

#### DISABILITY CLAIM EMPLOYEE STATEMENT PLEASE PRINT OR TYPE



Note to Employee: Complete all pages of this form and submit to MetLife at the address shown. Failure to do so may result in a delay in your benefit decision.

Section 1: Personal	Information								
Name (Last, First, MI)			Employer				Social S	Security #	
Address		City		State	Zip Code	[	Date of Birth (I	MM/DD/YY)	Gender □ M □ F
Home Phone #	Work Phone #	Job Title	How long at t position?	this	Marital Statu		V4 Filing State Number of Exe	us emptions	
Dependent Information:	1	Name	l		Date o	of Birth		Social Secu	rity #
Spouse									
Child(ren)									
Section 2: Claim Inf	ormation								
Is your disability due to 🗌	] Injury / Accident? 🛛 IIIne	ess? 🗌 Pregnancy	/? If due to in	njury / acci	dent, give da	te, time an	d details. (WI	hen, Where, H	low)
	sences from work due to this er to answer this question if nee		er disability?	🗆 Yes 🗆	] No If yes,	provide da	te and medica	l conditions.	
I (□ have □ have not) re	covered from my Disability.	Return to Wor	k:	Ac	tual or Estima	ted (circle o	one) Date Rec	overed:	
Is this condition work-rela	ted? 🗆 Yes 🗆 No	If condition is c	lue to pregnand	cy, what is y	your estimated	d delivery da	ate?		
Do you have sick time ava	ilable? 🗆 Yes 🗆 No	If "Yes", provid							
Date of first treatment for			ability Began		Height Weight				
	mber of your primary attendi		ability Degan			Tergin		Weight	
Name, address, phone nui	Tiber of your primary attenui	ng physician.							
Name all physicians / prov <u>Name of Physician / Provi</u>	iders who have treated you s der Ph	since the beginning one Number	-	y. (Attach a o <u>f Treatmer</u> To	<u>nt</u>	<u>Reason For</u>	Visit	ded.)	
			From	To	00				
			From	To					
			From	To	0				
Name and address of hosp	bital								
	evel Completed <i>(number of</i> ) 10 11 12 13 14 15		Plea	ase describ	e what prever	ts you from	n performing t	he duties of yo	our job.
Other positions / jobs held	prior to current one								
Have you applied for or an If yes, provide the followin	e you receiving income from g information		eceiving	\$	☐ Yes Amount	□ No F	requency	From ,	7 To Dates
Salary Continuance / Sick Pay									
· ·									
Worker's Compensation									
State Disability									
Social Security									
No Fault (Income Replacemen	t)								
Retirement / Pension									
Permanent Total Disability (for	r Life Insurance)								
Unemployment Insurance									
Work Earnings from Any / All	Sources								
Other (Please Identify)									

Name (Last, First, Middle Initial)

Social Security #

Group #

Claim #

#### Agreement To Reimburse Overpayment Of State Disability or Optional Short Term Disability Benefits

I agree to reimburse Metropolitan Life Insurance Company (MetLife) and/or my State Disability or OSTD plan for any over payments of disability benefits I receive under my State Disability or OSTD plan. An overpayment will arise to the extent I receive benefits from my employer's plan that are later determined to be payable to me under (1) a Worker's Compensation Law; (2) an Occupational Disease law; and/or (3) another similar law. An overpayment will also occur if I fail to notify MetLife when I return to work and continue to receive State Disability or OSTD benefits. When an overpayment arises, I agree to reimburse MetLife and/or my employer's State Disability or OSTD plan for the overpayment from the proceeds I receive under such a law. If requested to do so, I will also permit my employer to deduct the overpayment from my salary or any other benefits that may become due me, (and if appropriate, to reimburse MetLife) to the extent permissible by law.

#### Agreement To Reimburse Overpayment Of Long Term Disability Benefits

I acknowledge that, if my disability claim is or has been approved, under my Long Term Disability coverage, Metropolitan Life Insurance Company (MetLife) is authorized, as stated in my employer's plan, to reduce the benefits other wise payable to me by certain amounts paid or payable to me under the disability provision of the Social Security Act (including any payments for my eligible dependents), under a Workers' Compensation or any occupational Disease Act or Law, and under any State Compulsory Disability Benefit Law, or any other act or law of like intent.

I understand that if my disability claim is approved, MetLife may make monthly disability payments to me, which because of amounts paid or payable under the laws described above may be in excess of the benefits actually due to me. MetLife will make these payments, only if I agree as follows:

- 1. I have not received and am not receiving any payments under the laws described above, whether in the form of benefits payment or a compromise settlement.
- 2. If I have not already applied for Social Security benefits, then I agree to do so as specified in my employer's plan after I have received my first monthly LTD benefit check from MetLife. As proof of this, I agree to send MetLife a copy of the Receipt of Claim Form given to me by the Social Security Administration at the time of my application. If any retroactive Social Security Award is made after I have received LTD payments from MetLife, I agree to repay the full amount of any over payment created by such Social Security Award.
- 3. I agree to file for Reconsideration or Appeal to Social Security if Social Security denies my initial application for benefits.
- 4. As specified in my employer's plan, when I, my spouse or my dependents receive any disability payments under the laws described above resulting from my disability, I agree to notify MetLife immediately by sending a copy of the award or notification to MetLife.
- 5. After MetLife has recalculated my monthly benefit payment and has determined the amount of the overpayment, I agree to repay to MetLife any and all such amounts which MetLife has advanced to me.
- 6. If for any reason MetLife is not repaid, then I agree that MetLife may reduce my monthly LTD benefit below the minimum monthly benefit amount as stated in my employer's plan, until the over payment is reimbursed in full.
- 7. I agree to repay MetLife in a single lump sum any overpayment on my Long Term Disability claim due to integration of retroactive Social Security Benefits.

I understand that when MetLife issues a payment, it is relying on my statement and agreements herein. My acceptance of such payment, along with my signature below, is my acceptance of terms of this Agreement.

**Claimant's Signature** 

Date

You have a right to receive a copy of this authorization on request.

HIPAA: This Authorization has been carefully and specifically drafted to permit disclosure of health information consistent with the privacy rules adopted and subsequently amended by the United States Department Health and Human Services pursuant to Health Insurance Portability and Accountability Act of 1996 (HIPAA).

**NOTE TO ALL HEALTH CARE PROVIDERS:** The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. 'Genetic Information' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Instructions for completing the form:

- 1. Complete all applicable areas of the form.
- 2. If you are the Authorized Representative, include a copy of the legal document(s) authorizing you to act on the Employee/Claimant's behalf.
- 3. Sign this form.
- 4. Fax or return this form as soon as possible to expedite processing of your claim retain original for your records.

Your refusal to complete and sign this form may affect your eligibility for benefits under your employer's disability plan.

Name of Employee (Please Print)

Social Security Number

Claim Number\_\_\_\_\_

### Authorization to Disclose Information About Me

For purposes of determining my eligibility for disability benefits, the administration of my employer's disability benefit plan (which may include assisting me in returning to work), and the administration of other benefit plans in which I participate that may be affected by my eligibility for disability benefits, I permit the following disclosures of information about me to be made in the format requested, including by telephone, fax or mail:

- I permit: any physician or other medical/treating practitioner, hospital, clinic, other medical related facility or service, insurer, employer, government agency, group policyholder, contractholder or benefit plan administrator to disclose to Metropolitan Life Insurance Company ("MetLife"), my employer in its capacity as administrator of its disability benefit plan, and any consumer reporting agencies, investigative agencies, attorneys, and independent claim administrators acting on MetLife's behalf, any and all information about my health, medical care, employment, and disability claim.
- 2. I permit MetLife to disclose to my employer in its capacity as administrator of its benefit plans, or to any of the plan administration.

This Authorization to Disclose Information About Me specifically includes my permission to disclose my entire medical record, including medical information, records, test results, and data on: medical care or surgery; psychiatric or psychological medical records, but not psychotherapy notes; and alcohol or drug abuse including any data protected by Federal Regulations 42 CFR Part 2 or other applicable laws. Information concerning mental illness, HIV, AIDS, HIV related illnesses and sexually transmitted diseases or other serious communicable illnesses may be controlled by various laws and regulations. I consent to disclosure of such information, but only in accordance with laws and regulations as they apply to me. Information that may have been subject to privacy rules of the U.S. Department of Health and Human Services, once disclosed, may be subject to redisclosure by the recipient as permitted or required by law and may no longer be covered by those rules. Your health care provider may not condition your treatment on whether you sign this authorization.

I understand that I may revoke this authorization at any time by writing to MetLife Disability at P.O. Box 14590, Lexington, KY 40511, except to the extent that action has been taken in reliance on it. If I do not, it will be valid for 24 months from the date I sign this form or the duration of my claim for benefits, whichever period is shorter. A photocopy of this authorization is as valid as the original form and I have a right to receive a copy upon request.

#### **Signature of Employee**

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# **Disability Claim Employee Statement (Continued)**

### Fraud Warning:

Before signing this claim form, please read the warning for the state where you reside and for the state where the insurance policy under which you are claiming a benefit was issued.

<u>Alabama, Arkansas, District of Columbia, Louisiana, Massachusetts, Minnesota, New Mexico, Ohio, Rhode Island</u> <u>and West Virginia</u> – Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

<u>Alaska</u> – A person who knowingly and with intent to injure, defraud or deceive an insurance company files a claim containing false, incomplete or misleading information may be prosecuted under state law.

<u>Arizona</u> – For your protection, Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of loss is subject to criminal and civil penalties.

<u>California</u> – For your protection, California law requires the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

<u>Colorado</u> – It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

<u>Delaware, Idaho, Indiana and Oklahoma</u> – WARNING: Any person who knowingly and with the intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

<u>Florida</u> – Any person who knowingly and with intent to injure, defraud or deceive any insurance company files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

<u>Kentucky</u> – Any person who knowingly and with the intent to defraud any insurance company or other person files a statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

<u>Maine, Tennessee, Virginia and Washington</u> – It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.

<u>Maryland</u> – Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

<u>New Hampshire</u> – A person who, with a purpose to injure, defraud or deceive any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.

<u>New Jersey</u> – Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

<u>Oregon and Vermont</u> – Any person who knowingly presents a false statement of claim for insurance may be guilty of a criminal offense and subject to penalties under state law.

# **Disability Claim Employee Statement (Continued)**

### Fraud Warning (continued):

Puerto Rico – Any person who knowingly and with the intention to defraud includes false information in an application for insurance or files, assists or abets in the filing of a fraudulent claim to obtain payment of a loss or other benefit, or files more than one claim for the same loss or damage, commits a felony and if found guilty shall be punished for each violation with a fine of no less than five thousand dollars (\$5,000), not to exceed ten thousand dollars (\$10,000); or imprisoned for a fixed term of three (3) years, or both. If aggravating circumstances exist, the fixed jail term may be increased to a maximum of five (5) years; and if mitigating circumstances are present, the jail term may be reduced to a minimum of two (2) years.

Texas – Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Pennsylvania and all other states – Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or a statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning a fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

New York – Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

Name of Employee (Please Print):\_\_\_\_\_\_ Social Security Number:\_\_\_\_\_-\_\_\_\_

Signature of Employee:\_\_\_\_\_ Date:\_\_\_\_\_



# DISABILITY CLAIM Employer statement

PLEASE PRINT OR TYPE



Note to Supervisor:

or: Complete all sections below and submit to MetLife at the address shown. Failure to do so may result in a delay in employee's benefit decision.

<u>New York</u> – Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

TO BE COMPLETED BY LOA/FIELD SUPERVISOR						
Employee Name (Last, First, MI)	Social Security #	Employee ID #				
Subsidiary or Work Group Employee (check one box) Company: American Airlines American Eagle Management Support Staff						
Occupation / Job Title - Please attach written job description, including the essential job functions.						
Work Location Address (Including state where employment is based)						
Supervisor Name	Supervisor Pl	none #				
Address						
Supervisor E-Mail Address						
Employee last day physically at work Last Date Paid	Average Hours Worked Per W (prior to disability)	leek.				
Does the Employee have sick time available? 🗆 Yes 🗆 No 🛛 If "Yes", provide number of available hours:						
Has the employee filed a claim for Worker's Compensations benefits? Has an accident report been filed? If yes, provide name and address of Worker's Compensation Carrier.						
Name Phone #						
Address	FAX #_					
Contact Person's Name Worker's Comp. Claim #						
Date Returned To Work						
Are you able to accommodate Transitional Duty to return to work? 🗌 Yes 🗌 No 🛛 If yes, describe below.						
Has return to work been discussed with employee? $\Box$ Yes $\Box$ No						

If you have questions or other information pertinent to this claim, please contact MetLife at 1-888-533-6287

Name of Employee:

Social Security Number:\_

### Fraud Warning:

Before signing this claim form, please read the warning for the state where you reside and for the state where the insurance policy under which you are claiming a benefit was issued.

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<u>Colorado</u> – It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

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<u>Maine, Tennessee, Virginia and Washington</u> – It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.

<u>Maryland</u> – Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

<u>New Hampshire</u> – A person who, with a purpose to injure, defraud or deceive any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.

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### **Disability Claim Statement (Continued)**

Name of Employee:

Social Security Number:

Fraud Warning (continued):

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Employer's Authorized Representative

Supervisor's Authorization Signature	Title	Phone #	
Signature		Date	



## DISABILITY CLAIM ATTENDING PHYSICIAN STATEMENT



Note to Employee: Complete the first section and forward this statement to your attending physician for completion, then submit it to MetLife at:

If you have more than one physician, please use additional forms.					
The following section must be completed and signed by the en Any fee for the completion of this form is the patient's respons		Occupation (job title)			
Name	Social Security #	Employer			
I hereby authorize my physician to release any information acqui	red in the course of my examination o	r treatment.	Date of Birth		
Signature of Employee	Date				
The following section must be completed and signed by the att The purpose of this report is to assist us in making a disability a delay of your patient's benefit decision. A MetLife claim repr	determination. Please complete all				
History					
Symptoms result from:       Injury       Illness       Pregnar         Is condition work-related?       Yes       No         Date disability commences (DDC):	Initial date of t Estimated date	reatment s of confinement:			
In your opinion, why is the patient unable to perform job duties?	· · · · ·				
If patient was referred to you, by whom? Please provide name and phone					
Names and Phone Numbers of the other providers the patient was referred Name Phone #		Name	Phone #		
Has patient been hospitalized?		If Yes, provide dates from	to		
<b>Pregnancy</b> (Please also complete the Diagnosis and Treatment	section below)				
Most recent date of treatment					
	very type: 🗌 Vaginal 🛛 Cesarean				
	Yes 🗆 No				
	Yes 🗆 No				
If yes, please explain					
Diagnosis and Treatment					
Primary Diagnosis Code					
Secondary Diagnosis Code					
	Weight				
Subjective Symptoms					
OBJECTIVE FINDINGS (INCLUDE COPIES/RESULTS OF ANY X-R	AYS, LAB TESTS, EKG'S, MRI'S, SCA	ANS AND OFFICE NOTES	)		
Current and Recommended Treatment Plans					
If surgery performed / anticipated, provide the following:					
CPT-4 Procedur	re	Date			
Medications prescribed (names, dosages)					
Psychological Functions					
Check applicable box below					
Class 1 - Patient is able to function under stress and engage in into     Class 2 - Patient is able to function in most stress situations and e     Class 3 - Patient is able to engage in only limited-stress situations     Class 4 - Patient is unable to engage in stress situations or engage     Class 5 - Patient has significant loss of psychological, physiological, physiolog	ngage in some interpersonal relations (slig) and engage in only limited interpersonal re e in interpersonal relations (marked limitation	lations (moderate limitations)	)		
What stress factors or problems with interpersonal skills have affected pa	tient's ability to perform the duties of his or	her job?			
Is patient competent to endorse checks and direct use of the proceeds?	🗆 Yes 🛛 No				

Physical Capabilities (Check all that apply which are supported by clinical findings)					
(A) The patient can perform the following in an 8-hour workday (specify percentage):					
Sitting Standing Walking Climbing Bending / Stooping / Twisting Reaching above Shoulder Level Handling - Right Hand Left Hand Fingering - Right Hand Left Hand	□ 0% □ 0% □ 0% □ 0% □ 0% □ 0% □ 0% □ 0%	□ 1-5% □ 1-5% □ 1-5% □ 1-5% □ 1-5% □ 1-5% □ 1-5% □ 1-5%	□ 6-33% □ 6-33%	□ 34-66% □ 34-66% □ 34-66% □ 34-66% □ 34-66% □ 34-66% □ 34-66% □ 34-66%	<ul> <li>☐ 67-100%</li> </ul>
(B) Patient's ability to lift / carry: (check		□ 1-5%	0-33 //	□ 34-66%	□ 67-100%
Up to 10 lbs. 11 to 20 lbs. 21 to 50 lbs. 51 to 100 lbs. Over 100 lbs.	□ 0% □ 0% □ 0% □ 0% □ 0%	□ 1-5% □ 1-5% □ 1-5% □ 1-5% □ 1-5% □ 1-5%	□ 6-33% □ 6-33% □ 6-33% □ 6-33% □ 6-33% □ 6-33%	□ 34-66% □ 34-66% □ 34-66% □ 34-66% □ 34-66%	<ul> <li>☐ 67-100%</li> <li>☐ 67-100%</li> <li>☐ 67-100%</li> <li>☐ 67-100%</li> <li>☐ 67-100%</li> <li>☐ 67-100%</li> </ul>
(E) Other work or activity restrictions. P					
	·				
Cardiac					
Functional Capacity (American Heart As: Class 1 (No Limitation) Class Blood pressure (latest reading) Is patient in a cardiac rehabilitation prog	2 (Slight Limitation) as	Class 3 (I of (date)	,	Class 4 (Complete Limitation) Please attach report.	)
Prognosis for Return to Work					
Have you advised patient to return to work?         Yes       If Yes, date of return         No       If not, please explain.         Is patient able to return to modified work?       Yes         No       If so, specify any applicable work / activity restrictions.					
Rehab					
🗆 Occupational Therapy 🛛 🗆 V	t?	Dates ram im ActiveHealth ood pressure, c	] Vocational Rehabilitation ] Psychological Counselin ] Other hronic pain, back care, qui	g	tress

### **Disability Claim Attending Physician Statement (Continued)**

Name of Employee:\_\_\_\_\_

Social Security Number:\_\_\_\_\_

### Fraud Warning:

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<u>Alabama, Arkansas, District of Columbia, Louisiana, Massachusetts, Minnesota, New Mexico, Ohio, Rhode Island</u> <u>and West Virginia</u> – Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

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### **Disability Claim Attending Physician Statement (Continued)**

Name of Employee:\_\_\_\_\_

Social Security Number:\_\_

### Fraud Warning (continued):

<u>Puerto Rico</u> – Any person who knowingly and with the intention to defraud includes false information in an application for insurance or files, assists or abets in the filing of a fraudulent claim to obtain payment of a loss or other benefit, or files more than one claim for the same loss or damage, commits a felony and if found guilty shall be punished for each violation with a fine of no less than five thousand dollars (\$5,000), not to exceed ten thousand dollars (\$10,000); or imprisoned for a fixed term of three (3) years, or both. If aggravating circumstances exist, the fixed jail term may be increased to a maximum of five (5) years; and if mitigating circumstances are present, the jail term may be reduced to a minimum of two (2) years.

<u>Texas</u> – Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

<u>Pennsylvania and all other states</u> – Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or a statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning a fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

<u>New York</u> – Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

Physician		
Name		Degree/Specialty
	City	State Zip Code
Telephone #	Fax #	Tax ID #
Contact person if additional i	nformation is necessary	
Signature		Date