Manulife

# Group Benefits Sponsor Statement
# Group Disability Claim

- Please ensure to answer all questions.
- Please attach details on any additional information that you believe should be considered in assessing this plan member's claim.
- This notification must be sent to Manulife without delay.

**Please send this form to:**
**Manulife Group Benefits**
Attention: Disability Claims
PO BOX 800, STN WATERLOO, Waterloo ON N2J 4C2
Tel: 1-877-481-9169 or (519) 747-7000 Fax: 1-866-677-4215 or (519) 579-3680
E-mail: group_disability_claims@manulife.com

## 1 Benefit application

**Please select the benefit type for which the plan member is applying:**

(●) Short-term disability ( ) Long-term disability ( ) Waiver of premiums ( ) Critical illness ( ) Dismemberment

## 2 Plan sponsor information

Plan contract number 110020 Plan sponsor name Nishnawbe-Aski Legal Services Corporation

Street address (number, street, suite) 1805 Arthur St E

City Thunder Bay Province ON Postal code P7E 2R6

Plan sponsor contact name Colette Shwetz Job title HR Manager

Phone number (807) 622-8158 Fax ( ) E-mail cshwetz@nanlegal.on.ca

**Health centre contact and return work contact**
If different from above, please indicate the person in the health centre involved in disability absences.

Name _____ Job title _____

Phone number ( ) E-mail _____

If different from above, please indicate the person we should contact to facilitate a return to work once this employee's abilities and limitations are known.

Name _____ Job title _____

Phone number ( ) E-mail _____

## 3 Plan member identification and work information

Full name (first, middle initial, last) Zelda Watt

Date of birth (dd/mmm/yyyy) 13/Apr/1960

Certificate number 31 Primary phone number (807) 621-6151 Alternate phone number ( )

Class A Division _____ Job title Talking Together Administrative Assistant

Permanent employee (●) Yes ( ) No Date of hire (dd/mmm/yyyy) 08/Nov/2010

Date for which the plan member was first covered under this plan. Date (dd/mmm/yyyy) 08/Feb/2011

Has there been any interruption in the plan member's coverage? ( ) Yes (●) No

Please indicate the **HOURS** of work in a normal week.

Is this shift work? ( ) Yes (●) No

If *yes*, please indicate the work schedule or attach a copy of the work schedule.

| Days | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---|---|---|---|---|---|---|---|
| Hours of work each day | 7 | 7 | 7 | 7 | 7 | | |

Provide details if plan member's shift schedule is varied or rotational: _____

Is the member required to work night shift? ( ) Yes (X) No

Plan member's gross salary as of the last day of work $ 903.85 (●) Per week ( ) Per month

Was the plan member: ( ) Salaried (●) Hourly

What was the last date at work? Date (dd/mmm/yyyy) 23/Apr/2021

## 3 Plan member identification and work information (continued)

Was this a full day/shift? ◉ Yes ○ No

If *no*, how many hours were worked? _____ Is the absence work related? ○ Yes ◉ No

What was the plan member's first missed day of work? Date (dd/mmm/yyyy) 03/03/2021

Has the plan member returned to work? ○ Yes ◉ No If *yes*, when? Date (dd/mmm/yyyy) _____

Did the plan member return to: ○ Regular duties ○ Modified duties

**Tax Information - Please complete only if the benefit is taxable**

TD1 code _____ TP1 code _____ Plan member's province of residence for income tax purposes _____

Is employment income tax exempt according to terms of Indian Act and Income Tax Act? ○ Yes ○ No If *yes*, please provide copy of TD1-IN.

**Please indicate if any of the following have been paid (or are payable) since date plan member last worked**

| | Amount | Dates (dd/mmm/yyyy) |
|---|---|---|
| Salary continuance | _____ | From _____ To _____ |
| Vacation | _____ | From _____ To _____ |
| Sick Leave | _____ | From _____ To _____ |
| Severance | _____ | From _____ To _____ |
| Employment Insurance benefits | _____ | From _____ To _____ |
| Other * _____ (please indicate the source) | _____ | From _____ To _____ |

*E.g. Short-term disability benefits, commissions or bonuses, retirement pension. If more space is needed, please use a separate sheet of paper.

## 4 Life coverage

**To be completed for self-administered groups applying for waiver of premium or please provide a copy of the Enrolment Application.**

### Group Life Benefit

Plan contract number _____ Division _____ Effective date of coverage (dd/mmm/yyyy) _____

Annual salary $_____ Date of last increase (dd/mmm/yyyy) _____

Life coverage when last actively at work ○ Terminated ○ Active ○ Suspended

**Amount of Life coverage**

○ Basic $_____ ○ Spousal $_____ ○ Dependent Children $_____

○ Optional $_____ ○ Optional Spousal $_____ ○ Other _____ (specify) $_____

### Group Accidental Death and Dismemberment Benefit (AD & D)

Plan contract number _____ Division _____ Effective date of coverage (dd/mmm/yyyy) _____

**Amount of AD & D coverage**

○ Basic $_____ ○ Optional $_____ ○ Spousal $_____ ○ Optional Spousal $_____

### Group Survivor Income Benefit

Plan contract number _____ Division _____ Effective date of coverage (dd/mmm/yyyy) _____

Monthly survivor benefit amount $_____ Type of coverage ○ Spousal ○ Spousal and children ○ Other (specify) _____

### Critical Illness Benefit

Plan contract number _____ Division _____ Effective date of coverage (dd/mmm/yyyy) _____

**Amount of Critical Illness Benefit**

○ Plan member basic $_____ ○ Plan member optional $_____ ○ Spousal $_____ ○ Child $_____

## 5 Declaration

I certify that the information in this form is true and complete, to the best of my knowledge.

Name Colette Shwetz Title Human Resources Manager

Signature Colette Shwetz Date (dd/mmm/yyyy) 11/05/2021

**Please ensure section 6 is completed by the plan member's supervisor.**

## 6 Occupational information

**This section may be separated from the rest of the form if necessary. Please attach a physical demands analysis if available.**

**Completed by:**

Name and title: Colette Shwetz

Date completed (dd/mmm/yyyy): 11/May/2021

What was the plan member's occupation immediately prior to the plan member stopping work? Talking Together Administrative Assistant

Were the plan member's duties and/or hours modified from their regular occupation? ○ Yes ◉ No If so, when? (dd/mmm/yyyy) _____

Please describe this plan member's regular duties (or attach a copy of the company's job description) as well as any modifications, if any.

Job Description Attached

## 7 Occupational demands

The following physical demands analysis of the plan member's occupation is to be completed by his/her supervisor. In the appropriate column, please specify the frequency for which the following activities are regularly performed:

### PHYSICAL ACTIVITIES

| Activity | N/A | INFREQUENT 0-33% of the workday | FREQUENT 34-66% of the workday | CONSTANT 67-100% of the workday |
|---|---|---|---|---|
| Walking | ○ | ○ | ◉ | ○ |
| Sitting | ○ | ○ | ○ | ◉ |
| Standing | ○ | ◉ | ○ | ○ |
| Driving / Operating machinery | ○ | ◉ | ○ | ○ |
| Climbing up and down the stairs | ○ | ◉ | ○ | ○ |

Does the employee's occupation require repetitive movements? ○ Yes ○ No

| Lifting | N/A | INFREQUENT 0-33% of the workday | FREQUENT 34-66% of the workday | CONSTANT 67-100% of the workday |
|---|---|---|---|---|
| 0-10 lb. | ○ | ◉ | ○ | ○ |
| 11-20 lb. | ◉ | ○ | ○ | ○ |
| 21-50 lb. | ◉ | ○ | ○ | ○ |
| 51-100 lb. | ◉ | ○ | ○ | ○ |
| 100+ lb. | ◉ | ○ | ○ | ○ |

| Pushing/ Pulling | N/A | INFREQUENT 0-33% of the workday | FREQUENT 34-66% of the workday | CONSTANT 67-100% of the workday |
|---|---|---|---|---|
| 0-10 lb. | ○ | ◉ | ○ | ○ |
| 11-20 lb. | ◉ | ○ | ○ | ○ |
| 21-50 lb. | ◉ | ○ | ○ | ○ |
| 51-100 lb. | ◉ | ○ | ○ | ○ |
| 100+ lb. | ◉ | ○ | ○ | ○ |

Does the plan member use a lifting device? ○ Yes ○ No

### COGNITIVE ACTIVITIES

| Activity | Definition | N/A | INFREQUENT 0-33% of the workday | FREQUENT 34-66% of the workday | CONSTANT 67-100% of the workday |
|---|---|---|---|---|---|
| Understanding and memory | Understanding and remembering instructions | ○ | ○ | ○ | ◉ |
| Sustained concentration | Maintaining attention and concentration for extended periods | ○ | ○ | ◉ | ○ |
| Social interaction | Interaction with co-workers and/or the general public | ○ | ○ | ◉ | ○ |
| Adaptation and multitasking | Response to frequent changes, juggle tasks and prioritizes | ○ | ○ | ○ | ◉ |
| Meeting deadlines | The work involves time pressure and deadlines | ○ | ○ | ○ | ◉ |
| Responsibility and accountability | Errors in judgement or attention can have significant consequences | ○ | ○ | ◉ | ○ |

## 8 Declaration

**I certify** that the information in this form is true and complete, to the best of my knowledge.

Name: Colette Shwetz

Title: Human Resources Manager

Signature: Colette Shwetz

Date (dd/mmm/yyyy): 05/11/21.

**Please note:** The information in this statement will be kept in a group life, health or disability benefits file with Manulife and might be accessible by the plan member or third parties to whom access has been granted or those authorized by law. By providing the information you consent to such unedited release of any information contained herein.

Manulife

# Group Benefits Plan Member Statement
# Group Disability Claim Form

**Please send completed form to:**
**Manulife Group Benefits**
Attention: Disability Claims
PO BOX 800 STN WATERLOO, Waterloo ON N2J 4C2
Tel: 1-877-481-9169 or (519) 747-7000
Fax: 1-866-677-4215 or (519) 579-3680
Email: group_disability_claims@manulife.com

Please ensure to answer all questions. Additional statements may be submitted if there is insufficient space on this form. Refer to your booklet for information about your plan.

**1 Benefit application** **Please select the benefit type for which the plan member is applying.**

☑ Short term disability ○ Long term disability ○ Waiver of premiums ○ Critical illness ○ Dismemberment

**2 Plan member information** **You can obtain your plan contract number, division number and your plan member certificate number from your benefit card.**

Plan sponsor name Nishnawbek-Aski Legal Services Corportatoin

Plan contract number 110020 Division 000 Certificate number 1

Full name (first, middle initial, last) Zelda Watt

SIN (if benefit is taxable) _____ Date of birth (dd/mmm/yyyy) 13/04/1960 Sex F

Height 5'3" Weight 145 lbs Number of dependents and ages 0 Language preference: ☑ English ○ French

Street address (number, street, apt) 625 Wren Court

City Thunder Bay Province On Postal code P7C4M1

Primary phone number (807) 621 6151 Alternate phone number (____) _____

Work phone number (807) 630 5186 Ext. _____

By providing my personal email address, I am authorizing Manulife to communicate with me about my file by email. I acknowledge that correspondence by email may contain personal information including, but not limited to medical, employment and financial information. Manulife cannot guarantee integrity and security of information transmitted by email. I also acknowledge that Manulife will not be responsible or liable for any loss or damages I may incur if I communicate/exchange confidential or other personal information with Manulife by email.

Email address damma0505@tbaytel.net

**3 Direct deposit authorization** **If your plan sponsor allows direct deposit, please complete this section to receiving benefits by direct deposit in the event that your claim is approved.**

○ **If depositing into a savings account, please complete the required information, sign the authorization and provide a copy of a direct deposit form or a bank verification statement**

☑ **If depositing into a chequing account, please sign the authorization, and attach a copy of a void cheque**

Name of financial institution TD Canada Trust

Address of financial institution (number, street, suite) 595 Arthur St W Thunder Bay

City _____ Province Ont Postal code P7E5R5

Type of account: ☑ Chequing ○ Savings

Branch or transit number (5 digits) 06632 Institution number (3 digits) 004

Bank account number (maximum 12 digits) 000 6273073

**Continued on the next page.**

## 3 Direct deposit authorization (continued)

**I hereby authorize** Manulife to deposit, until further notice, payment due to me from the above policy, into my bank account. **I agree** that Manulife will have no further liability with respect to any payments made in accordance with this authorization, and may at any time discontinue payment as requested herein and require my personal endorsement. **I, for myself, my heirs, my executors, administrators, and assigns do hereby consent and agree** that any sums of money so paid to the bank after my death shall be refunded to Manulife for distribution to the person or persons, if any, entitled thereto under the terms of the policy. For Group Life and Health policies, **I authorize** the use of my Social Insurance Number (SIN) when applicable for the purposes of my request for Direct Bank Deposit. The above request and authorization apply to any other account in this financial institution or any other financial institution subsequently named by me.

Plan member signature Zelda Watt Date (dd/mmm/yyyy) 26/04/21

Plan member name (please print) Zelda Watt

**If providing a copy of a void cheque, please place it here.**

## 4 Injury information

Occupation _____ Original date of hire (dd/mmm/yyyy) _____

Is your injury/illness work related? ○ Yes ☑ No

If no, was the reason you stopped working due to: ☑ Illness ○ Injury away from work ○ Motor vehicle accident (Please provide a copy of the police report)

If you have suffered an injury, please describe how, when and where the injury occurred.

Is there any legal action? ○ Yes ☑ No If yes, please provide the lawyer's contact information.

Lawyer's name _____ Phone number ( ) _____ Ext. _____

Lawyer's address (number, street, suite) _____

City _____ Province _____ Postal code _____

## 5 Work information

What was the last date at work? (dd/mmm/yyyy) 23/04/21

Was this a full day/shift? ☑ Yes ○ No If *no*, how many hours were worked on your last day? _____

Have you performed any other paid or volunteer work since that date? ○ Yes ☑ No

If *yes*, please describe. Dates (dd/mmm/yyyy)

_____ From _____ To _____

_____ From _____ To _____

_____ From _____ To _____

_____ From _____ To _____

**6 Illness information**

When were you first treated by a physician for the current absence? (dd/mmm/yyyy) _____

Please describe your symptoms and their frequency. stress, panic, anxiety
panic
- attacks are 2x to 4x daily
- lack of concentration / restless /

What work duties do your symptoms prevent you from performing?
my job requires me to sit at desk / computer

Have you ever had the same or similar illness or injury? ✓ Yes ○ No mid to late 1990's

Did it result in an absence from work? ✓ Yes ○ No If *yes*, please describe, include dates and treatment provided.

Do you have an expected return to work date? ✓ Yes ○ No If *yes*, please provide the date (dd/mmm/yyyy) 05/24/20 or earlier

**7 Health care professional information**

**Please list all of the health care professionals you have seen for this illness or injury and any health care professionals you plan to see in the near future about this illness or injury. Please include family physicians, nurse practitioners, specialists, physiotherapists, psychologists, etc. If the space provided below is insufficient, please attach a separate page and list the additional health care professionals.**

Name _____ Specialty Family doctor.

Address of health care professional (number, street, suite) DR. D. NELSON

City _____ Province Fort William FHO Postal code

Phone number (807) 626 1234 Fax number (807) 623 8832 1260 Golf Links Road

Thunder Bay, ON P7B 0A1

**Consulted:** From: (dd/mmm/yyyy) _____ To: (dd/mmm/yyyy) _____

Date of next visit (dd/mmm/yyyy) _____ Frequency of visits _____

Name _____ Specialty _____

Address of health care professional (number, street, suite) _____

City _____ Province _____ Postal code _____

Phone number (  ) _____ Fax number (  ) _____

**Consulted:** From: (dd/mmm/yyyy) _____ To: (dd/mmm/yyyy) _____

Date of next visit (dd/mmm/yyyy) _____ Frequency of visits _____

Name _____ Specialty _____

Address of health care professional (number, street, suite) _____

City _____ Province _____ Postal code _____

Phone number (  ) _____ Fax number (  ) _____

**Consulted:** From: (dd/mmm/yyyy) _____ To: (dd/mmm/yyyy) _____

Date of next visit (dd/mmm/yyyy) _____ Frequency of visits _____

## 8 Other income information

**If you have applied for, or are receiving any income from any of the following sources, please complete the following and submit a copy of your notice of acceptance, if applicable.**

| Source | Have you applied? Yes | Have you applied? No | Are you receiving payment? Yes | Are you receiving payment? No | Date benefit commenced? (dd/mmm/yyyy) | Amount ($) | Please describe or provide claim number, contact name and telephone number |
|---|---|---|---|---|---|---|---|
| Canada/Quebec Pension Plan | | | | | | | |
| ○ Disability | ○ | ✓ | ○ | ✓ | | | |
| ○ Retirement | | | | | | | |
| Worker's compensation* | ○ | ✓ | ○ | ✓ | | | |
| Employment insurance | ○ | ✓ | ○ | ✓ | | | |
| Auto insurance | ○ | ✓ | ○ | ✓ | | | |
| Other insurance | ○ | ✓ | ○ | ✓ | | | |
| Income from any other source | ○ | ✓ | ○ | ✓ | | | |

*Includes any type of benefit for work related illness or injury including Workers' Compensation Board (WCB), Workplace Safety and Insurance Board (WSIB) and Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST).

## 9 When to contact Manulife

**NOTIFY MANULIFE PROMPTLY IN THE FOLLOWING CASES**

**I acknowledge** I must notify Manulife immediately if:

a) my medical condition improves, even though I have not yet returned to work
b) I start work either as an employee or a self-employed person
c) I apply for benefits under any workers' compensation law or plan as defined in section 8
d) I apply for benefits under Canada/Quebec Pension Plan
e) I receive any benefits or income from any other source
f) I am admitted or discharged from hospital
g) I receive any other benefits/income related to my disability
h) I am leaving the country or traveling
i) I am or will be returning to school

Plan member signature Zelda Watt Date (dd/mmm/yyyy) 26/04/21

## 10 Agreement, authorization and acknowledgement

**Please sign this authorization and send to Manulife using one of the following methods.**

**Via fax:** (519) 579-3680 or 1-866-677-4215
**Via email:** group_disability_claims@manulife.com
**Via regular mail to:** **Manulife Group Benefits**
Attention: Disability Claims, PO BOX 800 STN WATERLOO, Waterloo ON N2J 4C2

**I confirm:**

- that the information in this form, and any further verbal or written statement provided by me in the future, is true and complete to the best of my knowledge.
- that my claim(s) and my coverage may be denied or terminated as a result of my providing false, incomplete or misleading information.
- I am required to refund any monies that I may owe to Manulife in accordance with the provisions of the group benefits plan with Manulife, and I authorize Manulife to deduct monies from my group benefits.
- that a photocopy or electronic version of this authorization shall be as valid as the original.

**I authorize:**

- Manulife and/or its service providers, its reinsurers and its service providers, and any person or organization who has personal information about me, including an administrator of government benefits or other benefits programs to collect, use, maintain and disclose my personal information for the purposes of group benefits plan administration and audits as well as the assessment, investigation and management of my claim(s), including independent medical assessments.
- Manulife to use my SIN for the purposes of tax reporting and identification and administration, if my SIN is used as my plan member certificate number.
- Manulife to release information to my Employer/Plan Sponsor or a Third Party Administrator of my Plan Sponsor for plan administration purposes.

**I acknowledge:**

- that my medical information will not be provided to my Employer/Plan Sponsor or a Third Party Administrator of my Plan Sponsor unless my consent is explicitly obtained.
- that more specific details regarding how and why Manulife collects, uses, maintains, and discloses my personal information can be found in Manulife's Privacy Policy, available at **https://www.manulife.ca/corporate/privacy-policy.html** or from my Plan Sponsor.
- that any personal information provided to or collected by Manulife in accordance with this authorization will be kept in a group life, health, or disability benefits file. Access to or disclosure of my personal information will be limited to Manulife employees, representatives, reinsurers, and service providers in the performance of their jobs; persons to whom I have granted access or authorized disclosure; and persons authorized by law.
- I have the right to request access to the personal information in my file, and, where appropriate, to have any inaccurate information corrected.
- I may revoke my authorizations in this section at any time by sending a written instruction to Manulife and I understand that this may impact the administration of my claim and any benefit payment.

Plan member signature Zelda Watt Date (dd/mmm/yyyy) 26/04/21

Plan member name (please print) Zelda Watt

**Please note:** The information in this statement will be kept in a group life, health, and/or disability case file with Manulife and might be accessible by the employee or third parties to whom access has been granted or those authorized by law.

Manulife

# Attending Physician Statements

- **Short Term Disability Claim**
- **Long Term Disability Claim**
- **Waiver of Premium Claim for:**
  - **Basic & Optional Life Benefit**
  - **AD&D Benefit**
  - **Survivor Benefit**

***Please ensure to have your physician complete the appropriate Attending Physician Statement for submission of your disability claim.***

| | | |
|---|---|---|
| | If applying for a Short Term Disability (STD) claim: | Please have your physician complete the attached Attending Physician Statement – Short Term Group Disability Claim **(pages 6 & 7)** |
| | If applying for a Long Term Disability (LTD) and/or a Waiver of Premium and/or a Dismemberment claim: | Please have your physician complete the attached Attending Physician Statement – Long Term Disability Claim **(pages 8-12)** |
| | If applying for a Critical Illness claim: | Please refer to your Plan Member secure website to print the Attending Physician's Statement corresponding to the condition. |

Please send the completed Attending Physician Statement to the following address:

**Manulife Group Benefits**
**Attention: Disability Claims**
PO BOX 800 STN WATERLOO
Waterloo ON N2J 4C2
Tel: 1-877-481-9169 or (519) 747-7000
Fax: 1-866-677-4215 or (519) 579-3680
Email: group_disability_claims@manulife.com

Note: **You are responsible for payment of any fees associated with completion of this form and accompanying documentation.**

Manulife

CLHIA ACCAP

# Group Benefits
# Attending Physician Statement
## Short Term Group Disability Claim

*The purpose of this Statement is to assist Manulife in making a decision on your patient's claim for disability benefits. When completing this form, please include sufficient details of history, physical and diagnostic findings, clinical course, therapy, and response to enable Manulife to make this decision. YOUR PATIENT WOULD APPRECIATE THE COMPLETION OF THIS FORM AS SOON AS POSSIBLE, OTHERWISE, THERE MAY BE A DELAY IN THE PROCESSING OF THIS CLAIM.* ***PLEASE KEEP A COPY FOR YOUR RECORDS.***

**Manulife Group Benefits**
**Attention: Disability Claims**
**PO BOX 800 STN WATERLOO**
**Waterloo ON N2J 4C2**

**Tel: 1-877-481-9169 • (519) 747-7000**
**Fax: 1 866 677-4215 • (519) 579-3680**
**Email: group_disability_claims@manulife.com**

### 1 Plan member/employee information and consent (To be completed by patient.)

| Plan member/employee name (last, first, middle initial) | Home phone number | Cell phone number |
|---|---|---|
| Watt, Zelda | ( ) | (807) 6216151 |

| Address (number, street, apt.) | City | Province | Postal code |
|---|---|---|---|
| 625 Wren Court | Thunder Bay | On | P7C4M1 |

| Plan sponsor name | Plan contract number | Plan member certificate number |
|---|---|---|
| Nishnawbe-Aski Legal Services Corporation | 110020 | |

| Height | Weight | Date of birth (dd/mmm/yyyy) |
|---|---|---|
| 5' 3" | 145 lbs | 13/04/21 |

| Last date worked (dd/mmm/yyyy) | Date returned to work or expected return to work date (dd/mmm/yyyy) |
|---|---|
| 23/04/21 | 24/05/21 |

**I hereby authorize** the release of medical and health information in my file to Manulife and/or its authorized agents for the purpose of assessing my disability claim and administering the benefits plan. This medical and health information includes, but is not limited to, copies of all consultation reports, clinical notes, test results and hospital records. **I understand** that I can revoke this consent at any time but that without it my claim may not be assessed. **I understand** that I am responsible for any fees related to the completion of this form. **I agree** that a copy or electronic version of this authorization shall be as valid as the original. **Medical and health information excludes genetic test results.**

Plan member/Employee signature: Zelda Watt — Date (dd/mmm/yyyy): 10 May 21

### 2 Attending physician's statement

STOP

**NOTE TO PHYSICIAN:**
- **If your patient has returned to work or will return to work within 4 weeks of the *last date worked*, complete section 2 only and sign at the end of the form.**
- **For absences expected to be greater than 4 weeks, please complete all sections in full.**

**Diagnosis**
Primary: Anxiety | Reactive disorders.

Secondary: Vertigo

If childbirth provide expected or actual delivery date (dd/mmm/yyyy) _____

Vaginal ☐ C-Section ☐

**Occupational illness/injury**
Is condition arising from employment? Yes ☐ No ☒

| Date of first visit pertaining to this illness (dd/mmm/yyyy) | First date of work absence due to condition (dd/mmm/yyyy) |
|---|---|
| Seen in ER 3 March 2021 | |

**Hospitalization** NO.
Is/was patient hospitalized ☐ or had day surgery ☐ Date admitted (dd/mmm/yyyy): _____

Name of institution: _____ Date discharged (dd/mmm/yyyy): _____

If surgery was performed provide date and description of surgery. N/A.

Date (dd/mmm/yyyy): _____ Description: _____

**Treatment** (drug, dosage, physiotherapy, other)
Sertraline 50mg now increased to 75mg PO OD.

**Prognosis** Please provide the prognosis for recovery
Likely to improve.

## 3 Continuation of attending physician's statement for absences that may be greater than 4 weeks

Has the patient been treated for this condition in the past? Yes ☒ No ☐ | If *yes*, date (dd/mmm/yyyy) years ago.

Describe current symptoms, severity and frequency

Panic attacks → hyperventilation, shortness of breath
Insomnia
Vertigo
Neck pain

Frequency of Visits ☐ Weekly ☒ Monthly ☐ Other _____

**Attach copies of all relevant:**
- **test results/investigations (If test results are not attached, we will interpret this as tests were not performed) - do not provide genetic test results**
- **consultation reports**

**If consultation report is not attached, please indicate if your patient has or will be seen by a specialist for this condition.** N/A

Name of Specialist _____ Specialty _____ Date of visit _____

Based on your findings and clinical observations, please describe your patient's current cognitive and/or physical restrictions and limitations

Please list any complications and additional conditions impacting your patient's level of function or the expected recovery period

To your knowledge, is the patient following the recommended treatment program? Yes ☐ No ☐

In your opinion, is your patient competent to manage his/her own affairs? Yes ☐ No ☐

**Prognosis** Please provide the prognosis for recovery (if not previously completed in section 2)

## 4 Physician's acknowledgement and authorization

I acknowledge that the information in this statement will be kept in a disability benefits file with Manulife and might be accessible by the patient or third parties to whom access has been granted or those authorized by law. By providing the information I consent to such unedited release of any information contained herein.

| Attending physician (please print) | Certified specialist | | Physician's stamp |
|---|---|---|---|
| DR. D. NELSON | | | DR. D. NELSON<br>Fort William FHO<br>1260 Golf Links Road<br>Thunder Bay, ON P7B 0A1 |
| Address (number, street, suite) Fort William FHO 1260 Golf Links Road | | | |
| City Thunder Bay, ON P7B 0A1 | Province | Postal code | |
| Telephone number (807) 626 1234 | Fax number (807) 623-8832 | | |
| Signature | | Date signed (dd/mmm/yyyy) 9 May 2021 | |

**NOTE: THE PATIENT IS RESPONSIBLE FOR ANY CHARGE MADE FOR THE COMPLETION OF THIS FORM.**

Manulife

## Group Benefits
## Attending Physician Statement

- **Long Term Disability Claim**
- **Waiver of Premium Claim for:**
  - **Basic & Optional Life Benefit**
  - **AD&D Benefit**
  - **Survivor Benefit**

***An incomplete form may result in delays in the adjudication of your patient's disability claim.***

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**The LTD eligibility process**

In assessing eligibility for LTD benefits, we gather information from you, your patient and your patient's plan sponsor to compare restrictions and limitations with job demands.

Regrettably, incomplete forms will compromise our ability to reach a decision about this claim.

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**Patient authorization**

Your patient is required to complete, sign and date the "Patient authorization" section at the top of page 9 before it can be submitted to Manulife.

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**What do we need from you?**

- We need you to print clearly and answer all applicable questions.
- We need you to provide copies of consultation, progress and diagnostic investigation reports.

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**Payment responsibility**

Your patient is responsible for payment of any fees associated with completion of this form and accompanying documentation.

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**Submitting forms**

You may give the completed form to your patient or send it directly to Manulife, Group Disability Benefits, at the address indicated below.

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**Manulife Group Benefits**
**Attention: Disability Claims**
**PO BOX 800 STN WATERLOO**
**Waterloo ON N2J 4C2**
**Tel: 1-877-481-9169 or (519) 747-7000**
**Fax: 1-866-677-4215 or (519) 579-3680**
**Email: group_disability_claims@manulife.com**

Manulife

# Group Benefits
# Attending Physician's Statement
## Group Disability Claim

### 1 Patient authorization

To be completed by patient.

| Name (last, first, initial) | Division number | Plan member certificate number |
|---|---|---|
| | 110020 | |

"I hereby authorize the release to Manulife of any medical information in my file including, but not limited to, copies of all consultation reports, clinical notes, test results and hospital records, for the purpose of administering the group plan and assessing my claim. **I understand that I am responsible for any fees related to the completion of this form."**

| Patient's signature | Date (dd/mmm/yyyy) |
|---|---|
| | |

### 2 Attending physician's statement

**Diagnosis**

a) Primary diagnosis:

b) Additional diagnoses or complications:

c) *If* psychiatric disorder, provide current GAF score.

GAF score

d) *If* cardiac disorder, provide American Heart Association functional classification.

- ○ Class I (No limitation)
- ○ Class II (Slight limitation)
- ○ Class III (Marked limitation)
- ○ Class IV (Complete limitation)

### 3 Clinical Information

***Please note that we need your help to identify your patient's functional capabilities. Please provide copies of any chart notes and test results (excluding genetic tests) in support of your patient's diagnosis and functional abilities.***

a) What date did symptoms first appear/accident happen? (dd/mmm/yyyy)

b) When did your patient's condition begin? (dd/mmm/yyyy)

c) Is this condition due to:

- ○ Injury
- ○ Work-related
- ○ Motor vehicle accident
- ○ Other (specify)
- ○ Illness

d) What is the date of the first visit, the latest visit and the frequency of visits?

Date of first visit (dd/mmm/yyyy)

Date of latest visit (dd/mmm/yyyy)

Frequency of visits

- ○ Weekly
- ○ Bi-weekly
- ○ Monthly
- ○ Other (specify)

e) What are the patient's subjective ***symptoms***?

f) How have ***symptoms*** evolved to date? (Please indicate frequency and severity)

g) What were your initial ***clinical findings***?

h) What are your most recent ***clinical findings***?

i) **Restrictions and limitations**

(i) Please comment on any physical limitations arising from this condition, including such activities as lifting, walking, standing, kneeling, sitting, repetitive movements, carrying, and so forth.

(ii) Please outline any cognitive or psychiatric limitations arising from this condition, as they relate to activities such as the following: understanding and memory, sustained concentration, social interaction, ability to work to deadlines, ability to accommodate change, and so forth.

j) Is your patient:

○ Ambulatory ○ Bed confined ○ Hospital confined
○ Ambulatory with assistive devices ○ Home confined

k) What is the patient's current height and weight, and dominant hand?

| Current height | Current weight | Dominant hand ○ Left ○ Right |
|---|---|---|

l) ***If*** patient is hypertensive, provide the last 3 blood pressure readings.

| Reading | Date read (dd/mmm/yyyy) |
|---|---|
| Reading | Date read (dd/mmm/yyyy) |
| Reading | Date read (dd/mmm/yyyy) |

m) ***If*** patient is visually impaired, provide vision and date of last examination.

| With corrective lenses OD OS | Without corrective lenses OD OS | Date of last exam (dd/mmm/yyyy) |
|---|---|---|

n) ***If*** patient is pregnant, give date of EDC.

| Date of EDC (dd/mmm/yyyy) |
|---|

## 4 Treatment

a) Names of other treating/consulting physicians or health care practitioners:

| NAME OF PRACTITIONER | TYPE OF PRACTITIONER | DATE SEEN or TO BE SEEN (dd/mmm/yyyy) |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

b) Current medications

| NAME | DOSAGE | DURATION | START DATE (dd/mmm/yyyy) | RESPONSE |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

c) Other forms of treatment or therapies

| TYPE | DURATION | START DATE (dd/mmm/yyyy) | RESPONSE |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

d) Hospitalizations:

| ADMISSION DATES (dd/mmm/yyyy) | DISCHARGE DATES (dd/mmm/yyyy) | FACILITY | REASON (date of surgery if applicable) |
|---|---|---|---|
| | | | |

e) Treatment response:

- ○ Recovered
- ○ Improved
- ○ No change
- ○ Retrogressed

Comments

f) Is your patient following the recommended treatment program?

○ Yes ○ No

*If no, please elaborate:*

g) Details of any ***proposed*** changes to the treatment plan, including date of surgery (if known), investigations, medications, therapy:

## 5 Competency

Do you believe that your patient is competent to endorse cheques and direct the use of the proceeds thereof?

○ Yes ○ No *If no, from what date?*

Date (dd/mmm/yyyy)

## 6 Licence restriction

Has your patient's driver's licence or any other professional licence or certification been restricted or revoked as a result of the current condition?

○ Yes ○ No

○ Restricted ○ Suspended ○ Revoked

Date (dd/mmm/yyyy)

Type of licence

Class of licence (if applicable)

*If yes, when will your patient be eligible to apply for reinstatement of the licence or certification?*

Date (dd/mmm/yyyy)

## 7 Remarks

**Please include any additional comments/ information that you believe may help us understand your patient's restrictions and limitations; functional capabilities; expected duration of impairment, etc.**

Name of attending physician (please print)

Specialty

Telephone (include area code) ( )

Fax (include area code) ( )

Address (number, street and apartment)

City

Province

Postal code

Signature

Date signed (dd/mmm/yyyy)

The information in this statement will be kept in a group life, health, or disability benefits file with Manulife and might be accessible by the patient or third parties to whom access has been granted or those authorized by law. By providing the information you consent to such unedited release of any information contained herein.