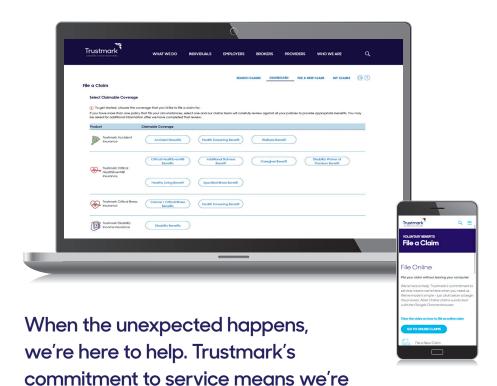


# We've made it simple – you can file your Voluntary Benefits claim online.



TrustmarkVB.com/Claims

here when you need us.





For Claims Customer Service:

**Phone:** (877) 201-9373 x45708

### **Instructions for Claim Submission**

Please be sure to review the requirements noted below for claim submission and ensure your submission is complete to avoid any delays on your claim.

Please keep a copy of all parts of this form and any supporting documentation for your records.

The Policy Owner is responsible for completion of all portions of this form without expense to Trustmark Insurance Company.

This is not a guarantee of payment. A checked condition does not guarantee benefits. <u>Benefits will be determined</u> based on your policy provisions.

#### Supporting Documentation

**Required:** Be sure to include any information, such as pathology report(s), that you feel will assist us in evaluating this claim.

 Please include a list of all physicians/facilities from which you have received treatment within the last ten years. You may attach a separate piece of paper for this information.

#### Claim Form

**Required:** Be sure to fully complete the following required portions of the claim form. **Incomplete or illegible answers may result in delay of benefits.** 

- **Section A, B, C & D -** To be completed by <u>Policy Owner</u>. Complete these sections in full and return for review of benefits.
- Disclosure Authorization To be completed by <u>Patient</u> (or Policy Owner, if Patient is under 18 or legally incapacitated.) Be sure to sign and date this section of the form, including DOB & last 4 digits of SSN where indicated.
- Claim Submission Signature To be completed by <u>Policy Owner</u>. Be sure to sign and date this section of the form.
- Attending Physician Statement To be completed by the <u>Physician</u> primarily responsible for the patient's
  care. Please be sure that all dates of treatment are indicated in this section and that the physician
  signs and dates the form.

**Optional:** These sections of the claim form are not required but completing them will provide better and faster communication with you or anyone you designate.

- Consent for Use of Electronic Communication To be completed by <u>Policy Owner</u>. Complete if you would like claim communication by text or email, including text alerts for any payments released.
- Third Party Communication Authorization To be completed by <u>Policy Owner & Patient</u>. Complete if you would like to authorize Trustmark to release information on your claim(s) to a third party such as a spouse, friend or agent.

**Informational:** These sections of the claim form provide important information about your rights and the laws in each state.

- **E-Sign Disclosure and Consent Notice** Attached for your information.
- State Required Fraud Language Attached for your information.



For Claims Customer Service: **Phone:** (877) 201-9373 x45708 For Claims Submission: **Fax:** (508) 853-2757 **Email:** DICIClaimsVB@trustmarkbenefits.com **Section A - Policy Owner Information** (To be complete by the Policy Owner) Policy / Certificate #: \_\_\_\_\_DOB: \_\_\_\_\_ SSN: \_\_\_\_\_ Address: Name: \_\_\_\_\_ City State Zip Code Employer's Name: \_\_\_\_\_ Employee of Trustmark?: □ Yes □ No Language Preference: ☐ English ☐ Spanish **Section B – Claim Information** (To be complete by the Policy Owner) Name of patient: \_\_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_ Relationship to Policyholder: Policyholder Spouse Son/Daughter Other\_\_\_\_ State Zip Code Phone # \_\_\_\_\_ DHome DCell DWork What type of illness are you claiming? When were you first treated for this illness? (Date mm/dd/yyyy) **Primary Doctor Name Treating Doctor** Name Address (Street) Address (Street) City State **ZIP** Code City State ZIP Code Phone Number Phone Number Fax Number Fax Number **Section C – Hospital Information** (To be complete by the Policy Owner) If ever hospitalized or seen at the hospital for this condition Hospital Name Hospital Name Address Address City State **ZIP** Code City State ZIP Code Hospital Phone Number Hospital Phone Number Date Seen/Admitted Date Seen/Admitted Date Discharged Date Discharged



For Claims Customer Service:

**☎ Phone:** (877) 201-9373 x45708

For Claims Submission: B Fax: (508) 853-2757 Email: DICIClaims VB@trustmarkbenefits.com

**Section D - Information Pertaining to Premiums** (To be complete by the Policy Owner)

In order to prevent the loss of your insurance coverage and to allow payment of benefits due, it is necessary to have any premiums due paid appropriately.

#### For the coverage under which benefits claimed:

If premium is more than 30-days behind your claimed date of loss, past due premiums will be deducted from any benefits paid.

#### For any other coverage through Trustmark:

As a service to you, we can withhold premiums for your benefits for any other insurance coverage you may have through Trustmark for as long as you are receiving payments. Please indicate below which you would prefer regarding your premium payments (please note that this service is not available if premium is paid via payroll deduct on a pre-tax basis):

- ☐ **Yes** please maintain my Trustmark coverage(s) in force by withholding premiums while I am receiving benefit payments.
- □ **No** I will make the payment myself, as needed, to maintain coverage(s).



For Claims Customer Service:

**Phone:** (877) 201-9373 x45708

For Claims Submission: 

Fax: (508) 853-2757 

Email: DICIClaims VB@trustmarkbenefits.com

### E-Sign Disclosure and Consent Notice

This E-Sign Disclosure and Consent Notice ("Notice") applies to all communications, as defined below, for services provided by Trustmark Companies and our affiliates ("Trustmark" or "We"). Under this Notice, communications you receive in electronic form from us will be considered "in writing."

By using Trustmark electronic and online services ("Electronic Services"), you acknowledge that your electronic signature is legally binding and shall be treated as a valid signature for all purposes.

In addition, by using Trustmark Electronic Services you consent to the entirety of this Notice and affirm that you have access to the hardware and software requirements identified below. You must review and accept the terms of these services. If you choose not to consent to this Notice or you withdraw your consent, you will be restricted from using Electronic Services.

#### **COVERED COMMUNICATIONS**

Includes, but is not limited to disclosures or communications we provide to you regarding our services such as: (i) claim submissions, third party authorizations, overpayment authorizations, fraud notices, terms and conditions, privacy statements or notices and any changes thereto; and (ii) customer service communications (such as claims of error communications) ("Communications").

#### METHODS OF PROVIDING COMMUNICATIONS

We may provide Communications to you by email or by making them accessible on the Trustmark websites, mobile applications, or mobile websites (including via "hyperlinks" provided online and in e-mails). Communications will be provided online and viewable using browser software or PDF files.

#### HARDWARE AND SOFTWARE REQUIREMENTS

To access and retain electronic Communications, you must have:

- A valid email address;
- A computer, mobile, tablet or similar device with internet access and current browser software and computer software that is capable of receiving, accessing, displaying, and either printing or storing Communications received from us in electronic form;
- Sufficient storage space to save Communications (whether presented online, in e-mails or PDF) or the ability to print Communications.

We may request that you respond to an email to demonstrate you are able to receive these Communications.

#### HOW TO WITHDRAW YOUR CONSENT

You may withdraw your consent to receive Communications under this Notice by writing to us at "Attn: E-Sign Disclosure and Consent Notice, P.O. Box 2906, Clinton, IA 52733." Your withdrawal of consent will cancel your agreement to receive electronic Communications, and therefore, your ability to use our Electronic Services.

#### REQUESTING PAPER COPIES OF ELECTRONIC COMMUNICATIONS

You may request a paper copy of any Communications; we will mail you a copy via U.S. Mail. To request a paper copy, contact us by writing to "Attn: E-Sign Disclosure and Consent Notice, P.O. Box 2906, Clinton, IA 52733." Please provide your current mailing address so we can process this request. Trustmark may charge you a reasonable fee for this service.



For Claims Customer Service:

**☎ Phone:** (877) 201-9373 x45708

#### **UPDATING YOUR CONTACT INFORMATION**

It is your responsibility to keep your primary email address current so that Trustmark can communicate with you electronically. You understand and agree that if Trustmark sends you a Communication but you do not receive it because your primary email address on file is incorrect, out of date, blocked by your service provider, or you are otherwise unable to receive electronic Communications, Trustmark will be deemed to have provided the Communication to you; however, we may deem your account inactive. You may not be able to transact using our Online Services until we receive a valid, working primary email address from you.

If you use a spam filter or similar software that blocks or re-routes emails from senders not listed in your email address book, we recommend that you add Trustmark to your email address book so that you can receive Communications by e-mail.

You can update your primary email address or other information by writing to us at "Attn: E-Sign Disclosure and Consent Notice, P.O. Box 2906, Clinton, IA 52733.

#### **FEDERAL LAW**

You acknowledge and agree that your consent to electronic Communications is being provided in connection with a transaction affecting interstate commerce that is subject to the federal Electronic Signatures in Global and National Commerce Act, and that you and we both intend that the Act apply to the fullest extent possible to validate our ability to conduct business with you by electronic means.

#### **TERMINATION/ CHANGES**

We reserve the right, in our sole discretion, to discontinue the provision of your Communications, or to terminate or change the terms and conditions on which we provide Communications. We will provide you with notice of any such termination or change as required by law.



For Claims Customer Service:

**Phone:** (877) 201-9373 x45708

#### State Required Fraud Language

Fraud Statement for the states of Alaska, Delaware, Indiana, Kentucky, Minnesota, Ohio, and Oklahoma, as well as for all States not Specifically Listed: Any person who knowingly and with intent to defraud an insurer files a statement of claim containing false, incomplete or misleading information may be guilty of insurance fraud, which is a crime."

**Fraud Statement for the state of Arizona:** For your protection, Arizona law requires the following statement 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.

Fraud Statement for the states of Arkansas, Louisiana, New Mexico, Rhode Island, Texas 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.

Fraud Statement for the state of California: For your protection, California law requires the following to appear: 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.

**Fraud Statement for the state of 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.

Fraud Statement for the District of Columbia, and the states of Maine, Tennessee, Virginia and Washington: WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

Fraud Statement for the state of 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.

**Fraud Statement for the state of Kentucky:** A 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.

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

Fraud Statement for the state of 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.

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

Fraud Statement for the state of Oregon: Any person who knowingly and with intent to defraud an insurer files a statement of claim containing materially false or misleading information may be guilty of insurance fraud.

Fraud Statement for the state of Pennsylvania: Any person who knowingly and with intent to defraud any insurance company or other person files any 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.



Signed by: ☐ Policy Owner ☐ Patient

Relationship, if other than insured:

### Critical Illness / Cancer Claim

Date Signed: \_\_\_\_\_\_ Patient's Date of Birth: \_\_\_\_\_

For Claims Customer Service: **Phone:** (877) 201-9373 x45708 **■ Fax:** (508) 853-2757 ☑ **Email:** DICIClaimsVB@trustmarkbenefits.com For Claims Submission: **DISCLOSURE AUTHORIZATION** Insured's name(Patient)(Please Print): Last 4 of SSN#\_ I AUTHORIZE any doctor, hospital, clinic, other medical facility or provider of health care, insurer or reinsurer, consumer reporting agency, insurance support organization, insurance agent, employer, financial institution, the Social Security Administration, the Internal Revenue Service, the Veterans Administration, or any other organization or person having any knowledge of me or my health to give to Trustmark Insurance Company and affiliates or its employee and agents, or any consumer reporting agency any information as to cause, treatment, diagnoses, prognoses, consultations, examinations, tests or prescriptions with respect to my physical or mental condition or information concerning me, my occupation, employment history, earnings, credit history or finances or information otherwise needed to determine policy claim benefits due me. This may include, but is not limited to, HIV Infection, any disorder of the immune system, including Acquired Immune Deficiency Syndrome (AIDS), driving records, credit reports, mental illness, or use of alcohol or drugs. I further AUTHORIZE the Social Security Administration to release information or records about me to Trustmark Insurance Company or its authorized representatives. Such release of Social Security information will be used to adjudicate my claim in accordance with my policy benefits, or to continue my eligibility for benefits. I further request that the Social Security Administration release detailed earnings for up to the last ten years and/or a summary record of total earnings and/or information from master benefit records regarding award, denial or continuing Social Security benefits. I understand that I may revoke this authorization at any time. Any such revocation is to be in writing, signed and dated by me, and must be forwarded directly to Trustmark Insurance Company. I AGREE the information obtained with this Authorization may be used by Trustmark Insurance Company and affiliates to determine policy claim benefits with respect to me. A photocopy of this Authorization is as valid as the original and I (or my authorized representative) may request a copy. I understand that I may request a copy of any credit report Trustmark receives in connection with this authorization. This Authorization will be in force for the duration of the claim or up to 12 months from the date shown, whichever time period is less. I understand that if I revoke or fail to sign this authorization or alter its content it may affect the handling of my claim, including denial of benefits under my policy. I understand that there is a possibility of redisclosure of information disclosed pursuant to this authorization and that information, once disclosed, may no longer be protected by federal rules governing privacy and confidentiality. I understand that I may request a record of redisclosure of any information. Patient Signature (or Policy Owner, if Patient is under 18):



For Claims Customer Service:

**Phone:** (877) 201-9373 x45708

### **Consent for Use of Electronic Communications**

#### (EMAIL, SMS/MMS TEXT MESSAGING)

To ensure the best and fastest communication, we would like to communicate with you using either email or text messaging. Please complete this section if we may communicate with you electronically, concerning your claim, benefits, policy, premium or condition.

Printed Name	Social Security Number
Policy Owner Signature	Date
<b>Authorization</b> I can revoke or update this authorization at any time by r This authorization is valid for 24 months. I may request a original.	
Should you prefer to submit your claims or claims informa the following address: Trustmark Insurance P.O. Box 290	
To ensure a smooth email experience, please be sure that Adobe Reader. You should add our email address to you server or spam filter approved listing. If you don't see emaspam, clutter, junk or bulk email folder. You can choose to revoking this authorization. If you no longer wish to commyou via US mail. If you require copies of any communicate contact us. There is no cost to you to obtain copies of electrical designs and the surface of	or address book contact list and add us to your email ail from us in your email inbox, be sure to check your so stop electronic communication at any time by nunicate via electronic means we will correspond with tion sent to you by email/text in paper form, please
I understand that by selecting text messaging, regular text from Trustmark and I assume responsibility for any costs a remain in effect unless revoked by notifying Trustmark.	
If you chose to communicate with us electronically, you secure unless it is encrypted. We strongly encourage you sensitive and/or confidential information. By sending sens encrypted, you accept the risks of such lack of security a communicate from your workplace computer, you shoul have access to electronic communication between you	to use encrypted communication when sending sitive or confidential electronic messages that are not and possible lack of confidentiality. If you elect to d also be aware that your employer and its agents, and us.
☐ Yes, by Email Please provide email address:	•
☐ Yes, by Text Messages - Please provide cell phone #: (_	)
May we communicate with you electronically? ☐ No	



For Claims Customer Service:

**☎ Phone:** (877) 201-9373 x45708

For Claims Submission: B Fax: (508) 853-2757 METALL DICICLA DI

### **Third Party Communication Authorization**

Please complete this authorization if you would like us to discuss, to release, or to provide information to a third party regarding any policy and/or claim for benefits under your policy. Note: Policy Owner and Claimant (if appropriate) must give permission for disclosure of their information to each other, if applicable.

Policy Owner Name:  Claimant Name:				
Policy Number(s):				
Name & Relationship of Third Party Represen	ntative:			
$\scriptstyle \square$ All information (all policy and claim	n information)			
Only the following information*:				
Name & Relationship of Third Party Represen	ntative:			
$\ \square$ All information (all policy and claim	n information)			
Only the following information*:				
<ul> <li>My Agent: (Name of Agent)</li> <li>All information (all policy and clain</li> <li>Only the following information*:</li> </ul>	n information)			
<ul> <li>My Employer: (Name of Agent)</li> <li>All information (all policy and clain</li> <li>Only the following information*:</li> </ul>				
*Restrictions may include a restriction on certain types of information (such as not sharing financial, medical or health information).				
• • • • • • • • • • • • • • • • • • • •	y and/or claim information this may include health information mune system including but not limited to HIV and AIDS, use of ition, history, or treatment.			
·	ay be subject to re-disclosure and might not be protected by ag the privacy of health information relative to my condition.			
·	in writing at any time or by email to address noted above. I till my revocation or until I complete a new authorization. Any new norization and replace it.			
Signature of Policy Owner	Signature of Claimant (If someone other than the Policy Owner)			
Printed Name	Printed Name			
Date	 Date			



For Claims Customer Service:

**Phone:** (877) 201-9373 x45708

For Claims Submission: B Fax: (508) 853-2757 Email: DICIClaims VB@trustmarkbenefits.com

### Claim Submission Signature

The statements made by me on this claim are true and complete. I have read and understand the fraud notices contained in this form.

If I receive benefit payments greater than those which should have been paid, I understand that I will be requested to provide a lump sum repayment to the insurance company. The insurance company has the option to reduce or eliminate future benefit payments, to the extent allowed by law, in order to recover any overpayment balance that is not returned.

**Fraud Statement for the state of New York**: 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

Signature of Policy Owner:	Print Name:
Date signed:	



For Claims Customer Service:

**Phone:** (877) 201-9373 x45708

For Claims Submission:

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

ATTENDING PHYSICIAN	'S STATEMENT (Page 1	of 3) PATIE	IT AND EMPLOYEE (SUBSCI	RIBER) INFORMATION		
Policy Owner Name:			Patient's Name (First, MI, Last):			
Your Patient's Acct #:	Patient's DOB:					
Patient's Relationship to I	Employee 🗖 Self 🗖 Sp	pouse 🗖 Child		-		
Patient's or Authorized Pe	erson's Signature		Date Signed			
PHYSICIAN OR SUPPLIER S	TATEMENT Please entir	e form. Sign &	date this form on page 3.			
Date of Diagnosis		· ·	eviously had same or simi If yes, show 1st treatment			
Name of referring or other	Name of referring or other treating physicians  For services related to hospitalization, provide hospitalization dates  Admit:  Disch:					
Name and address of fa	cility where services rend					
Diagnosis or nature of illn	ess or injury:					
			t and provide the test results for the condition indicated			
<b>ALS</b> Attach test results Diagnosis established by:	■MRI ■ Nerve biopsy ©	_ EMG □ Net	rological exam Date of	DX:		
Blindness What was vision	on at last observation? (Sr	nellen Notation)				
With glasses: O.D.	O.S	Date:				
Without glasses: O.D	O.S	Do	te:			
Date corrected vision wa in the better eye:	,		s or VF less than 20 degree	es		
Cancer/Carcinoma in Situ	J					
Date and documented e	xact pathologic diagnos	sis:				
If clinically diagnosed, da	te, reason, treatment rec	commended:				
Coronary Artery Bypass						
Date of CAD diagnosis: _	Degree of	obstruction: _	Date of S	urgery:		

CACI V06.2022 A112-2497\_APS



For Claims Customer Service:

**Phone:** (877) 201-9373 x45708

ATTENDING PHYSICIAN'S STATEMENT (Page 2 of 3)
Policy Owner Name: Patient's Name (First, MI, Last):
End Stage Renal Failure
Does the patient have end stage renal failure presenting as chronic, irreversible failure to function of both kidneys?
Does the patient's kidney failure necessitate regular renal dialysis, hemo-dialysis or peritoneal dialysis (at least weekly) or which results in kidney transplantation?
Is the patient on UNOS (United Network for Organ Sharing) list for a transplant?
Date of diagnosis as End Stage (Level V) Renal Failure:
Heart Attack  Does the patient's condition meet all of the following criteria:
Are new and serial electrocardiographic (EKG) findings consistent with myocardial infarction?
Were cardiac enzymes elevated above generally accepted laboratory levels of normal for creatine physphokinase (CPK) or elevated troponins? (If "Yes", attach confirmatory lab reports)
Did diagnostic studies confirm a myocardial infarction and the occlusion of one or more coronary arteries?
(Attach copies of any applicable reports)
Major Organ Failure
Did the patient undergo surgery to receive a human heart, liver, both lungs or pancreas? (attach a copy of the operative report)
If operation has not been performed, is patient on UNOS (United Network for Organ Sharing) list for a transplant?
What condition caused the need for the major organ transplant?
Occupational HIV
Did the patient contract HIV at work and while performing normal occupational duties, from one of the following?    \[ \textsuperscript{\texts
Permanent Paralysis
Did the patient have total and permanent loss of use of 2 or more limbs due to accident or sickness?
Stroke
Initial objective neurologic deficit: Imaging and result: If persistent objective neurologic deficit 30 or more days, please describe:
Date of initial diagnosis: Date of last neurologic exam:

CACI V06.2022 A112-2497\_APS



For Claims Customer Service:

**Phone:** (877) 201-9373 x45708

ATTENDING PHYSICIAN'S STATEMENT (Page 3 of 3)							
Policy Owner Name:	Patient's Name (First, MI, Last):						
PHYSICIAN INFORMATION AND SIGNATURE							
FRAUD NOTICE: Any person who knowingly files a statement of claim containing false or misleading information is subject to criminal and civil penalties. This includes Employer and Attending Physician portions of the claim form.							
Print or Type Name	Degree	Degree		Medical Specialty			
Street Address	•	Те	lephone #		Fax #		
City	State		Zip Code		SSN or Employer's ID #:		
Signature of Physician	1		I		Date Signed		
Please provide name & phone number for Office Manager or other person to contact if additional information is needed:							
ame(please print): Phone:							
Are you, the physician, related to this patient?  Yes No  If yes, what is the relationship?	May we communicate with you via email?   Yes  No If yes, Email Address:						
If yes, what is the relationship?							

CACI V06.2022 A112-2497\_APS