

THE CITY OF BALTIMORE EMPLOYEES' AND ELECTED OFFICIALS' RETIREMENT SYSTEMS

7 East Redwood Street,13th Floor Baltimore, Maryland 21202-3470

Phone: 443-984-3200 Fax:443-853-3767 Member Self-Service Portal: bcers.org (Member Services)



NON-LINE-OF-DUTY DISABILITY APPLICATION

INSTRUCTIONS

- You must have earned five (5) years of Retirement System service to apply.
- · Complete all answers clearly and completely.
- Be specific. Do not write "all" or "none."
- If there is not enough room on the application, use an additional sheet to complete your answer.
- You must have the application notarized.

IMPORTANT NOTICE

- When you sign this application, you are certifying under penalty of perjury that it is complete and true.
- If your application is not complete and true, you may lose your benefit and you may be prosecuted.

RELEASES

- You must submit the attached releases before your application will be considered.
- You must sign a release for each doctor treating (or who has treated) you for this
 condition allowing your doctors to discuss your medical history with the Retirement
 System. See Appendix 1, attached.
- You must sign a release for each doctor treating (or who has treated) you for this
 condition allowing the Retirement Systems to discuss your medical history with your
 department, Sedgwick, the Office of the Inspector General, and other agents of the City of
 Baltimore. See Appendix 2, attached.
- You must sign the attached release allowing Mercy Medical Systems to discuss your medical history with the Retirement System.

DOCTOR EXAMS

- If you receive any new medical records, you must promptly submit them to the Retirement Systems before the hearing.
- You must have your doctor assess your disability and ability to do your job. See Form 25, attached. If you do not submit the Form 25, your application will not be considered.
- You must have a doctor chosen by the Retirement Systems assess your disability and ability to do your job.

HEARING

- Your application will be determined at a hearing.
- Your testimony will be under oath.
- You, the claimant, must prove that you are permanently and totally disabled from the duties of your job classification.
- You have the right to have an attorney with you at the hearing.

OL AIRAANT NARAT	OON	
CLAIMANT NAME	SSN	



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•	APPLICATION FOR NON-LINE	-ՕԻ-DU	IY DISABILITY RETIREMI	=N
		oyees' Retire ass C	ement System of the City of Baltimore ☐ Class D	
			Retirement System of the City of Baltimo	ore
	OFF	ICE USE ON	ILY	
	Date Application Filed		Pension #	_
	Years of service on date of application:	Years	Months Days	
	Applicant advised of his/her eligibility to apply for Se	ervice Retiren	nent Has applied? ☐ Yes ☐ N	10
	Verified by Retirement Benefits Analyst			_
	Application taken under advisement? ☐ Yes	□ No		
	Reason			
her	eby apply for NON-LINE-OF-DUTY DISABILITY R			
. 1	Full name of Claimant			
<u>2</u> . 9	Social Security Number		3. Date of Birth	
(last 4 digits)			
	Home address			
-				
i. I	Phone: Work		Home	
6. [Marital status:	☐ Widowe	d □ Never married	
ı	f married, name of spouse		Date of Birth	
·. \	When did your employment with Baltimore City begi	in	end	
. I	_atest job classification			
	Department # and location			
0. 1	Most recent full-duty supervisor			
1. \	What was your last full-duty job assignment in the e	mploy of Ba	Itimore City?	
2. \	When did this job assignment begin		end	
3. \	Was it a full-time job assignment? ☐ Yes ☐ No			
	f "No." explain			

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CL	AIMANT NAMESSN
14.	What were the principal duties of this job assignment?
15.	Do you have a disability that prevents you from further performance of the duties of your job classification? \square Yes \square No
	If "Yes," explain
	On what date did you become totally and permanently incapacitated?
16.	Which of these duties are you now incapable of performing due to your disability? Be specific; do not say "none" or "all." _
17.	Which of these duties are you still able to perform? Be specific; do not say "none" or "all."
18.	When was the last day that you performed full-duty work for the City of Baltimore?
19.	Since you began working for the City of Baltimore, have you held any other employment? ☐ Yes ☐ No If "Yes," answer (a) through (c):
	(a) Name, address and telephone number of employer
	(b) Hours of work
	(c) Job duties
20.	Do you presently hold any other employment? \square Yes \square No If "Yes," answer (a) through (c):
	(a) Name, address and telephone number of employer
	(b) Hours of work
	(c) Job duties
21.	What is the cause of your disability? (Name of injury or disease as diagnosed by your doctor)
22.	List the names and addresses of all doctors or other health providers who have treated you for this condition and dates of
	treatment. Attach Appendix 1&2 for each doctor.

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CL	AIMANT NAME		SSN		
23.	If you were ever hospitalized for this	condition, list the name	of each hospital, dates ho	spitalized, and if kno	wn, your
	patient identification number. Attach	additional sheets as neo	cessary		
24.	Have you, at any time before or after affects your ability to perform the dut hospital. PROBLEM	ies of your job classificat			ctor and
25.	Do you consent to release to the par	_	·		
	of-duty accidents or illnesses you m Maryland Code, Health-General Artic	•	•	•	isions of
	NOTICE: Your eligibility for Non-Liby a Hearing Examiner in accordant adversary proceeding with testimon preponderance of the evidence, that duties of your job classification.	nce with Article 22 of the ny taken under oath. Y	ne Baltimore City Code. If You, the Claimant, have the	t will be in the natu e burden of proving	re of an ı, by the
26.	YOU HAVE THE RIGHT TO BE REP	PRESENTED BY COUNS	SEL OF YOUR CHOICE.		
	Will you be represented by counsel?	☐ Yes ☐ No If "Yes,"	give name, address and	telephone number	of your
	attorney:				
	I do solemnly declare and aff application are TRUE AND CO				
	SIGNATURE OF CLAIMANT		DATE		
	STATE OF MARYLAND, COUNT	OATH Y/CITY OF			
	I hereby certify that on this	day of		, 20	_,
	personally appeared before me _		and made oath i	n due form of law	that the
	matters and facts stated in the for	egoing document are	true as therein set forth.		
	MY COMMISSION EXPIRES				
			NOTARY	PUBLIC	[Seal]

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APPENDIX 1: MEDICAL RECORDS DISCLOSURE AUTHORIZATION

I, the undersigned, for the purpose of processing my disability application, hereby authorize all medical sources, including, but not limited to, the above-named health care provider/medical facility, any health plan, physician, health care professional, hospital, clinic, laboratory, pharmacy, medical facility, or other health care provider that has provided payment, treatment or services to me or on my behalf, to disclose any or all of my protected health information, including, but not limited to, any or all of my patient file, any or all medical records, radiology films/imaging, and any or all protected health information, patient file, medical records, radiology films/imaging received from other health care providers to the Employees' and Elected Officials' Retirement Systems of the City of Baltimore ("Retirement Systems"). I understand that this protected health information may contain information pertaining to psychiatric, drug, alcohol, and HIV/AIDS diagnosis and treatment. I understand that the information disclosed pursuant to this authorization will no longer be protected by the Health Insurance Portability and Accountability Act. I understand that the health care provider/medical facility does not condition any treatment that I am otherwise entitled to receive on my signing this authorization. I understand that this authorization, except for action already taken, may be canceled by me at any time in writing to the Retirement Systems. I understand that my Application for Non-Line-of-Duty Disability Retirement will cease to be processed should I cancel this authorization.

THIS AUTHORIZATION WILL EXPIRE ONE YEAR FROM THE DATE OF MY SIGNATURE BELOW.

SIGNATURE OF CLAIMANT	DATE
PRINTED NAME OF CLAIMANT	_
DATE OF BIRTH OF CLAIMANT	SOCIAL SECURITY NO. OF CLAIMANT
If the Claimant is not able to consent to the rele	ease of the information:
SIGNATURE OF PERSON AUTHORIZED TO GIVE CONSENT	DATE
PRINTED NAME	AUTHORITY

APPENDIX 2: MEDICAL AND EMPLOYMENT RECORDS DISCLOSURE AUTHORIZATION

NAME OF HEALTH CARE PROVIDER OR MEDICAL FACILITY

I, the undersigned, for the purpose of processing my disability application, hereby authorize the Retirement Systems to disclose any information received by the Retirement Systems pursuant to Appendix 1: Medical Records Disclosure Authorization, Form 25, Independent Medical Exams, Functional Capacity Exams, and the decision of the hearing examiner to my lawyer, the hearing examiner, the City of Baltimore and its agents and representatives, including, but not limited to, any department of the City of Baltimore, Key Risk (or any successor third-party Workers' Compensation administrator of the City of Baltimore), and the Office of the Inspector General, and any relevant law enforcement agency.

I authorize the City of Baltimore and its agents and representatives, including, but not limited to, any department of the City of Baltimore, Key Risk, and the Office of the Inspector General to disclose to the Retirement Systems any and all information in connection with the Retirement Systems' determination of my disability, including, but not limited to, medical records, personnel records, disciplinary records, and physical fitness exams. I hereby designate the Retirement Systems as my designee to receive that personnel information.

I authorize any employer with which I have submitted an application for employment after the date of the disability listed in this application for Non-Line-of-Duty Disability Retirement to disclose to the Retirement Systems personnel records and medical records relating to my employment, including, but not limited to, my completed application, a description of the duties of the position for which I applied, statements of medical history completed as part of the application process, and physical exam or fitness test reports. I hereby designate the Retirement Systems as my designee to receive that personnel information. I authorize the Retirement Systems to disclose to any such employer any and all information described in this Medical and Employment Records Disclosure Authorization.

I understand that if judicial review of the decision of the hearing examiner is sought by me or the Retirement Systems, all of the information submitted into the record at the disability hearing, including, but not limited to, information received pursuant to this and any other authorization signed by me, as well as the decision of the hearing examiner, must be disclosed to the courts and any individuals involved in the judicial and appeal process, and therefore may be a matter of public record pursuant to judicial procedure. I authorize such disclosure.

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I authorize the City of Baltimore and its agents and representatives, including, but not limited to, any department of the City of Baltimore, Key Risk, and the Office of the Inspector General to disclose to the Retirement Systems any and all information in connection with the Retirement Systems' determination of my disability, including, but not limited to, medical records, personnel records, disciplinary records, and physical fitness exams. I hereby designate the Retirement Systems as my designee to receive that personnel information.

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I authorize the City of Baltimore and its agents and representatives, including, but not limited to, any department of the City of Baltimore, Key Risk, and the Office of the Inspector General to disclose to the Retirement Systems any and all information in connection with the Retirement Systems' determination of my disability, including, but not limited to, medical records, personnel records, disciplinary records, and physical fitness exams. I hereby designate the Retirement Systems as my designee to receive that personnel information.

I authorize any employer with which I have submitted an application for employment after the date of the disability listed in this application for Non-Line-of-Duty Disability Retirement to disclose to the Retirement Systems personnel records and medical records relating to my employment, including, but not limited to, my completed application, a description of the duties of the position for which I applied, statements of medical history completed as part of the application process, and physical exam or fitness test reports. I hereby designate the Retirement Systems as my designee to receive that personnel information. I authorize the Retirement Systems to disclose to any such employer any and all information described in this Medical and Employment Records Disclosure Authorization.

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PRINTED NAME OF CLAIMANT	SOCIAL SECURITY NUMBER OF CLAIMANT		
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SIGNATURE OF PERSON AUTHORIZED TO GIVE CONSENT	DATE		
PRINTED NAME	AUTHORITY		





Authorization for Disclosure of Protected Health Information (PHI)

	or meanant admity (Edit an roquested prov	iders and facilities)
Patient Last Name	Patient First Name	Patient Middle Initial
Social Security Number	Date of Birth	Medical Record Number
Street Address	City	State/Zip Code
Home Phone Number	Work Phone Number	
I, the undersigned, hereby authorize the above named pn PHI contained in my medical record. I further authorize the with the individual, entity, facility, or company named belo	ovider or medical facility to disclose in writing to the ine above named provider or medical facility to disclose	se my PHI electronically and/or discuss my PHI verbally
Bills	Nurse's N	otes
Claims	Operative	Reports
EKG/Catheterization Reports	Physician	
Emergency Room Records	Progress	
Hospital Discharge Summary	Radiology	Films/Imaging
History and Physical	Radiology	
Laboratory Reports		ALL RECORDS
(Name and address of the individual, entity, facility, or company to receive my PHI)		
Purpose of disclosure:		
treatment. This authorization will expire one (1) year after the dime period or date, not an event or condition). Information used or accessed under this authorization.	diseases (including (HIV/AIDS) and/or genetic market re treatment I am otherwise entitled to on whether I is d may contain medical information pertaining to psychate of my signature below unless a shorter time perion may be re-disclosed by the recipient and no longe	er information. ign this authorization. chiatric, drug, and/or alcohol, HIV/AIDS diagnosis and od is stated here (Must be a protected by federal law but may be protected under
Maryland law. I am free to revoke this authorization at any time by:	submitting a written request to the entity/provider dis	
I am free to revoke this authorization at any time by to receipt of the revocation cannot be reversed and the revocation cannot be reversed and the re	will not be covered by the revocation.	of Legally Appointed Representative (if applicable)

F056813 (12/10)



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Acknowledgment REEMPLOYMENT AFTER RETIREMENT

I understand that if I am reemployed by the City of Baltimore, my retirement benefits will be terminated. I will be required to repay any and all retirement benefits received while reemployed, in accordance with Baltimore City Code, Article 22, sections 9(n) and 9.2(l). If I return to work as a contractual employee, I understand that:

- I am subject to an earnings limitation in accordance with City policy.
- The term of my contract must not exceed 1 year and 1200 paid hours per year.
- There must be a minimum of 90 calendar days between my last day on City payroll and the start date of my contract.

See Administrative Manual 212-1. I agree to notify the Board of Trustees of the Employees' and Elected

Officials' Retirement Systems if I return to City employment.

Signature of Applicant

Name of Applicant

State of Maryland
City of Baltimore

On this _____ day of _____, ____, before me, the undersigned officer, personally appeared _____, known to me or satisfactorily proven to be the person whose name is subscribed to within the instrument and acknowledged that he/she executed the same for the purposes therein contained.

In witness hereof I hereunto set my hand and official seal.

Date

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Acknowledgment WORKERS' COMPENSATION OFFSET

I understand that my disability benefit will be reduced to offset the full amount of any past workers' compensation award made within the 5 years previous to the date of the accident or the date of the award, if the workers' compensation award is based on the same disability as my disability retirement from the Employees' and Elected Officials' Retirement Systems, as provided by the Baltimore City Code, Article 22, sections 9(o-4), 9.2(o), and 22(h). I understand that if I receive a workers' compensation award for the same disability as my disability retirement, my workers' compensation award may be offset.

Signature of Applicant		Date			-	
Name of Applicant						
тын рриссии						
State of Maryland City of Baltimore						
On this	day of			before	me,	the
undersigned officer, p	ersonally appeared				known	to me
or satisfactorily prove	n to be the perso	n whose name is subs	scribed to wi	thin the in	strumen	t and
acknowledged that he	/she executed the	same for the purposes th	nerein contaiı	ned.		
In witness here	of I hereunto set m	y hand and official seal.				
		Signature		[Seal]	-	
		Date			-	



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Acknowledgment ATTENDING PHYSICIAN'S STATEMENT OF DISABILITY

I understand that I am responsible for having my doctor complete the Attending Physician's Statement of Disability. I agree to return this document to the office of the Employees' and Elected Officials' Retirement Systems within 30 days of my signature below. I understand that if I do not return this document, my application for disability will not be considered. Signature of Applicant Date Name of Applicant State of Maryland City of Baltimore On this _____, ____, before me. the undersigned officer, personally appeared , known to me or satisfactorily proven to be the person whose name is subscribed to within the instrument and acknowledged that he/she executed the same for the purposes therein contained. In witness hereof I hereunto set my hand and official seal. Signature [Seal]

Date

CLAIMANT NAME					SSN					
TO:			ATTENDING g Examiners ems of the City of Ba	PHYSICIAN'S altimore	STATEM	IENT OF DI	SABILITY			
FROM	1 :						M.D.			
	ATTE	NDING I	PHYSICIAN							
Name of Patient				Pens	ion No.		Social S	Social Security No.		
suffici	ent detail	ls of histo	AN: The purpose ory, physical and diagonathe disability. If you	gnostic findings, o	clinical co	urse, therapy	, and response	e to help in		
1.	HISTO (a)	HISTORY: (a) When did symptoms first appear			appen?	Month		_ Day	20	
	(b)	Date pa	tient ceased work bed	cause of disability		Month		_ Day	20	
	(c)	Has pat	ient ever had same or	similar condition	? Yes_	No	(If yes,	state when	and describe)	
	(d)	Names and addresses of other consulting physicians (attach additional sheet if necessary)								
2.	DIAGN (a)	PRIMA	(Including any comp	,		SECONDA	1RY			
	(b)									
	(c)									
		(1)	Subjective Symptom	ns or Patient's com	plaints:					
3.	OBJEC	CTIVE D	4TA: (Including p	hysical findings,	aboratory	data, EKGs,	X-rays, or an	y other spec	rial tests.)	
	(a)									
	(b)									
	(c)									
4.	DATES (a)		EATMENT: ou first examined	Month		Day	20	_		
	(b)	Date of	last visit	Month		Day	20	-		
	(c)	Frequer	ncy of visit	Weekly	Mont	hly Ot	her (specify)			

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FORM 25

CLAIN	MANT NAME		SSN								
5.	NATURE OF TREATMENT AND RESPONSE: (If any surgery, please enclose operative report)										
6.	PRESENT CO. (a) Is this	NDITION AN patient physi				Yes					
	If so, why?(b) Is the j	patient menta	lly incapac	itated?							
	If so, why?(c) Is such	n incapacity l	ikely to be	permanent?		Yes_			No		
	If so, why?										
7.	EFFECT OF PHYSICAL OR MENTAL IMPAIRMENT ON DUTIES OF JOB: Please describe in detail the patient's physical or mental limitations										
	Percent of Disc	ability									
	CARDIAC: (If applicable) (a) Functional capacity Class (American Heart Ass'n) Class						Class 2 (Slight limitation) Class 4 (Complete limitation)				
	(b) Blood		stolic		Diastolic		Da	ate Recorde	ed		
9.	anatomical loss	s (A.L.) and o	of this perce	entage, pree	ACCIDENTS: (If apxisting loss, if any (be accident (D/A) when the accident (D/	P.E.L.) of use	of any of				
		% of <u>A.L.</u>	% of <u>P.E.L</u>	<u>D/A</u>			% of <u>A.L.</u>	% of <u>P.E.L</u>	<u>D/A</u>		
	1. Speech				6.Central Nervous Syste						
	2. Sight				7. Arm						
	3. Hearing				8. Leg						
	4. Neck			9. Shoulder							
	5. Back				10. Vital Body	Organ					
Date	Name of Attending Physician (Pri				nt) & Degree		Telephone				
Street			City, State & Zip Code								
Signat Revised					Page 2						