

**STATE OF NEW MEXICO**  
GENERAL SERVICES DEPARTMENT  
RISK MANAGEMENT DIVISION

**DISABILITY POLICY**



**REVISED July 1, 2014**

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**Disability Claim Forms located at end of this document.**

## **Benefits at a Glance**

The State of New Mexico Disability Program is a self-insured supplemental income plan to provide financial assistance to those that lose income due to a sickness or non-work-related injury and are unable to work for a period of time.

The Disability Program is comprised of two benefits; Short Term Disability and Long Term Disability. This policy is designed to give the policyholder information regarding their Disability coverage.

Benefit claim forms\* must be completed and sent to Erisa Administrative Services, Inc, the State's Benefits Third Party Administrator for disability. Processing may be delayed if all required forms are not included. All Disability questions should also be directed to Erisa Administrative Services, Inc. See below website for claim details.

**Erisa Administrative Services, Inc  
1200 San Pedro Drive NE  
Albuquerque, NM 87110  
Fax: (505) 705- 3311  
Ph. 1-855-618-1800**

**\*Claim forms are at the back of the Disability Policy found on [www.mybenefitsnm.com](http://www.mybenefitsnm.com) (Forms, Guidelines, and Policies section) at the following link:**

<https://www.mybenefitsnm.com/Disability.htm>

**Disability premiums are paid 100% by the employee.** With the employee paying the full premium costs, no taxes are withheld if the employee should require disability payments.

## **Eligibility for Benefits**

- To be eligible *to make an initial claim*, the employee must:
  1. Be enrolled in the State's Group Benefits Plan, **and**
  2. Have paid disability premiums for at least 12 *consecutive* months, **and**
  3. Suffer a disabling, *non-work-related* illness or injury which prevents employee from working
  
- Employee must submit medical provider documentation which establishes employee is not able to perform work in any capacity.
  
- There is a twenty-eight (28) day **ELIMINATION PERIOD**. At the end of the 28 day Elimination Period, the employee may qualify for disability benefits if all plan criteria are met.
  
- An employee does not need to be enrolled in medical coverage through the State's Group Benefits Plan to participate in the Disability Program.
  
- An employee does not need to exhaust annual, sick or donated leave time in order to be eligible to make an initial claim for disability benefits.
  
- Claimants on long-term disability may separate from employment and maintain eligibility.
  
- Dependents and independent contractors are not covered under this plan.

## Short Term Disability Benefits

- An eligible employee must have paid disability premiums for at least 12 *consecutive* months prior to claiming disability.
- There is a twenty-eight day (28 calendar days) **ELIMINATION PERIOD**. The **ELIMINATION PERIOD** is the length of time between when an employee is unable to work due to a disability to when they might qualify for Short Term Disability benefits.
- Required health benefits and/or disability benefit premium contributions must continue to be paid, through your Agency's HR office, while on Short Term Disability to maintain coverage.
- Employee must submit medical provider documentation which establishes employee is not able to perform work in any capacity while on disability benefits.
- A **CLAIMANT** is *not* eligible for disability benefits in the event of a work-related injury or illness.
- Claim must be filed within ninety (90) days from the first day out of work.
- Following the **ELIMINATION PERIOD**, Short Term Disability benefits are payable weekly and are calculated at 60% of regular weekly earnings, less any **DEDUCTIBLE SOURCES OF INCOME**, to a maximum benefit of \$500 per week.
- An individual cannot receive more than 100% of their regular salary with sick, annual, and disability benefits combined.
- Following the **ELIMINATION PERIOD**, Short Term Disability benefits may be paid for a maximum period of twenty-four (24) weeks, based on proper medical documentation.
- Maternity benefits in the instance of a vaginal delivery allow for 6 weeks of disability beginning on the date of delivery (this *includes* the

four (4) week **ELIMINATION PERIOD**, resulting in two (2) weeks of paid claims).

- Maternity benefits available in the instance of a Cesarean delivery allow for eight (8) weeks disability from the date of delivery (this *includes* the four (4) week **ELIMINATION PERIOD**, resulting in four (4) weeks of paid claims). \*\*

*\*\*Above scenarios are without complications\*\**

- Extension of disability payments is based on medical necessity.
- The **CLAIMANT** must provide medical updates at least every four to six (4-6) weeks.
- A change in medical condition will require a new claim and will be subject to approval or denial based on the policy guidelines and new **ELIMINATION PERIOD**.

## Long Term Disability Benefits

- Long Term Disability begins after Short Term Disability has ended as long as the employee still meets all eligibility requirements.
- Long Term Disability benefits are payable for a maximum of two (2) years.
- No work related injuries or illnesses are covered by either Short Term or Long Term Disability.
- Long term disability payments are payable monthly and are calculated at 40% of regular monthly earnings, less any **DEDUCTIBLE SOURCES OF INCOME** (see Glossary), to a maximum benefit of \$2000 per month. Claimant must receive monthly payments via direct deposit.
- An individual cannot receive more than 100% of their regular salary with sick, annual, and disability benefits combined.
- Benefits for those approved prior to July 1, 2006 will be reduced by **DEDUCTIBLE SOURCES OF INCOME** (such as social security or retirement) and benefits will end upon the claimant's 65<sup>th</sup> birthday.
- A **CLAIMANT** must apply for Social Security Disability Insurance (SSDI) and Retirement Disability to continue eligibility for Long Term Disability benefits.
- It is the claimant's responsibility to appeal any denials made by SSDI and provide appeals to Erisa Administrative Services, Inc. for verification purposes.
- The **CLAIMANT** must provide medical updates at least every 90 days.

## CLAIMANTS' Responsibilities

- **Disability premiums are paid 100% by the employee on a post-tax basis.** Premium payments must continue to be paid while on Short-Term Disability. Since the employee pays premiums with after-tax dollars, no taxes are withheld if the employee should require disability payments.
- Claim must be filed within 90 days of the day the CLAIMANT stops working.
- If on short-term disability, the CLAIMANT must provide a medical/physician update and other information as requested by the plan at least every 4-6 weeks. Long-term disability CLAIMANTS must provide medical updates and other information as requested by the plan at least every 90 days.
- CLAIMANT must apply for Social Security Disability Income (SSDI) and Retirement Disability when converted to Long Term Disability.
- CLAIMANT must appeal any denials from Social Security Disability Income.
- CLAIMANT must inform the plan (Erisa) when receiving any **DEDUCTIBLE SOURCES OF INCOME.**
- CLAIMANT is responsible for paying back any overpayments made by the disability program when approved for SSID. Payment must be received when the claimant receives the first retro-payment from SSDI.
- CLAIMANT must inform the plan (Erisa) immediately when able to return to work.
- A change in medical condition will require a new claim and will be subject to approval or denial based on the policy guidelines and new **ELIMINATION PERIOD.**



- **CLAIMANT** must inform the plan when there is a separation of employment.
- **CLAIMANT** must appeal any denials or termination of benefits by the plan within 30 days.
- **CLAIMANT** is responsible to immediately pay back to the State any over-payments received.

## Other Benefit Features

- At the discretion of the Director of the State of New Mexico Risk Management Division, disability payments may continue for eligible Long Term Disability if the claimant elects to enroll into school and/or training that will provide them with the necessary skills to obtain gainful employment.
  1. The claimant must request this benefit, in writing, with an explanation of the classes and/or training that the claimant will be enrolling in and what employable skills will be attained by taking these classes.
  2. The claimant must provide the admission letter to Erisa Administrative Services, Inc. immediately upon receipt. The final grades must also be submitted to Erisa Administrative Services, Inc.
- If a State employee or a Local Public Body separates from the State Group Benefits Plan, any Short or Long Term disability claimant currently receiving benefits will continue to receive benefits until the claim is closed according to the terms and conditions of the Plan. In this situation, to continue receiving Short-Term Disability payments, claimants must send, **by cashier's check or money order only**, monthly disability *premiums* to:

Risk Management Division  
ATTN: Disability Program  
Employee Benefits Bureau  
P.O. Box 6850  
Santa Fe, NM 87502

Premium payments must be clearly marked with "Disability Monthly Premium."

## **Limitations and Exclusions**

- Work Related injuries and/or illnesses are *not* covered under this Plan.
- All Disability durations are administered according to the **OFFICIAL DISABILITY GUIDELINES 2013** (Eighteenth Edition) published by Work Loss Data Institute.
- **CLAIMANTS** cannot perform work in any capacity while receiving Short or Long Term Disability.

## **When Coverage Ends**

- If the State's Group Benefit Plan is cancelled, coverage ends on the cancellation date.
- Coverage ends on the date a claimant becomes eligible for Social Security Disability, or retirement (this also includes voluntarily withdrawing your retirement funds). If this occurs, notify Erisa Administrative Services, Inc. immediately.
- Coverage ends on the date a claimant is denied Social Security Disability Income Benefits and refuses to appeal the denial.
- Eligibility for benefits terminates upon failure to make required premium payments.
- Coverage for both Short and Long Term Disability ends on the date the claimant no longer meets the terms of the plan.
- Coverage ends on the date claimant fails to submit proof of continuing disability.
- Coverage ends when claimant is able to work in any capacity.
- Coverage ends when the disability condition is no longer the same condition under which the claim was originally filed and/or not a direct result of the original disabling condition.

- Coverage ends on the date claimant refuses an independent medical examination at the request of the State of New Mexico.
- Coverage ends on the date of claimant's death.
  - Long term disability participants with approval prior to July 1, 2006, are eligible for a *one-time* life benefit payout of \$1,000.00 to an eligible survivor. Survivor must provide, in writing, a request for the life benefit and furnish a copy of the claimant's death certificate.
- Assuming all other elements of eligibility and continuing eligibility are met, coverage for both Short and Long Term Disability ends upon reaching the maximum duration of payment:
  - Following the **ELIMINATION PERIOD**, the maximum duration of payment for Short Term Disability benefits is twenty-four (24) weeks.
  - Following the **ELIMINATION PERIOD**, the maximum duration of payment for Long Term Disability benefits is two (2) years.

## **Plan Rights**

- The plan has the right to approve or deny the claim based on submitted information and plan eligibility requirements.
- The plan has the right to terminate benefits at any time due to failure to comply with the plan requirements and guidelines.
- The plan has the right to assign a medical case manager and request independent medical examinations at the cost of the plan.
- The plan has the right to recover any overpaid monies as the result of incorrect benefit payments, fraud, or **DEDUCTIBLE SOURCES OF INCOME**.
- The plan has the right to request employees' financial, employment, and medical information at any time while enrolled and receiving benefit payments.
- The plan has the right to stop benefits if the disability condition is no longer the same condition as originally claimed and/or not a direct result of the original disabling condition.

## Appeal Process

If at any time a claim is denied and/or benefits are terminated, the plan will notify claimant regarding the status of benefits and the appeal process. The appeal process is as follows:

- First Level- The claimant should write a letter to Erisa Administrative Services, Inc. explaining why the claim should not have been denied and/or benefits should not have terminated. Please include any and all supporting documentation to support the need to review the original denial.
  - First-Level will be reviewed by Erisa Administrative Services, Inc.
- Second Level- If the denial was upheld after the first level appeal, the claimant should send all documentation, including the original first level appeal and response, with a written notice requesting a second level appeal.
  - Second-Level will be reviewed by the State's Group Benefits Plan Bureau Chief.
- Third Level- If the denial was upheld after the first and second level, all documentation including the original first level and second level appeals and responses should be sent, with a written notice, requesting a third and **FINAL** level appeal.
  - Third-Level will be reviewed by the State Risk Management Division Director.
- No payments will be made during the course of an appeal. In the event the claimant prevails in an appeal, an appropriate lump sum payment will be issued within thirty (30) days.

## Plan Information

Plan Name: State of New Mexico Self-Insured Disability Plan, a component of the State's Group Benefits Plan

Plan Sponsor/  
Administrator: ERISA Administrative Services, Inc.  
1200 San Pedro NE  
Albuquerque, NM 87110

Employer Identification  
Number: 85-6003005

Type of Plan: Short Term and Long Term Disability

Type of Administrator: The Plan is provided by the State of New Mexico with the benefits provided in accordance with the provisions of the State of New Mexico Self-Insured Program

Share of Contributions: Employee contributes the full cost of premium for the Disability Program

Plan Year: July 1, 2013 through December 31, 2014

Agent for Legal Services  
and Address: Director, RMD State of New Mexico  
General Services Dept.  
Employee Benefits Bureau,  
Joseph M. Montoya Building  
Suite 2081, 1100 St. Francis Drive  
Santa Fe, NM 87502-0110  
(505) 827-0442

# Glossary

**CLAIMANT** means an employee who is eligible for the State of New Mexico Self-Insured Disability Program.

**DEDUCTIBLE SOURCES OF INCOME** means income from deductible sources that claimant receives or is entitled to receive while **DISABLED**. This income will be subtracted from the gross disability payment. Deductible Sources of Income include:

- State compulsory benefit act or law
- Other group insurance plan
- Under the mandatory portion of any “no fault” motor vehicle plan
- Under salary continuation or accumulated sick leave plan
- From a third party (after subtracting attorney’s fees) by judgment, settlement or otherwise
- Disability payments received under claimant’s current employer’s retirement plan (Retirement Disability payments)
- Social Security Disability payments

**DISABLED** means the inability to perform any work due to a sickness or non-work-related injury.

**MEDICAL PROVIDER** means:

- A person performing tasks that are within the limits of his or her medical license; and
- A person who is licensed to practice medicine and prescribe and administer drugs or to perform surgery; or
- A person with a doctoral degree in Psychology (Ph.D. or Psy.D.) whose primary practice is treating patients; or
- A person who is a legally qualified medical practitioner according to the laws and regulations of the governing jurisdiction.
- The State of New Mexico will not recognize the claimant, or claimant’s spouse, children, parents or siblings as a doctor for a claim that sent to us.

**ELIMINATION PERIOD** means the period between the first day an employee is unable to work due to a disability and when potential eligibility for benefit payment begins.

**EMPLOYER** means the agency/Local Public Body participating in the State’s Group Benefits Plan.

**INJURY** means a bodily injury that is the direct result of a non-work related accident.



**MONTHLY BENEFIT** means the total benefit amount for which an employee is insured under this plan subject to the maximum benefit.

**MONTHLY PAYMENT** means your payment after any **DEDUCTIBLE SOURCES OF INCOME** have been subtracted from your gross disability payment.

**OCCUPATIONAL SICKNESS OR INJURY** means a sickness or injury that was caused by or aggravated by any employment for pay or profit.

**PAYABLE CLAIM** means a claim for which the State of New Mexico is liable under the terms of the policy.

**PLAN** means the State of New Mexico Self-Insured Disability Program.

**WE, US and OUR** means the State of New Mexico Self-Insured Disability Program.

**WEEKLY BENEFIT** means the total benefit amount for which an employee is insured under this plan subject to the maximum benefit.

**WEEKLY PAYMENTS** means your payment after any **DEDUCTIBLE SOURCES OF INCOME** have been subtracted from your gross disability payment.

**YOU** means an employee who is eligible for the State of New Mexico Self-Insured Disability Program.

# Disability Claim Form

Email: [sonm@easitpa.com](mailto:sonm@easitpa.com)  
Fax: (505) 705-3311  
Phone: (855) 618-1800 (press 1)

Erisa Administrative Services, Inc.  
1200 San Pedro Dr. NE  
Albuquerque, NM 87110-6726

## Instructions for Filing a Claim

### SUBMITTING AN APPLICATION

All sections of this application must be completed and sent to Erisa Administrative Services, Inc. If the claim form is not completed in full, processing of benefits will be delayed until all required information has been received. However, if any questions are not applicable to your situation, please write "N/A" (Not Applicable) in those spaces.

#### Employer Submission Checklist:

- Completed Employer Sheet
- Copy of Disability Premium Payments
- Copy of Wages Paid
- Copy of Leave Balances
  - Calculated to after 28-day Elimination Period per question 25 on Employer Sheet
- Attachment pages as needed

#### Employee Submission Checklist:

- Completed Employee Sheet
- Signed Signature Page
- Completed Physician Form
- Attachment pages as needed

### RETURNING TO WORK

Please inform Erisa Administrative Services, Inc. of any scheduled or actual return to work date as soon as possible by submitting the Return to Work notice located at [www.mybenefitsnm.com/Disability.htm](http://www.mybenefitsnm.com/Disability.htm) by email to [sonm@easitpa.com](mailto:sonm@easitpa.com) or by fax to (505) 705-3311.

If Erisa extends benefits beyond the actual return to work date, the amount overpaid must be returned to the State of New Mexico. Employer MUST forward copies of employee's pay stub showing annual leave, sick leave, or compensatory leave taken. Please make appropriate changes to employee's time sheets for employees who become eligible for payment AFTER the elimination period.

### FRAUD NOTICE

Any person who knowingly and with intent to injure, defraud, or deceive any insurance company files a statement of claim and/or application containing any false, incomplete, or misleading information, is guilty of a felony and is subject under state law to prosecution and punishment, including fines and/or imprisonment. Submission of false information in connection with this claim form may also constitute a crime under federal laws. Erisa Administrative Services, Inc. and the State of New Mexico will pursue any appropriate legal remedies in the event of insurance fraud, including prosecution under federal mail fraud, federal wire fraud, and/or the federal Racketeer Influenced and Corrupt Organizations Act statutes. Any false statements made herein may be reported to state and federal tax and regulatory authorities as is appropriate.

Submission Date

# Disability Claim Form

## EMPLOYER SHEET

Email: [sonm@easitpa.com](mailto:sonm@easitpa.com) Phone:  
 (855) 618-1800 (press 1)  
 Fax: (505) 705-3311

Erisa Administrative Services, Inc.  
 1200 San Pedro Dr. NE  
 Albuquerque, NM 87110-6726

**If claim form is not completed in full, processing of benefits will be delayed until all information has been received.**

1. Employee Name		2. SSN		3. ID		4. DOB	
5. Address				6. City		7. State	8. Zip
9. Home Phone		10. Cell Phone		11. Email			
12. Agency	13. Occupation		14. Hire Date		15. Effective Date of Insurance		16. Hourly Wage
17. HR Name		18. HR Phone		19. HR Email			
20. Supervisor Name			21. Supervisor Email				
22. Work Schedule <input type="checkbox"/> Full Time <input type="checkbox"/> Exempt                      Regularly scheduled <input type="checkbox"/> Part Time <input type="checkbox"/> Non-exempt                      hours per week _____ <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat						23. Last Date of Salary Increase	
						24. Expected Return to Work <input type="checkbox"/> Full <input type="checkbox"/> Part	
25a. Last Day Worked	25b. Hours worked that day	25c. Date Paid Through		<input type="checkbox"/> Annual	<input type="checkbox"/> Vacation	<input type="checkbox"/> Accrued	
				For: Leave	Pay	Sick Leave	

26. Are you as the employer able to accommodate the employee's restrictions and limitations for an early return to work? (i.e. job modification, part time, etc.) Please elaborate. (Attach additional sheets as needed.)

27. Have you notified the employee of FMLA Eligibility?     Yes    No  
 Have you completed FMLA forms?                       Yes    No                      (Please attach a copy with this form)

28. Sick Pay Calculation for Timesheet Entry:  
 Date Last Worked \_\_\_\_\_ + 28 day Elimination Period = \_\_\_\_\_  
 Date to start reducing employee's sick/annual/comp leave on timesheet if eligible for Disability  
*An Employee can NOT receive more than 40% of their normal weekly wage in order to qualify for Disability*

29. Confirm that employee has paid 12 consecutive months of disability premiums and attach payroll deduction print screen(s).

I certify by signing this form that I will inform Erisa of any change to this form or the employee's work status. I certify that the information above is true and correct to the best of my knowledge. I will send Erisa any updated medical forms if I receive them.

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<i>Do not write below this point - For official use only</i>				
Initial Assessment: _____		PH and Master Approval: _____		Verification: _____
Date Received: _____		Additional Info Received: _____		Last Day +90: _____
Elimination Period End: _____		Paid Through: _____		Start Date: _____
Return to Work Date: _____		Disability Rate: _____ x 0.6 x _____ = _____		
<input type="checkbox"/> Employer Page	<input type="checkbox"/> Employee Page	<input type="checkbox"/> Signature Page	<input type="checkbox"/> Physician Form	<input type="checkbox"/> Deductions
<input type="checkbox"/> STD	<input type="checkbox"/> LTD	<input type="checkbox"/> Maternity – Delivery Date _____	<input type="checkbox"/> 2 weeks	<input type="checkbox"/> 4 weeks

Submission Date

# Disability Claim Form

## EMPLOYEE SHEET

Email: [sonm@easitpa.com](mailto:sonm@easitpa.com)  
Phone: (855) 618-1800 (press 1)  
Fax: (505) 705-3311

Erisa Administrative Services, Inc.  
1200 San Pedro Dr. NE  
Albuquerque, NM 87110-6726

### EMPLOYEE TO COMPLETE

**If claim form is not completed in full, processing of benefits will be delayed until all information has been received.**

1. Employee Name		2. SSN	3. ID	4. DOB	
5. Address			6. City	7. State	8. Zip
9. Home Phone		10. Cell Phone		11. Email	
12. Height	13. Weight	14. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		15. Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced	
15. Occupation		16. List the duties of your occupation at the time of your disability			
17. Date of accident/first symptoms					
18. Last date worked	19. Have you returned to work? <input type="checkbox"/> Yes <input type="checkbox"/> No Full Time: _____ Part Time: _____			19a. Expected Return Date Full Time: _____ Part Time: _____	
20. Supervisor Name		21. Supervisor Email			

22. Describe in detail how, when, and where the illness/accident occurred, or describe the nature of your disability and its first symptoms. Attach additional sheets as needed.	
23. Is your accident or illness related to your occupation? If yes, please explain. <input type="checkbox"/> Yes <input type="checkbox"/> No	
24. Have you filed a Workers Compensation claim? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you intend to file a Work Comp claim? <input type="checkbox"/> Yes <input type="checkbox"/> No	25. If injury was due to an auto accident, have you applied for no-fault benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No Carrier Name: _____ Carrier Phone: _____
26. When were you first treated for your illness or injury? Date: _____ Hospital name: _____ Address: _____ Doctor Name: _____ Address: _____	
27. Please list any sources of income that you are currently receiving and their amounts. Please attach copies for income verification.	

I acknowledge having reviewed all of the CLAIMANTS' RESPONSIBILITIES as set forth in the Disability Policy document. By my signature below, I represent that I understand all of the stated Claimants' Responsibilities and that I will adhere to all of those responsibilities during the claim process.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submission Date

# Disability Claim Form Employee Authorization

Signature Page

For Employee to Complete

## AUTHORIZATION FOR RELEASE OF INFORMATION

PERSONS OR INSTITUTIONS: This authorizes you to give the State of New Mexico Group Benefits Plan and Erisa Administrative Services, Inc. Disability Claims Office, its affiliate departments and representatives, any information, data, or records you have regarding my medical history and treatment (including records pertaining to psychiatric, drug or alcohol use, and any medical condition I may have or have had), and any information, data, or records regarding my activities (including records relating to my Social Security, Workers' Compensation, credit, financial, earnings, and employment history) needed to evaluate my claim for benefits. I understand that any such information obtained may be provided to a person or agency requested by the State or Erisa to assist with this purpose. This authorization is valid during the pendency of my claim. I understand that I have the right to request a copy of this authorization. A photocopy of this authorization is as valid as the original.

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Employee Name

---

Date

---

Employee Signature

---

SSN/ID

A photo static copy of this authorization is considered as valid as the original and is effective for the duration of the claim.

Submission Date

# Disability Claim Form

## PHYSICIAN FORM

Email: [sonm@easitpa.com](mailto:sonm@easitpa.com)

Erisa Administrative Services, Inc.

Phone: (855) 618-1800 (press 1) Fax: (505) 705-3311

1200 San Pedro Dr. NE, Albuquerque, NM 87110-6726

1. Name of Patient	2. SSN	3. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	4. DOB
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History

a) Date symptoms first appeared or illness/accident happened	b) Date you advised patient to stop working	c) Has patient ever had same or similar condition? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach description and dates
d) Is condition due to injury or sickness arising out of patient's unemployment? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		e) Names and addresses of other treating physicians

Diagnosis

a) Date of last exam	b) Diagnosis (including any complications) & ICD9 Code	c) Subjective Symptoms
d) Objective findings (including current x-rays, EKG's, lab data, and any clinical findings)		e) If pregnant, expected delivery date
		f) If delivered, actual delivery date

Treatment

a) Date of first visit for this illness or injury	b) Date of last visit	c) Date of next visit	d) Frequency of visits
e) Nature of Treatment (including surgery and medications prescribed, if any)			
f) Is patient: <input type="checkbox"/> Ambulatory <input type="checkbox"/> Bed Confined <input type="checkbox"/> House Confined <input type="checkbox"/> Hospital Confined			
g) Has patient been hospital confined? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____ to _____ Hospital Name: _____ Expected Recovery Date: _____ Hospital Address: _____			

<b>Cardiac (if applicable)</b> <input type="checkbox"/> Class 1 (no limitation) a) Functional Capacity (American Heart Assn.) <input type="checkbox"/> Class 2 (slight limitation) <input type="checkbox"/> Class 3 (marked limitation) <input type="checkbox"/> Class 4 (complete limitation)	b) Therapeutic Class (Activity Restriction) <input type="checkbox"/> A. (none) <input type="checkbox"/> B. (slight) <input type="checkbox"/> C. (moderate) <input type="checkbox"/> D. (marked) <input type="checkbox"/> E. (complete)	c) Blood pressure last visit _____ Systolic/Diastolic
---	---	---

<b>Physical Impairment</b> (*As defined in federal dictionary of occupational titles) <input type="checkbox"/> Class 1 – No limitation of functional capacity; capable of heavy work* No restrictions (0-10%) <input type="checkbox"/> Class 2 – Medium manual activity * (15-30%) <input type="checkbox"/> Class 3 – Slight limitation of functional capacity; capable of light work * (35-55%) <input type="checkbox"/> Class 4 – Moderate limitation of functional capacity; capable of clerical/administrative (sedentary*) activity (60-70%) <input type="checkbox"/> Class 5 – Severe limitation of functional capacity; incapable of minimum (sedentary*) activity (75-100%)	Remarks: _____
--	----------------

<b>Mental Impairment</b> (if applicable)	
a) Please define "stress" as it applies to this claimant	b) What stress and problems in interpersonal relations has claimant had on the job?
<input type="checkbox"/> Class 1 – Patient is able to function under stress and engage in interpersonal relations (no limitations) <input type="checkbox"/> Class 2 – Patient is able to function in most stress situations and engage in most interpersonal relations (slight limitations) <input type="checkbox"/> Class 3 – Patient is able to engage in only limited stress situations and limited interpersonal relations (moderate limitations) <input type="checkbox"/> Class 4 – Patient is unable to engage in stress situations or engage in interpersonal relations (marked limitations) <input type="checkbox"/> Class 5 – Patient has significant loss of psychological, physiological, personal, and social adjustment (severe limitations)	
Do you believe the patient is competent to endorse checks and direct the use of the proceeds thereof? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**REMARKS:**

a) Does patient currently have limitations/restrictions? Patient's Occupation: <input type="checkbox"/> Yes <input type="checkbox"/> No Any Other Work: <input type="checkbox"/> Yes <input type="checkbox"/> No	b) Describe specific limitations and restrictions:
--	--

c) If employer can accommodate limitations and restrictions, is this patient able to return to work? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	d) Date employment could begin
--	--------------------------------

e) Under what conditions could this employee return to work? Please elaborate.

Are you, the physician, related to this patient?  Yes  No If yes, what is the relationship? \_\_\_\_\_

Name (attending physician) Please Print \_\_\_\_\_ Degree \_\_\_\_\_ Phone Number \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax Number \_\_\_\_\_

Tax ID #: \_\_\_\_\_ Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Disability Claim Form PHYSICIAN UPDATE FORM

Email: [sonm@easitpa.com](mailto:sonm@easitpa.com)  
 Phone: (855) 618-1800 (press  
 1) Fax: (505) 705-3311

Erisa Administrative Services, Inc.  
 1200 San Pedro Dr. NE  
 Albuquerque, NM 87110-6726

1. Name of Patient	2. SSN	3. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	4. DOB
5. Case Number		6. Current Disability Level: <input type="checkbox"/> Short-Term <input type="checkbox"/> Long-Term <input type="checkbox"/> Maternity	

Treatment	a) Date of first visit for this illness or injury	b) Date of last visit	c) Date of next visit	d) Frequency of visits
	e) Names and addresses of other treating physicians			
	f) Nature of Treatment (including surgery and medications prescribed, if any)			
Progress	a) Has patient: <input type="checkbox"/> Recovered <input type="checkbox"/> Improved <input type="checkbox"/> Unchanged <input type="checkbox"/> Regressed		b) Is patient: <input type="checkbox"/> Ambulatory <input type="checkbox"/> Bed Confined <input type="checkbox"/> House Confined <input type="checkbox"/> Hospital Confined	
	c) If unchanged or regressed, please explain:			
	d) Has patient been hospital confined? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____ to _____ Hospital Name: _____ Expected Recovery Date: _____ Hospital Address: _____			

<b>Cardiac (if applicable)</b> <input type="checkbox"/> Class 1 (no limitation) a) Functional Capacity <input type="checkbox"/> Class 2 (slight limitation) (American Heart Assn.) <input type="checkbox"/> Class 3 (marked limitation) <input type="checkbox"/> Class 4 (complete limitation)	b) Therapeutic Class (Activity Restriction) <input type="checkbox"/> A. (none) <input type="checkbox"/> B. (slight) <input type="checkbox"/> C. (moderate) <input type="checkbox"/> D. (marked) <input type="checkbox"/> E. (complete)	c) Blood pressure last visit _____ Systolic/Diastolic
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**Physical Impairment** (\*As defined in federal dictionary of occupational titles) **Remarks:**

Class 1 – No limitation of functional capacity; capable of heavy work\* No restrictions (0-10%)

Class 2 – Medium manual activity \* (15-30%)

Class 3 – Slight limitation of functional capacity; capable of light work \* (35-55%)

Class 4 – Moderate limitation of functional capacity; capable of clerical/administrative (sedentary\*) activity (60-70%)

Class 5 – Severe limitation of functional capacity; incapable of minimum (sedentary\*) activity (75-100%)

**Mental Impairment** (if applicable)

a) Please define "stress" as it applies to this claimant b) What stress and problems in interpersonal relations has claimant had on the job?

Class 1 – Patient is able to function under stress and engage in interpersonal relations (no limitations)

Class 2 – Patient is able to function in most stress situations and engage in most interpersonal relations (slight limitations)

Class 3 – Patient is able to engage in only limited stress situations and limited interpersonal relations (moderate limitations)

Class 4 – Patient is unable to engage in stress situations or engage in interpersonal relations (marked limitations)

Class 5 – Patient has significant loss of psychological, physiological, personal, and social adjustment (severe limitations)

Do you believe the patient is competent to endorse checks and direct the use of the proceeds thereof?  Yes  No

**REMARKS:**

a) Does patient currently have limitations/restrictions? Patient's Occupation: <input type="checkbox"/> Yes <input type="checkbox"/> No Any Other Work: <input type="checkbox"/> Yes <input type="checkbox"/> No	b) Describe specific limitations and restrictions:
c) If employer can accommodate limitations and restrictions, is this patient able to return to work? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	d) Date employment could begin
e) Under what conditions could this employee return to work? Please elaborate.	
Are you, the physician, related to this patient? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the relationship? _____	

Name (attending physician) Please Print \_\_\_\_\_ Degree \_\_\_\_\_ Phone Number \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax Number \_\_\_\_\_

Tax ID #: \_\_\_\_\_ Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_