

## Steps to Take When on Medical Hold

### (1) Contact NS Medical Department for All Forms & Info Needed:

A. NS Medical Department Employee Info Line: **(877)-737-0746** or **(800)-552-2306**

- or -

B. On ERC:: Go To **ERC**, Click on **Employee Self Service**, Then, Click on **Medical Information**

C. On [nscorp.com](http://nscorp.com), Go To [nscorp.com](http://nscorp.com), Click on **EMPLOYEES**, Then, Click on **Medical**

### (2) Contact Rail-Road Retirement Board For The Necessary Forms:

A. RR Retirement Employee Line: **(877)-772-5772**

B. RR Retirement Headquarters: **(312)-751-4300**

C. Website - [rrb.gov](http://rrb.gov)

### (3) Contact Health Insurance Providers Supplemental Sickness Benefits Department (Hartford Group) & Obtain The Necessary Forms:

A. Hartford Group Supplemental Sick Benefits/Pay: 1- **(800)-205-7651**

## Brief Description of Receiving Sickness Benefits During Medical Hold

1. **RRB Application for Sick Benefits:** These are the forms you fill out and send to Rail-Road Retirement Board to receive **"Sickness Pay/Benefits"** while on medical hold.

**\*These Forms Come First\***

2. **Sick Benefits Disability Form:** This is the form for additional **"Supplemental Sickness Pay"** from **The Hartford Group**. Each time the **RRB** issues you a payment, **The Hartford Group** will allocate an additional payment to you.

3. **Medical Return to Work Checklist from NS Medical Dept:** This is a checklist of things that the NS Medical Department needs from you & your treating physician before the Medical Department clears you to return to work. (Checklist Attached)

As described in the outline, you will receive payments from the RRB. Once the RRB has confirmed the payment, the Hartford Group will then issue their payment to you in accordance with your Sickness Benefits Plan. Payments from each continue until your treating physician has documented you as able to return to work with no restrictions.