



# How do I file my short-term disability claim over the phone?

Our Employee Benefits are built to work your way — with the option to choose how you submit your claim.



## Call our disability team at (866) 274-9887 and select:

- The prompt for employees
- Then, the prompt for disability claims

Our team is here to answer your questions and requests from 8 a.m. to 6:30 p.m. EST, Monday through Thursday and Friday 8 a.m. to 5:30 p.m. EST. If you are out unexpectedly due to sickness or injury, call to speak with our dedicated representatives as soon as possible. If you have a planned surgery or your disability absence is scheduled, you can call us up to 30 days in advance.

We're committed to ensuring that you're speaking with someone who can support you throughout the process.

**We're a team who supports you — no matter how your needs change.**



## Next, our team will work with you to make the process easier:

As your information is reviewed, we'll proactively keep you informed about where we are in the process. We'll also be in contact with your employer and your medical providers.



## Make sure you have all your information handy:

Personal information:

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Employer name:

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Group policy number (if available):

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Last day of work:

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Manager and/or Human Resources contact name and phone number:

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Reason for absence:

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Medical providers' information (names, addresses, phone numbers):

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| **To learn more, visit [equitable.com/employeebenefits](https://equitable.com/employeebenefits).** |

Telephonic claims submission is available on Short-Term Disability standard plans only. Not available on statutory plans.

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