



CANON MEDICAL SYSTEMS USA, INC.

*Made For life*

## Benefits

### How to File a Short Term Disability Claim

This document outlines the procedure for claiming benefits under the Lincoln Financial Short Term Disability Plan for Canon Medical Systems USA, Inc. employees. Employees must follow the steps below:

1. **Call the Company's Leave and Disability Administrator, Lincoln Financial, at (844) 243-7758 to begin the leave of absence process and file your Short Term Disability (STD) claim.** You may also file your claim online at [www.mylibertyconnection.com](http://www.mylibertyconnection.com). If you are a new user on the site, please use the following Company Code to validate your login: **CANON**.
2. Employees are required to provide a physician's certification to Lincoln Financial. Physicians may fax the Lincoln Financial certification directly to Lincoln Financial at (603) 422- 0119 or call at (866) 277-5276.
3. Lincoln Financial will review your leave of absence for approval/denial.
4. If your leave is approved, Lincoln Financial will mail STD checks every two weeks to your home address. An Explanation of Benefits (EOB) will be provided with each payment. For your convenience, you may check the status of your claim anytime online at [www.mylibertyconnection.com](http://www.mylibertyconnection.com).
5. If your disability is extended beyond your initial tentative return to work date, you will need to contact Lincoln Financial. The physician's certification extending your disability will be required, and must be faxed or called into Lincoln Financial.

If you have any questions, please contact the Benefit Department.

*NOTE: If you are covered by a State Disability Insurance (SDI) program, contact the Benefits Department. State Disability Insurance (SDI) claim forms must be submitted directly to the state for processing.*