



## Reporting Your Disability Claim

The **University of California** Basic and Voluntary Disability plans are issued by Liberty Life Assurance Company of Boston, a member of the Liberty Mutual Group.

Liberty offers employees direct access to claims resources and information. You can easily report a claim and check the status of your claim through Liberty's dedicated secure website. Please visit: [www.mylibertyconnection.com](http://www.mylibertyconnection.com) to access employee resources and online tools, as referenced below. (Si usted prefiere las formas en Español, por favor contacte al Departamento de Beneficios o prestaciones.)

### When Do I Report a Claim?

Liberty is available 24 hours a day, 7 days a week. You may report a claim up to 30 days in advance of a planned disability absence (such as childbirth or prescheduled surgery) OR as soon as you are aware that you will be disabled due to illness or injury for longer than **14** calendar days.

### How Do I Report a Claim?

1. Contact your supervisor to report your absence.
2. Print this document, **sign and date the Authorization to Release Information section below, and leave with your physician or medical care provider at your earliest convenience.**

*Note: Liberty requires your physician to provide information about your medical condition. If this information cannot be obtained, benefits may be delayed.*

3. Report your claim via [www.mylibertyconnection.com](http://www.mylibertyconnection.com). First time users register by clicking on the "New User?" link next to the log in button on the top right-hand section of the page. You should use the Company Code **University** when setting up your access to this site.

Please have the following information available when you report your claim:

- Your physician or medical care provider's name, address, fax and telephone numbers
- Your manager's name, telephone number and e-mail address
- Reason you are out of work (diagnosis/symptoms)
- Your last day worked, first day absent from work, and anticipated return to work date

4. Keep a record of your claim number. Reporting your claim online provides the added convenience of printing a claim report which includes your claim number and a summary of your claim details.
5. You may securely check the status of your claim online at [www.mylibertyconnection.com](http://www.mylibertyconnection.com) or by calling your Case Manager at **1-800-838-4461**.

### Authorization to Release Information

I authorize any health care provider having information about my physical or mental condition and treatment to give all information to the Company in the Liberty Mutual Group of companies and/or Plan Sponsor to which I am submitting a claim. I understand the information obtained by this Authorization will be used to determine eligibility for benefits. Information obtained under this Authorization or directly from me may be released to persons/organizations providing medical treatment or claim management/advisory services in connection with my claim, including Employee Assistance Programs (EAP), or other similar disease management/assistance programs providing services to the Plan Sponsor and/or the Company. This Authorization is valid for two years from the date appearing below with my signature. I have the right to revoke this Authorization by notifying the Company. I know that I may request a copy of the Authorization and I agree that a photographic copy shall be as valid as the original.

Employee Signature

Date

Print Employee Name

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