

Routine Pregnancy Claim Filing Instructions

Use this form only for child birth with no complications.

Save Time and Paper - File Your Claim Online!

We offer two ways to file your routine pregnancy claim: online or by mail/fax.

Before you get started, don't forget to have your employer and attending physician complete the Employer's Report of Claim and Attending Physician's Statements. These forms can be found in this packet or when filing your claim online.

How To File Online:

1. Login to your secured Online Service Center (OSC) account at www.americanfidelity.com/MyAccount.
2. From the "My Claims" tab, click "File A Claim" to get started.
3. On the "Type of Claim" screen, select "Disability" and then "Routine Pregnancy".
4. Conveniently upload your completed Attending Physician's Statement, Employer's Report of Claim and the Authorization to Disclose Protected Health Information during your claim filing process.
5. Follow the step-by-step instructions to complete your online claim filing process.
6. Check the status of your claim by selecting the "My Claims" tab at the top of the screen!

How To File By Mail or Fax:

1. Complete the Authorization to Disclose Protected Health Information and the Employee's Disability Benefit Application.
2. Have your employer and attending physician complete the Employer's Report of Claim and Attending Physician's Statement.
3. Mail the completed forms to American Fidelity:
 - A. Authorization to Disclose Protected Health Information
 - B. Employee's Disability Benefits Application
 - C. Employer's Report of Claim
 - D. Attending Physician's Statement
4. If you wish to fax your completed forms, please fax to 800-818-3453.

Whether completing this claim online or with the below packet, all portions must be completed to avoid undue delay in processing your request for benefits. If you have any questions regarding completion of your claim, please call:

Toll Free: 800-662-1113

Local: 405-523-5025



Our Family, Dedicated To Yours.®

Educational Services Division
Benefits Department
P.O. Box 25160
Oklahoma City, Oklahoma 73125-0160
www.americanfidelity.com

AUTHORIZATION TO DISCLOSE PROTECTED HEALTH INFORMATION

I hereby authorize the entities specified below to disclose any information about my entire medical record, benefits payable, or benefit eligibility for this disability and history of treatment for physical and/or emotional illness to include psychological testing, except psychotherapy notes, to individuals representing American Fidelity Assurance Company (AFAC) who are involved in determining whether I am eligible for benefits under my insurance coverage. Those so authorized are: a) licensed physicians or medical practitioners; b) hospitals, clinics or medically-related facilities; c) health plans; d) Veteran's Administration; e) past or present employers; f) pharmacy; g) insurance companies; h) the Social Security Administration; i) retirement systems; j) Department of Motor Vehicles; and k) Workers' Compensation Carrier.

NOTICE: Information authorized for release may include information on communicable or venereal diseases such as hepatitis, syphilis, gonorrhea, HIV/AIDS (Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome) or other conditions for which you may have been treated. This authorization excludes disclosure of the result of a test for HIV if you have tested HIV positive but have not developed symptoms of the disease AIDS. Such test results shall not be discovered or published. Nothing in this caveat will prohibit this authorization from including the fact that you have AIDS.

I understand that I may refuse to sign this authorization; however, if I do not sign the authorization, my failure to sign the authorization may result in a denial or a delay of benefits.

I understand that I may revoke this authorization at any time by writing to AFES Benefits Department, PO Box 25160, Oklahoma City, OK 73125-0160 or by calling, toll-free, 1-800-662-1113. I understand that my right to revoke this authorization is limited to the extent that: AFAC has taken action in reliance on the authorization; or, the law provides AFAC with the right to contest my insurance coverage or a claim under my insurance coverage. A copy of this authorization will be as valid as the original. I understand that if protected health information is disclosed to a person or organization that is not required to comply with federal privacy regulations, the information may be redisclosed and no longer protected by the federal privacy regulations. For health insurance coverage this authorization will expire twenty-four months from the date it is signed or upon termination of my insurance policy, whichever occurs first. For insurance coverage other than health insurance, this authorization will expire twenty-four months from the date it is signed or upon expiration of my claim for benefits, whichever occurs first.

Signature (Patient) or Personal Representative (if applicable)

Printed Name (Patient)

Relationship of Personal Representative to Patient

Date

If authorization is supplied by a personal representative a description of the authority to act on behalf of the Insured must be included. Please retain a copy for your personal records, or you may request a copy from our company.

Warning: Any person who knowingly and with intent to injure, defraud, or deceive an insurer files a statement of claim containing any false, incomplete, or misleading information may be guilty of insurance fraud and 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 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.

AR, DC, LA, MD, NJ, NM, TX, and WV - 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.

DE, ID, IN, MN, OH, and OK - **WARNING:** Any person who knowingly, and with intent to injure, defraud or deceive any insurer, files a statement of claim containing any false, incomplete, or misleading information is guilty of a felony.

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.

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.

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.

Oregon - Any person who knowingly and with intent to defraud or solicit another to defraud an insurer: (1) by submitting an application, or (2) by filing a claim containing a false statement as to any material fact, may be guilty of insurance fraud.

Pennsylvania - 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.

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.

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

Alabama - Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution fines or confinement in prison, or any combination thereof.

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.

REQUEST FOR ROUTINE
PREGNANCY BENEFITS



ATTN: AFES BENEFITS DEPT.
P.O. Box 25160
Oklahoma City, Oklahoma 73125
Toll Free: 1-800-662-1113
Fax: 1-800-818-3453
www.americanfidelity.com

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SECTION 1: EMPLOYEE'S DISABILITY BENEFITS APPLICATION

See page 2 for fraud statements.

Full Name: (last, first, middle initial)		Maiden Name	Account Number:
Social Security Number: - -		Date of Birth: / /	Telephone Number: (including area code) ()
Mailing Address: (P.O. Box or street, city and zip code)		Occupation:	
1. Full names and addresses of all treating physicians: (attach additional list if necessary) _____ _____ _____		2. If hospitalized, give full name(s) and addresses of hospitals: (attach additional list if necessary) Admit Date / / Discharge Date / / Name(s) _____ Addresses _____	
3. On what date did you last work? _____ Dates of total disability: From _____ Thru _____ On what date did you return to work? If not returned to work, when do you anticipate returning to work? _____		4. Please complete if you desire benefits deposited directly into your bank account. I authorize AFAC to initiate credit entries to my account at the depository named below. This authorization is to remain in force and effect until AFAC receives written notification from me of its termination in such time and in such manner as to afford AFAC and the Depository opportunity to act on it. This authorization applies to benefits payable under all insurance policies held with AFAC. Bank/Credit Union Name: _____ Signature: _____ NOTE: You must attach a voided check to begin direct deposit.	
5. If your request for benefits is approved do you want us to withhold Federal Taxes from each benefit check? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, amount: \$ _____ (indicate amount per month \$88.00 minimum)			
6. Are you receiving or eligible to receive other income during this period of disability? <input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____ Month Sick Leave or Wage Continuation: <input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____ Month Other Disability Coverage: <input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____ Signature: _____ Date: _____ I certify this is true and correct information.			
AUTHORIZATION TO USE OR DISCLOSE PROTECTED HEALTH INFORMATION			
I hereby authorize the entities specified below to disclose any information about my entire medical record or benefits payable for this disability and history of treatment for physical and/or emotional illness to include psychological testing, except psychotherapy notes, to individuals representing American Fidelity Assurance Company (AFAC), who are involved in determining whether I am eligible for benefits under my insurance coverage. Those so authorized are: a) licensed physicians or medical practitioners; b) hospitals, clinics or medically-related facilities; c) health plans; d) Veteran's Administration; e) past or present employers; f) pharmacy; g) insurance companies; h) the Social Security Administration; i) retirement systems; j) Department of Motor Vehicles; and k) Workers' Compensation Carrier.			
NOTICE: Information authorized for release may include information on communicable or venereal diseases such as hepatitis, syphilis, gonorrhoea, HIV/AIDS (Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome) or other conditions for which you may have been treated. This authorization excludes disclosure of the result of a test for HIV if you have tested HIV positive but have not developed symptoms on the disease AIDS. Such test results shall not be discovered or published. Nothing in the caveat will prohibit this authorization from including the fact that you have AIDS.			
I understand that I may refuse to sign this authorization; however, if I do not sign the authorization, my failure to sign may result in a denial or a delay of benefits. I understand that I may revoke this authorization at any time by writing to AFES Benefits Department, PO Box 25160, Oklahoma City, OK 73125-0160 or by calling, toll-free, 1-800-662-1113. I understand that my right to revoke this authorization is limited to the extent that: AFAC has taken action in reliance on the authorization; or, the law provides AFAC with the right to contest my insurance coverage or a claim under my insurance coverage. A copy of this authorization will be as valid as the original.			
I understand that if protected health information is disclosed to a person or organization that is not required to comply with federal privacy regulations, the information may be redisclosed and no longer protected by the federal privacy regulations.			
For health insurance coverage this authorization will expire twenty-four months from the date it is signed or upon termination of my insurance policy, whichever occurs first. For insurance coverage other than health insurance, this authorization will expire twenty-four months from the date it is signed or upon expiration of my claim for benefits, whichever occurs first.			
Signature (Patient) or Personal Representative (if applicable)		Printed Name (Patient)	
Relationship of Personal Representative to Patient		Date	
If authorization is supplied by a personal representative a description of the authority to act on behalf of the Insured must be included. Please retain a copy for your personal records, or you may request a copy from our company.			

REQUEST FOR ROUTINE
PREGNANCY BENEFITS



ATTN: AFES BENEFITS DEPT.
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Fax: 1-800-818-3453
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SECTION 2: EMPLOYER'S REPORT OF CLAIM			
Name of Employer:	Phone No.:	Fax No.:	
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Mailing Address: (include street, city, state and zip code)			
Name of Employee:	Social Security Number:	Occupation:	Date of Hire:
	- -		/ /
Does employee participate in Social Security? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, hired after 4/1/86? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you withheld the employee's disability premium for the current month?	
Please furnish the percentage of the employee's AFA disability premium you pay: _____%		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are the AFA disability premiums withheld before or after taxes? <input type="checkbox"/> Before <input type="checkbox"/> After		If not, what is the last month you deducted disability premiums? _____	
CONTRACTED SALARY AT TIME OF DISABILITY			
Annual: \$ _____ Effective Date: _____ / _____ / _____		<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 12 Month Work Schedule	
Number of hours worked per week at time of disability _____		Number of Contract days: _____ for _____ school year.	
Date employee last worked: _____ / _____ / _____ Has employee returned to work? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, date returned to work: Full Time: _____			
Provide: The final date the employee is entitled to fully paid sick leave _____			
The first date the employee is entitled to differential _____			
The last date the employee is entitled to differential _____			
The daily rate differential/sabbatical pay \$ _____			
I hereby certify that the above named employee is a member of our Group Disability Program. The Information stated above is correct to the best of my knowledge and belief.			
Authorized signature of employer firm or authorized official: _____			
Title: _____		Date: _____	

