
Pierce County Policy No. WA05410W

Short Term Disability (STD) Claim Filing Instructions

Step 1 – Please file a Washington State Paid Family & Medical Leave claim (WA PFML).

Directions can be found here: <https://paidleave.wa.gov/>

Step 2 – Complete a LifeMap STD Claim form

1. Download the LifeMap STD Claim Form from our website here:
<https://www.lifemapco.com/forms>

OR

2. Request a LifeMap STD Claim Form from your Employer.
- Complete the Employee’s Statement and sign the Authorization to Obtain and Release Information. The Direct Deposit Option form can be completed if you would like your benefit automatically deposited into your checking account. Otherwise, payment will issue by check.
 - Ask your treating physician complete the Attending Physician’s Statement form.
 - Ask your Employer complete the Employer’s Statement form.

Step 3 – Submit your completed claim form to LifeMap.

1. The STD Claim forms (Employee’s Statement, Authorization to Obtain and Release Information, Attending Physician’s Statement, Employer’s Statement, and Direct Deposit Option) can be submitted together or separately.
2. We accept forms by email to claims@lifemapco.com, by fax to 1-855-733-4615, or by mail at the address at the top left of this document.
3. Once you’ve received your claim determination from WA PFML, please submit the approval or declination notice to LifeMap.

Important note about WA PFML – all STD claims will be processed estimating you are eligible to receive 90% of your earnings to a maximum of \$1,000.00 per week from WA PFML, therefore your LifeMap STD benefit will be reduced to the policy minimum benefit of \$25.00 per week. If your WA PFML claim is denied due to ineligibility, we will promptly reprocess your STD claim upon receipt of your WA PFML denial and required STD claim documents.