

QuickAssess®

Manage workplace absences
and accommodation requests
with confidence

Fast, thorough disability expertise

QuickAssess is an optional, fee-per-use service that provides plan sponsors with an unbiased, timely assessment of complex plan member absences and workplace accommodation requests.

Get expert advice on managing:

- Workplace absences and chronic absences
- Chronic or patterned absenteeism
- Requests to modify work duties or workplaces
- Return-to-work coordination
- Employment Insurance sick leaves

How it works

Based on a thorough review of information provided by the plan sponsor, the plan member, and their physician, our QuickAssess specialists provide a recommendation on managing the absence or accommodation request **within two business days**.¹ We will review the recommendation with you over the phone and provide you with a written assessment of our recommendation.

Your plan member's medical condition and history will remain confidential.

¹ Within two business days of receiving a completed QuickAssess Absence and Accommodation Review Referral Form and all required information. For more complex referrals, more time will be required.

Using QuickAssess

Getting a QuickAssess recommendation is simple:

1. **Referral:** Complete the **QuickAssess Absence and Accommodation Review Referral Form** (separate portions to be completed by the plan sponsor, the plan member, and their physician). Have the completed form submitted to Equitable Life along with the plan member's job description.
2. **Assessment:** Work with Equitable Life, as needed, to provide any additional follow-up information while they assess the case.
3. **Recommendation:** Receive your recommendation(s) from Equitable Life's disability specialists.
4. **Plan sponsor decision:** Decide with confidence how to manage your plan member's absence request², and notify your plan member of your decision.
5. **Ongoing support:** Receive status updates, further information, and assistance with return-to-work coordination (where applicable) from Equitable Life.



Eligibility

Plan sponsors are eligible to use QuickAssess if:

- They hold an in-force group benefits policy with Equitable Life; and
- They do not have a formal short or long-term disability benefit plan with any provider other than Equitable Life.

Workers' Compensation-related issues are not eligible for a QuickAssess review. Other eligibility criteria apply. Please see the QuickAssess Terms and Conditions or contact your advisor for more information.

² Plan sponsor is always responsible for any salary or payment arrangements made with the plan member.