

# Report Short Term Disability Claims

**CALL 1-800-416-1808**

**OUTSIDE THE U.S. 866-825-7685**

**SEDGWICK**

## Unable to work due to an illness or non-work-related injury?

You must report your absence to Sedgwick Claims Management Services:

- As soon as your doctor has determined you are unable to work due to illness, injury, pregnancy or maternity; OR
- 30 days before you expect to be out of work based on the due date for your child or the date of your planned medical procedure.

Here's what to do:

1. Notify your supervisor.
2. Call Sedgwick at 1-800-416-1808; outside the U.S. dial the country code plus 866-825-7685. You may also initiate your claim online at [www.claimlookup.com](http://www.claimlookup.com).
3. Look for your leave packet, including your medical release form, in the mail from Sedgwick; you may also request to have it sent to you via email.
4. Sign and return the medical release forms to:

General Dynamics Disability Administrator  
Sedgwick  
P.O. Box 14446  
Lexington, KY 40512-4575  
FAX: 1-312-356-0415

## Injured at Work?

If you are injured while at work, you should notify your supervisor immediately and file a Workers' Compensation claim. Do not report work-related injuries to Sedgwick.

## If you do not report your absence immediately, you may not be eligible for benefits.

When you call Sedgwick, you will be asked for the following information:

- About yourself (address, phone number, Social Security number)
- About your illness or injury
- Work location address
- Supervisor telephone number
- About your job
- Your physician's name, address, and phone number
- Other disability benefits you may be eligible for
- Information about any previous disability claims or leave requests

**Contact Sedgwick at 1-800-416-1808 (866-825-7685 outside the U.S.) or [www.claimlookup.com](http://www.claimlookup.com) at any time for details on or questions about your claim.**