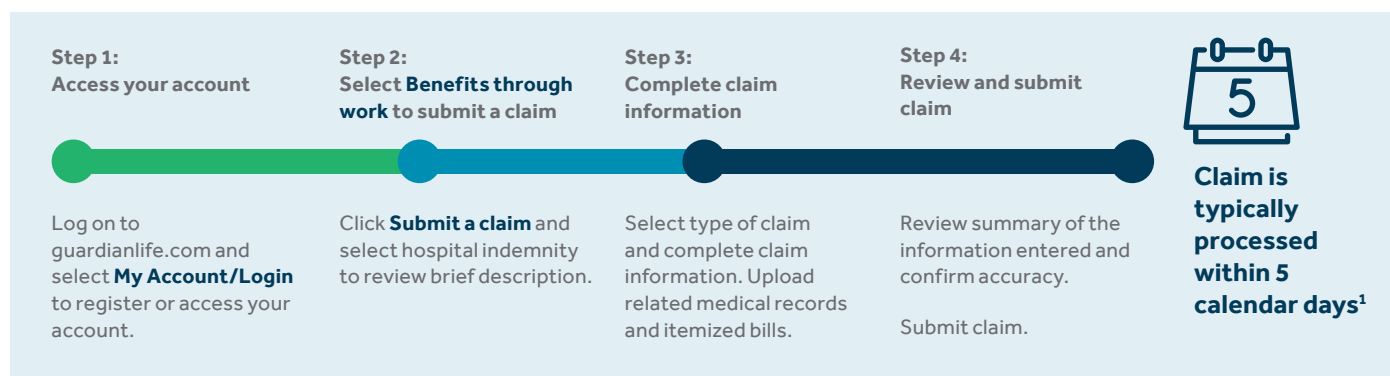




Submitting a hospital indemnity claim

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.¹



| | | | |
|--|--|---|---|
| Hospital Indemnity Claim Submission | Secure Channel: Visit guardianlife.com select Benefits through work to submit a claim | Phone: To submit your claim via telephone, call 1-800-541-7846. Please have all the information found in the Required Documents section before making your call. | Fax: 920-749-6299 Mail: Guardian Life Insurance Hospital Indemnity Claims PO Box 14752 Lexington, KY 40512 |
| Required Documents | <ul style="list-style-type: none"> • Completed Employee claim form • 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: <ul style="list-style-type: none"> – Medical bills from the provider(s) – Medical records – Documentation showing the date and time you were admitted and discharged from the hospital | | |