

EDUCATOR DISABILITY

File a Claim
with Confidence



The Hartford

Palestine Independent School District

Claim Intake Number: **866-547-9124**

Policy Number: 716123

The Hartford Makes it Easy to File a Claim

Step 1: Know when it's time to file a claim

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

Step 2: Have this information ready

- Name, address and other key identification information
- Name of your department and last full day of work
- Your manager or HR rep's name and phone number
- Nature of your claim or leave request
- Your treating physician's name, address, phone and fax numbers

Step 3: Make the call

With your information handy, call The Hartford at: 866-547-9124

You'll be assisted by a caring professional who will take your information, answer your questions and file your claim or process your leave request.

Call 866-547-9124
7:00am – 7:00pm Central

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