GUARDIAN

STD Instructions
ABSENCEWORKS

G- 00514207

Volunteers of America Chesapeake Inc

IMPORTANT INSTRUCTIONS FOR STD FILING

To avoid delays in processing, prior to initiating your claim, please inform your physician that a Representative will be contacting their office to obtain medical information. Your assistance may help to expedite your claim review.
To expedite your claim filing process, call toll-free at 1-888-889-2953 to initiate your claim as soon as your disability/leave begins; please call Monday-Friday, 7:00 am to 7:00 pm, CST.

Please be prepared to provide the following information:
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3. Please sign the authorization on the back and provide a copy to your treating physician(s).

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The Guardian Life Insurance Company of America, 7 Hanover Square, New York, NY. 2014-5018

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