

# BE WELL

## Short Term Disability: What You Need To Do

If you are:

- Absent from work because of an illness or injury and will not be returning within ten workdays, or
- Within one week of a planned surgery or childbirth...

You should follow this 1-2-3 process to access Lehigh's short term disability benefits.

# 1

## Contact Lincoln Financial Group

Call 1-800-423-2765 (8:00 a.m. to 8:00 p.m. Monday through Thursday, 8:00 a.m. to 6:00 p.m. Friday). Select Option 1 and provide:

- Your name and date of birth
- Your address and phone number
- Your Social Security Number or LIN
- Your doctor's name, address, phone and fax numbers
- Your occupation, the last day you worked, and your condition or diagnosis
- The Lehigh STD plan policy number: ATP 000500189650

A Lincoln benefit specialist will process your claim and send the Authorization for Release of Information and Attending Physician's Statement forms to your doctor. You can also find these forms on the HR website's forms page.

After your claim has been initiated by Lincoln, you can stay in touch with the company via telephone. Forms and medical information can be shared with them by fax at 877-843-3950.

Lincoln will contact you if they need additional information. Once they have received all required information, they will make a decision about your claim and notify both you and Lehigh.

# 2

## Contact Human Resources

**Faculty**  
Contact Caitlin Leidy  
at 610-758-3936  
or  
crl215@lehigh.edu

**Staff**  
Contact Kim Drey  
at 610-758-3895  
or  
kad610@lehigh.edu

# 3

## Keep Your Supervisor Informed

Remember: You don't need to share medical information with anyone other than Lincoln Financial Group.

But you should give your supervisor as much information about the timing and length of your absence as possible.

Keep him or her updated by checking in regularly.