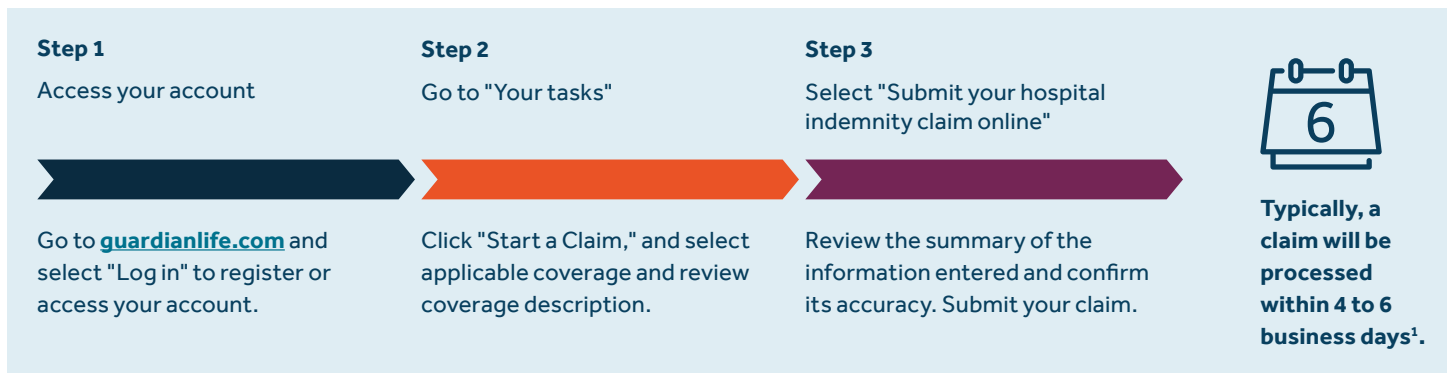




# Submitting a hospital indemnity insurance claim

We're committed to making claims submission easy for you, by offering a simple, straightforward process that helps you focus on your recovery. Simply fill out the form, collect your required documentation (listed below), and submit your claim mail, by fax, or via our website. Your claim will typically be reviewed within 4 to 6 business days.



## Hospital indemnity claim submission

**Secure channel:** Visit [guardianlife.com](https://guardianlife.com) and follow the steps outlined above. Please be sure to have all the information listed in the **required information** section when you do.

**Phone:** To submit your claim, call 800-541-7846.

**Fax:** 920-749-6417

**Mail:** Guardian Life Insurance  
Guardian Life Insurance  
Hospital Indemnity Claims  
PO Box 14752  
Lexington, KY 40512

Claim forms and supporting documents can also be emailed to: [hospitalindemnitybenefits@glic.com](mailto:hospitalindemnitybenefits@glic.com)

## Required information

### Personal

- Group plan number and member ID
- Name and address
- Phone number and email address
- Birth date
- Dependent information, if applicable
- Bank routing and account number for direct deposit

### Medical

- Medical bills from the provider(s)
- Medical records including diagnosis, progress notes, test results, admission or discharge summaries, and operative reports
- Emergency room reports
- A statement of transportation and lodging expenses, if applicable

### Unacceptable medical documentation

- After care instructions

**The Guardian Life Insurance Company of America**  
[guardianlife.com](https://guardianlife.com)

New York, NY

How to file a claim - Hospital Indemnity (04/26) NC

<sup>1</sup> Provided all required information is received.

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