



# Disability Claims

7385 Mission Gorge Road, San Diego, CA 92120

**Phone Hours: M-F 9:00 to 5:00 pm**

**Lobby Hours: M-F 8:30 to 5:00 pm (619) 528-5280**

**Fax: (619) 229-7542**

**E-Mail: [sdroui@kp.org](mailto:sdroui@kp.org)**

**Internet Browser: [kp.org/requestrecords](http://kp.org/requestrecords)**

## Applying for Disability or FMLA?

### For a continuous block of time:

A Work Status Report (off work note) is REQUIRED before we can process your claim. It is provided by the treating physician at the time of your appointment or you may contact your provider and request the Work Status Report be placed in your medical record.

### For Intermittent FMLA to cover flare-up of a chronic medical condition:

A Work Status Report is NOT needed for Intermittent FMLA to cover flare-ups of a chronic medical condition. Please contact the Disability Claims Department to start your Intermittent FMLA paperwork.

You can submit your Disability claim request through:

Your kp.org account -

Enter in your browser: [kp.org/requestrecords](http://kp.org/requestrecords) and press Enter. Then follow the step-by-step instructions on your screen

E-mail to [sdroui@kp.org](mailto:sdroui@kp.org)

Fax to (619) 229-7542

In person or US Postal Service to 7385 Mission Gorge Rd, San Diego, CA 92120

**FMLA paperwork can only be released to the patient/member. We will not release it to your employer.**

## California State Disability - EDD

**Apply on-line** [www.edd.ca.gov/Disability](http://www.edd.ca.gov/Disability). Follow on-line instructions.

Once you have completed the claim process on-line through the EDD website save your receipt number and contact Kaiser Disability Claims with your Receipt Number

To use your kp.org account: Enter [kp.org/requestrecords](http://kp.org/requestrecords) in your browser and follow directions on your screen, e-mail at [sdroui@kp.org](mailto:sdroui@kp.org) or phone (619) 528-5280.

Please provide the following in the e-mail: Patient Name, Receipt #, Medical Record #, Patient Phone #, Specific Condition, First day unable to work and treating physician's name. If your disability has been extended let us know. You can let us know about your extension using [kp.org/requestrecords](http://kp.org/requestrecords), email or fax. Be sure the treating physician has completed an updated Work Status Report in your medical record to cover the additional consecutive time off.