

Critical illness insurance claim form

Metropolitan Life Insurance Company



Please return completed and signed form by fax or mail. Complete Section 1 on the Physician's Statement. Your physician must complete the remainder of the Physician's Statement (*all of Section 2*) and return the completed form to MetLife.

Important instructions for requesting critical illness benefits

- If this is an Initial Claim for an illness, please complete each section in its entirety. (*An illness is not considered reported to us until a claim form is received*).
- If this is an additional claim for an illness previously reported (*i.e. - initial claim previously submitted and additional services were incurred*), no claim form is required. Please provide supporting documentation from the healthcare provider related to the critical illness for which a claim is being made.
- Include your claim number and/or certificate number on all pages of your submission.
- Please provide us with supporting documentation from the healthcare provider(s) related to the Critical Illness for which a claim is being made. The supporting documents MUST include 1) the diagnosis, 2) the date(s) of diagnosis, and 3) pathology reports, surgical notes, UB 04 forms, lab results, or medical records that support the diagnosis of the covered condition.
- Examples of medical documentation and information needed based on the patient's condition:

If your claim is for any of these conditions	Please include the following medical information with your claim
Full Cancer	Pathology Reports, Surgical Reports, TNM Stage Classification
Partial Cancer	Pathology Reports, Surgical Reports, TNM Stage Classification
All Cancer Types	Office notes/medical records that show observation of signs, symptoms and tests that confirm the diagnosis
Coronary Artery Bypass Surgery	Open heart surgical reports and documentation showing diagnostic need for surgery
End Stage Kidney Failure	Kidney Specialist records or dialysis records
Heart Attack	Hospital Summary, EKGs, Cardiac Enzymes. If completed, provide any of the following: Thallium Scans, Muga Scans, Stress echocardiogram, Cardiac Catheterization Report
Bone Marrow, Heart Transplant or Major Organ Transplant	Surgical Report and Clinical Records
Stroke	Documented Neurological deficits, Neuroimaging studies, Clinical Records and Documentation of deficits 30 days post event
Listed Conditions	Specialist records, Lab results, Records showing observation of signs, symptoms and tests that led to the Diagnosis of the Listed condition

- If the patient is deceased, we will need a copy of the death certificate.
- You must sign and submit the attached **Authorization to Disclose Health Information**.

Failure to complete all sections of this claim form may delay processing this claim. To prevent possible delays, please be sure to provide all documentation from your healthcare provider that supports this claim. You will be notified in writing if additional information is needed to process your claim.

Please refer to your certificate of insurance for a listing of specific benefits covered under your plan.

SECTION 1: Certificateholder information *(Supply information about the certificateholder)*

Certificateholder name

First name	Middle initial	Last name		
Address		City	State	ZIP code
Certificate number Retiree Plan	Date of birth <i>(mm/dd/yyyy)</i>	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Social Security number	
Cell phone number	Daytime phone number	Evening phone number		
Email address <i>(optional)</i>		Employer name CSEA Customer #129443 Experience #214781		

SECTION 2: Patient information *(Supply information about the patient)*

- Same as Section 1 *(If you check this box, you do not need to complete this section. You may skip to Section 3.)*
 Spouse Child

Patient name

First name	Middle initial	Last name		
Home address- street		City	State	ZIP
Date of birth <i>(mm/dd/yyyy)</i>	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Social Security number		
Cell phone number	Daytime phone number	Evening phone number		

SECTION 3: What type of condition are you claiming?

- Please provide us with the covered condition for which you are filing a claim. Refer to your group certificate of insurance or Summary Plan Description for a complete description of your benefits.

Describe condition

On what date were you first seen for this condition? *(mm/dd/yyyy)* _____

Name of physician who diagnosed your condition

First name	Middle initial	Last name		
Physician address		City	State	ZIP code
Phone number		Fax number		

Confirmed diagnosis date (mm/dd/yyyy) _____

Have you ever been treated for a same or similar condition in the past? Yes No

If "Yes," when? Please provide details.

If the claimant is deceased, check here and provide a copy of the following information:

- Death certificate
- Medical records that document the claimant's covered condition
- Autopsy report (if available)

SECTION 4: Special payment instructions

Use the space below if you need to provide any special instructions. (e.g., requesting that your claim proceeds be sent to an address other than the address of record).

Name (Please print)		
First name	Middle name	Last name
Sign Here	Signature of Certificateholder	Date (mm/dd/yyyy)

SECTION 5: Fraud warnings

Before signing this claim form, please read the warning for the state where you reside and for the state where the insurance policy under which you are claiming a benefit was issued.

Alabama, Arkansas, District of Columbia, Louisiana, Massachusetts, Minnesota, New Mexico, Ohio, Rhode Island and West Virginia: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Alaska: A person who knowingly and with intent to injure, defraud, or deceive an insurance company files a claim containing false, incomplete or misleading information may be prosecuted under state law.

Arizona: For your protection, Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.

California: For your protection, California law requires the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Colorado: It is unlawful to knowingly provide false, incomplete or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Delaware, Idaho, Indiana and Oklahoma: WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

Florida: Any person who knowingly and with intent to injure, defraud or deceive any insurance company files a statement of claim or an application containing any false, incomplete or misleading information is guilty of a felony of the third degree.

Kentucky: Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

Maine, Tennessee and Washington: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.

Maryland: Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

New Hampshire: Any person who, with a purpose to injure, defraud or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information is subject to prosecution and punishment for insurance fraud as provided in RSA 638:20.

New Jersey: Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

Oregon: Any person who knowingly presents a materially false statement of claim may be guilty of a criminal offense and may be subject to penalties under state law.

Puerto Rico: Any person who knowingly and with the intention to defraud includes false information in an application for insurance or files, assists or abets in the filing of a fraudulent claim to obtain payment of a loss or other benefit, or files more than one claim for the same loss or damage, commits a felony and if found guilty shall be punished for each violation with a fine of no less than five thousand dollars (\$5,000), not to exceed ten thousand dollars (\$10,000); or imprisoned for a fixed term of three (3) years, or both. If aggravating circumstances exist, the fixed jail term may be increased to a maximum of five (5) years; and if mitigating circumstances are present, the jail term may be reduced to a minimum of two (2) years.

Texas: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Vermont: Any person who knowingly presents a false statement of claim for insurance may be guilty of a criminal offense and subject to penalties under state law.

Virginia: Any person who, with the intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement may have violated the state law.

Pennsylvania and all other states: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

SECTION 6: Certification & signature

By signing below, I acknowledge:

1. All information I have given is true and complete to the best of my knowledge and belief.
2. I have read the applicable Fraud warning(s) provided. **New York residents:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

Under penalty of perjury, I certify:

1. That the number shown on this form is my correct taxpayer identification/social security number; and
2. That I am not subject to IRS required backup withholding as a result of failure to report all interest or dividend income; and
3. I am a U.S. citizen, or a U.S. resident for tax purposes.

Please note: If item 2 or 3 above is not true, cross out the applicable item(s). The IRS does not require your consent to any provision of this document other than the certification to avoid backup withholding.

Sign Here	Signature of Insured or Authorized representative	Date (mm/dd/yyyy)
	<hr/>	
Name of Insured or Authorized representative, if applicable <i>(Please print)</i>		
First name	Middle initial	Last name
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If signed by Authorized representative, describe your authority and provide documentation		
<hr/>		
<i>(e.g., guardian, conservator, power of attorney, etc.)</i>		

Authorization to disclose health information

Metropolitan Life Insurance Company

Things to know before you begin

- Instructions for completing the form: complete all applicable areas of the form and sign below.
- If you are the Authorized Representative, include a copy of the legal document(s) authorizing you to act on the Claimant's behalf.



Your refusal to complete and sign this form may affect your eligibility for benefits under your critical illness insurance policy.

HIPAA: This Authorization has been carefully and specifically drafted to permit disclosure of health information consistent with the privacy rules adopted and subsequently amended by the United States Department of Health and Human Services pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

For purposes of determining my eligibility for Critical Illness benefits, the administration of my critical illness benefit plan, and the administration of other benefit plans in which I participate that may be affected by my eligibility for critical illness benefits, I permit the following disclosures of information about me to be made in the format requested, including by telephone, fax or mail:

- 1• **I permit:** any physician or other medical/treating practitioner, hospital, clinic, other medical related facility or service, insurer, employer, government agency, group policyholder, contractholder or benefit plan administrator to disclose to Metropolitan Life Insurance Company ("MetLife"), my employer in its capacity as administrator of its critical illness benefit plan, and any consumer reporting agencies, investigative agencies, attorneys, and independent claim administrators acting on MetLife's behalf, any and all information about my health, medical care, employment, and critical illness claim.
- 2• **I permit** MetLife and my employer (*if applicable*) to disclose in its capacity as administrator of its benefit plans any and all information about my health, medical care, employment, and critical illness claim.

This Authorization to Disclose Health Information specifically includes my permission to disclose my entire medical record, including medical information, records, test results, and data on: medical care or surgery; psychiatric or psychological medical records, but not psychotherapy notes; and alcohol or drug abuse including any data protected by Federal Regulations 42 CFR Part 2 or other applicable laws. Information concerning mental illness, HIV, AIDS, HIV related illnesses and sexually transmitted diseases or other serious communicable illnesses may be controlled by various laws and regulations. I consent to disclosure of such information, but only in accordance with laws and regulations as they apply to me. Information that may have been subject to privacy rules of the U.S. Department of Health and Human Services, once disclosed, may be subject to redisclosure by the recipient as permitted or required by law and may no longer be covered by those rules. Your health care provider may not condition your treatment on whether you sign this authorization. I understand that I may revoke this authorization at any time by writing to MetLife Group Critical Illness at P.O. Box 6120, Scranton, PA 18505-9972, except to the extent that action has been taken in reliance on it. If I do not, it will be valid for 24 months from the date I sign this form or the duration of my claim for benefits, whichever period is shorter. A photocopy of this authorization is as valid as the original form and I have a right to receive a copy upon request.

SECTION 1: Name of Claimant or Authorized representative *(Please print)*

First name	Middle initial	Last name
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Date of birth *(mm/dd/yyyy)*

Sign Here	Signature of Insured or Authorized representative	Date <i>(mm/dd/yyyy)</i>
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If signed by Authorized representative, describe your authority and provide documentation

(e.g., guardian, conservator, power of attorney, etc.)

SECTION 2: How to submit this form

Mail:

Critical Illness Insurance Product
P.O. Box 6120
Scranton, PA 18505-9972

Toll Free Phone:

1-800-438-6388

Fax:

1-866-268-2621