



How to File a Claim

## REPORT A LEAVE WITH CONFIDENCE.

Brookhaven Science  
Associates, LLC  
Policy # 402111

**Your leave management programs are managed by The Hartford, a leader in disability and leave services. It is a user-friendly benefit that provides essential support services while you're away from your workplace.**

The Hartford makes  
it easy to file a  
claim. Just follow  
these steps.

### STEP 1 Know when it's time to file a request for leave.

If you're absent from work, we can advise you on when to file your request for leave. If your absence is scheduled, such as an upcoming hospital stay, simply call us within 30 days of your last day at work. If unscheduled, please call us as soon as possible.

### STEP 2 Have this information ready.

- Name, address, policy number, and other key identification information.
- Name of your department and last day of active full-time work.
- Your manager's name and phone number.
- The nature of your claim.
- Your treating physician's name, address, and phone and fax numbers.

### STEP 3 Make the call.

With your information handy, call The Hartford at 1-888-598-7462. You'll be assisted by a caring professional who'll take your information, answer your questions and file your claim.

TO FILE A REQUEST FOR LEAVE,  
CALL THIS NUMBER:

1-888-598-7462  
9 am - 9 pm ET, Monday-Friday



PLEASE CUT ✂

If you're absent from work we can advise you on when to file a claim or request a leave. If your absence is scheduled, such as an upcoming hospital stay, call within 30 days of your last day of work. If unscheduled, please call us as soon as possible.



### Get supportive assistance.

Even after you have requested a leave, we may be in touch to check your progress, answer questions or obtain additional information from you. Our goal is to offer a smooth and hassle free experience until you return to work. Feel free to also call us with anything that's on your mind. We're here to help.

### Relax and stay positive.

You have the assurance of our knowledge, expertise, and understanding of what you are going through. We're with you all the way, so you can receive the benefits you qualify for and get back to your life.

### Quick facts.

The Hartford's goal is to get you through your time away from work with dignity and assist you in any way we can. Keep the card below in a safe place for future use. We'll be there when you need us.



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**Expertise without equal.**  
**Benefits without burden.**

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#### WHEN YOU CALL, THE HARTFORD WILL ASK YOU TO PROVIDE

- Name, address, policy number, and other key identification information.
- Name of your department and last day of active full-time work.
- Your manager's name and phone number.
- The nature of your claim.
- Your treating physician's name, address, and phone and fax numbers.