

**NOTICE AND PROOF OF CLAIM FOR DISABILITY BENEFITS**

**CLAIMANT: READ THE FOLLOWING INSTRUCTIONS CAREFULLY.**

1. USE THIS FORM IF YOU BECOME SICK OR DISABLED WHILE EMPLOYED OR IF YOU BECOME SICK OR DISABLED WITHIN FOUR (4) WEEKS AFTER TERMINATION OF EMPLOYMENT. USE CLAIM FORM DB-300 IF YOU BECOME SICK OR DISABLED AFTER HAVING BEEN UNEMPLOYED MORE THAN FOUR (4) WEEKS.
2. YOU MUST COMPLETE ALL ITEMS OF PART A - THE "CLAIMANT'S STATEMENT". BE ACCURATE. CHECK ALL DATES.
3. BE SURE TO DATE AND SIGN YOUR CLAIM (SEE ITEM 12). IF YOU CANNOT SIGN THIS CLAIM FORM, YOUR REPRESENTATIVE MAY SIGN IT IN YOUR BEHALF. IN THAT EVENT, THE NAME, ADDRESS AND REPRESENTATIVE'S RELATIONSHIP TO YOU SHOULD BE NOTED UNDER THE SIGNATURE.
4. DO NOT MAIL THIS CLAIM UNLESS YOUR HEALTH CARE PROVIDER COMPLETES AND SIGNS PART B - THE "HEALTH CARE PROVIDER'S STATEMENT".
5. YOUR COMPLETED CLAIM SHOULD BE MAILED WITHIN THIRTY (30) DAYS AFTER YOU BECOME SICK OR DISABLED TO YOUR LAST EMPLOYER OR YOUR LAST EMPLOYER'S INSURANCE COMPANY.
6. MAKE A COPY OF THIS COMPLETED FORM FOR YOUR RECORDS BEFORE YOU SUBMIT IT.

**PART A - CLAIMANT'S STATEMENT (Please Print or Type) ANSWER ALL QUESTIONS**

Social Security Number

1. My Name is .....  
First Middle Last
2. Address.....  
Number Street City or Town State Zip code Apt. No.
3. Tel. No. .... 4. Date of Birth ..... 5. Married (Check one)  Yes  No
6. My disability is (if injury, also state how, when and where it occurred).....
7. I became disabled on ..... a. I worked on that day  Yes  No  
Month Day Year  
 b. I have since worked for wages or profit.  Yes  No If "Yes", give dates .....
8. Give name of last employer. If more than one employer during the last eight (8) weeks, name all employers.

EMPLOYER'S			DATES OF EMPLOYMENT			AVERAGE WEEKLY WAGES (Include Bonuses, Tips, Commissions, Reasonable Value of Board, Rent, etc.)
BUSINESS NAME	BUSINESS ADDRESS	TELEPHONE NO.	FROM		THROUGH	
			Mo.	Day	Yr.	Mo.

9. My job is or was .....  
Occupation Name of Union and Local Number, if Member
10. For the period of disability covered by this claim  
 a. Are you receiving wages, salary or separation pay: .....  Yes  No  
 b. Are you receiving or claiming:  
 (1) Workers' Compensation for work-connected disability .....  Yes  No  
 (2) Unemployment Insurance Benefits .....  Yes  No  
 (3) Damages for personal injury .....  Yes  No  
 (4) Benefits under the Federal Social Security Act for long term disability .....  Yes  No
- IF "YES" IS CHECKED IN ANY OF THE ITEMS IN 10a OR 10b, COMPLETE THE FOLLOWING:  
 I have  received  claimed from ..... for the period ..... to .....
11. I have received disability benefits for another period or periods of disability within the 52 weeks immediately before my present disability began .....  Yes  No  
 If "Yes", fill in the following: I have been paid by ..... From ..... To .....
12. I have read the instructions above. I hereby claim Disability Benefits and certify that for the period covered by this claim I was disabled; and that the foregoing statements, including any accompanying statements, are to the best of my knowledge true and complete.

ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD PRESENTS, CAUSES TO BE PRESENTED, OR PREPARES WITH KNOWLEDGE OR BELIEF THAT IT WILL BE PRESENTED TO OR BY AN INSURER, OR SELF-INSURER, ANY INFORMATION CONTAINING ANY FALSE MATERIAL STATEMENT OR CONCEALS ANY MATERIAL FACT SHALL BE GUILTY OF A CRIME AND SUBJECT TO SUBSTANTIAL FINES AND IMPRISONMENT.

Claim signed on .....  
Date Claimant's Signature

If signed by other than claimant, print below: name, address and relationship of representative.

**Disclosure of information:** The Board will not disclose any information about your case to any unauthorized party without your consent. If you choose to have such information disclosed to an unauthorized party, you must file with the Board an original signed Form OC-110A, Claimant's Authorization to Disclose Workers' Compensation Records, or an original signed, notarized authorization letter. You may telephone your local WCB office to have Form OC-110A sent to you, or you may download it from our web page, www.wcb.state.ny.us. It can be found under the heading Common Forms Online. Mail the completed authorization form or letter to the address given below.

IF YOU HAVE ANY QUESTIONS ABOUT CLAIMING DISABILITY BENEFITS, CONTACT THE NEAREST OFFICE OF THE NYS WORKERS' COMPENSATION BOARD, OR WRITE TO: WORKERS' COMPENSATION BOARD, DISABILITY BENEFITS BUREAU, 100 BROADWAY-MENANDS, ALBANY, NY 12241-0005.	SI TIENE DUDAS RELACIONADAS CON LA RECLAMACIÓN DE BENEFICIOS POR INCAPACIDAD, COMUNIQUESE CON LA OFICINA MAS CERCANA DE LA JUNTA DE COMPENSACIÓN OBRERA DE NUEVA YORK, O ESCRIBA A: WORKER'S COMPENSATION BOARD, DISABILITY BENEFITS BUREAU, 100 BROADWAY-MENANDS, ALBANY, NY 12241-0005.
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**IMPORTANT: USE THIS FORM ONLY WHEN THE CLAIMANT BECOMES SICK OR DISABLED WHILE EMPLOYED OR BECOMES SICK OR DISABLED WITHIN FOUR (4) WEEKS AFTER TERMINATION OF EMPLOYMENT. OTHERWISE USE CLAIM FORM DB-300.**

**PART B - HEALTH CARE PROVIDER'S STATEMENT** (Please Print or Type) THE HEALTH CARE PROVIDER'S STATEMENT MUST BE FILLED IN COMPLETELY AND THE FORM MAILED TO THE INSURANCE CARRIER OR SELF-INSURED EMPLOYER, OR RETURNED TO THE CLAIMANT WITHIN SEVEN DAYS OF THE RECEIPT OF THE FORM. For item 7d, give approximate date. Make some estimate. If disability is caused by or arising in connection with pregnancy, enter estimated delivery date under "Remarks".

1. Claimant's Name ..... 2. Date of Birth ..... 3. Sex  Male  Female
4. Diagnosis/Analysis..... Diagnosis Code .....
- a. Claimant's Symptoms .....
- b. Objective Findings.....
5. Claimant Hospitalized?  Yes  No From..... To .....
6. Operation Indicated?  Yes  No a. Type ..... b. Date .....
7. Enter Dates for the Following:
 

	Month	Day	Year
a. Date of your first treatment for this disability .....			
b. Date of your most recent treatment for this disability.....			
c. Date claimant was unable to work because of this disability.....			
d. Date claimant will be able to perform usual work .....			
8. In your opinion, is this disability the result of injury arising out of and in the course of employment or occupational disease?  Yes  No  
 If yes, has form C-4 been filed with the Workers' Compensation Board?  Yes  No  
 Remarks (attach additional sheet, if necessary) .....

(If disability is pregnancy related, please enter estimated delivery)

I affirm that I am a	<input type="checkbox"/> Chiropractor	<input type="checkbox"/> Physician	<input type="checkbox"/> Psychologist	Licensed in the State of	License Number
	<input type="checkbox"/> Dentist	<input type="checkbox"/> Podiatrist	<input type="checkbox"/> Nurse-Midwife		

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Health Care Provider's Signature ..... Date.....  
 Health Care Provider's Name (Please print) ..... Tel. No. ....  
 Office Address .....

Number                      Street                      City or Town                      State                      Zip

**HIPAA NOTICE** - In order to adjudicate a workers' compensation claim, WCL 13-a(4)(a) and 12 NYCRR 325-1.3 require health care providers to regularly file medical reports of treatment with the Board and the carrier or employer. Pursuant to 45 CFR 164.512 these legally required medical reports are exempt from HIPAA's restrictions on disclosure of health information.

**PART C – EMPLOYER'S STATEMENT** ➔ If employee contribution is withheld, indicate taxable % (employer portion) for FICA deductions = \_\_\_\_\_%

1. Employee's Name \_\_\_\_\_ SS# \_\_\_\_\_
2. Address \_\_\_\_\_ Occupation \_\_\_\_\_
3. Date Employed \_\_\_\_\_  F/T  P/T **Check usual days worked:**

MON	TUES.	WED.	THURS.	FRI.	SAT.	SUN.
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4. Is Claimant:  employee  member  owner  partner  independent contractor  high school student  employer's spouse
5. Date employee last worked .....
6. Date employee returned to work .....
7. Date employee's wages ceased, or will cease .....
8. Are wages being continued during disability? .....  Yes  No
9. If yes, is reimbursement requested? .....  Yes  No
10. On what date did you receive the completed claim form? .....
11. Did the disability occur as a result of employment? .....  Yes  No
12. Name and address of your Compensation carrier .....
13. Is employee a member of a union that provides NY Disability? .....  Yes  No
14. Do you expect to rehire? .....  Yes  No
15. If employee is no longer in your employ, check reason:  
 Labor dispute     Lack of work     Fired     Quit
16. Has the claimant received UI benefits?  Yes - dates \_\_\_\_\_  No

**IMPORTANT:** To determine weekly benefit payable, indicate earnings 8 weeks prior to disability; include weekly value of board, lodging, tips and allowances.

MONTH	DAY	YEAR	# DAYS	GROSS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
<b>TOTAL</b>				<b>\$</b>

**Employer** \_\_\_\_\_ **Policy #8-910-** \_\_\_\_\_

**Address** \_\_\_\_\_

**Signed by** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**SEND COMPLETED FORM TO** ➔ National Benefit Life Insurance Company, PO Box 1946, Long Island City, NY 11101; OR FAX 1-800-584-9303

For Inquiries call 1-800-535-2710