



Quality health plans & benefits  
Healthier living  
Financial well-being  
Intelligent solutions



## A real-time snapshot of who's on and off the job

# WorkAbility<sup>®</sup> Absence Management System

### One system to manage absences

If you're like many employers, your workforce is a moving target. For example, Andrew's out with a pulled back. Or Liza just had a baby girl.

Now you can easily track off-the-job instances like these — all in real time.

**Experts agree:** The WorkAbility absence management system is “top tier” compared to competitors' systems.<sup>1</sup>

### Resource planning, right from your desktop

Your employees can use the WorkAbility system to log absences or request one.

You can use it to get a view of your entire workforce — who's here, who's out or who can step into a vacant position.

It handles:

- FMLA
- State leaves
- Company leaves
- Short- and long-term disability
- Statutory disability

It also helps you comply with other state and federal laws, like the Americans with Disabilities Act (ADA).

<sup>1</sup>Aetna Leave Management Review. Spring Consulting Group, LLC. June 4, 2014.

## It forecasts return-to-work dates

The WorkAbility system uses data we have on file to forecast when employees might be back on the job. That data could include claims history, health habits or conditions — even a current diagnosis. It can also look at the physical demands of the job.

Now you can better plan your workforce needs *and* work schedules.

## It keeps claims moving

Here's how:

1. An employee files a claim through the WorkAbility system.
2. The supervisor gets an automatic absence notice.
3. Employees and supervisors can check on claims' progress anytime.

## More ways to manage claims

Employees get the information they need — when *and* where they need it.

They can file claims by mail or phone. Then check on claims through the Aetna Mobile app or our interactive voice response system.

They can even sign up for text-message updates.

**One system, big picture. Speak with your Aetna rep to learn more.**

## Real-time information

Time-off requests and data are up-to-the-minute. Claims information, too. That ability to accurately plan is big when you're managing an entire population.

You can check on:

- Claims and absence reporting
- Absence balances
- Claims data by type and worksite location
- Disability payroll details, like year-end W-2s, tax-withholding reports and regulatory reporting

Your employees have everything they need to report or manage an absence. During this period, they can access year-end tax forms, pay stubs, alerts and more. Their doctor can even submit forms online for them.

And with the Aetna Mobile app, they have a quick way to reach us with questions when they're on the go.

## Ready for a smooth setup?

The WorkAbility system is already included with any disability plan. Our team will work one-on-one with you to tailor the system to your needs.

Setup includes:

- Employee eligibility, including vendor coordination
- Finance, banking and taxation
- Communication and training
- Reporting

After setup, your Aetna customer support team can provide you with tools and training to keep things running smoothly. They can even help you comply with state and federal leave laws.

## Disability insurance plans/policies are offered, administered and/or underwritten by Aetna Life Insurance Company (Aetna).

This material is for information only and is not an offer or invitation to contract. An application must be completed to obtain coverage. Rates and benefits vary by location. Disability insurance plans contain exclusions and limitations. Information is believed to be accurate as of the production date; however, it is subject to change. Policies may not be available in all states. Policies contain certain exclusions, limitations, reductions and waiting periods, which may affect the payable benefit. See policy or contact an Aetna representative for details. For more information about Aetna plans, refer to [www.aetna.com](http://www.aetna.com).

**Policy form numbers issued in Oklahoma include:** GR-9/GR-9N and/or GR-29/GR-29N

[www.aetna.com](http://www.aetna.com)