## **8** Guardian

## Submitting an accident claim

Guardian works smarter to keep claims submission easy for you — by offering a simple claims process, you can focus on your recovery. Simply fill out the form, collect your required documentation (listed below) and submit your claim by mail, fax or via our website. Your claim is typically processed within 5 calendar days.<sup>1</sup>

Step 4: Step 2: Step 3: Step 1: Complete claim Review and submit **Select Benefits through** Access your account work to submit a claim information claim Claim is typically Logonto Click **Submit a claim** and Select type of claim Review summary of the processed guardianlife.com and select accident to review and complete claim information entered and within 5 select My Account/Login brief description. information. Upload confirm accuracy. related medical records calendar days1 to register or access your Submit claim. account. and itemized bills.

## Accident Secure Channel: Fax: 920-749-6299 Phone: Claim Mail: Guardian Life Insurance Visit guardianlife.com To submit your claim via **Submission** select Benefits through work to telephone, call 1-800-541-7846. Accident Claims submit a claim Please have all the information PO Box 14315 Lexington, KY 40512 found in the Required Documents section before making your call. Completed Employee claim form Required **Documents** Documentation identifying services rendered with provider, patient's name, and dates and types of services/ treatment. This could include, but is not limited to, copies of the following: Medical bills from the provider(s) Medical records - ER Report For the Child Organized Sports provision, proof of participation is required (e.g. a registration form).

The Guardian Life Insurance Company of America New York, NY

guardianlife.com

<sup>1</sup> Provided all required information is received. Guardian's Accident Insurance is underwritten and issued by The Guardian Life Insurance Company of America, New York, NY. Products are not available in all states. Policy limitations and exclusions apply. Optional riders and/or features may incur additional costs. Plan documents are the final arbiter of coverage. This policy provides Accident insurance only. It does not provide basic hospital, basic medical or major medical insurance as defined by the New York State Department of Financial Services. Important notice — this policy does not provide coverage for sickness. Policy Form No. GP-1-AC-IC-12.