llamar a 602-506-1010 y oprime numero 2.**

## HOW TO FILE A CLAIM

There are two ways you can file a claim with Sedgwick CMS:

1. Online at:  
[www.sedgwickcms.com/calabasas](http://www.sedgwickcms.com/calabasas)  
24 hours a day, seven days a week; or
2. By calling **1-800-599-7797** between 5 a.m. to 5 p.m. PST Monday through Friday.

**Note:** Make sure you notify your HR Liaison and/or supervisor/manager on or before the first day of your absence.

When you file your claim, you will be instructed to call or visit your physician and to request that the physician **immediately** call Sedgwick CMS at **1-800-599-7797** to provide medical information in support of your leave request. Explain that this call is urgent, as your disability benefits cannot be processed until your physician calls Sedgwick CMS.

If medical information is not provided within three days from the date you file your claim, Sedgwick CMS will assist you by directly contacting your physician.

It is very important that you and your physician make the required phone calls, as your benefits may be delayed or denied if the necessary information is not provided in a timely manner.



## WHAT TO EXPECT WHEN YOU CONTACT

### SEDGWICK CMS TO ESTABLISH YOUR CLAIM

When you file your claim, you will be asked a series of questions, including:

- your name
- address
- telephone number
- date of birth
- social security number
- nature of absence
- department
- job location
- your supervisor/manager's name and phone number
- your physician's name and phone number

Sedgwick CMS will mail you an *Authorization for Release of Information* and a *Right of Reimbursement* form, which you must immediately complete and return to Sedgwick CMS in order to process your claim for STD benefits. If any of the information on either form is incorrect, make the changes and return these forms to Sedgwick CMS.



**Sedgwick CMS**