

How To Apply for State Disability Insurance (SDI)

Through the Employment Development Department (EDD)

EDD/SDI is benefit provided by the State of California that will pay you for up to 52 weeks (one year) of disability while you undergo treatment. You, the claimant, can take part-time, full-time or even intermittent disability time, depending on the recommendation of your treating physician. You can file for disability the day after you stop working due to treatment.

STEP 1: Once you and your treating provider decide on which date you will begin treatment, including chemotherapy, transplant or surgery, request a doctor's note to provide to your employer. The day after you stop working due to your illness will be the start date of your disability.

STEP 2: On the first day of your disability, go to edd.ca.gov/Disability/ and select SDI online. Choose SDI online Registration (only if you do not have a registered EDD account) and complete the registration questions to create a new account. If you already have an active online EDD account, you can login.

STEP 3: You will need the following information when filing for a "new claim" with EDD/SDI:

- Start date of disability
- Last or current employer name, mailing address and phone number
- The last day you worked
- Sick, vacation, paid time off, annual or "other" pay provided to you by your employer
- Driver's license number

Write down the receipt number that is displayed once your claim has been submitted.

STEP 4: After filing your claim online, please contact City of Hope Health Information Management Services (HIMS)/Medical Records Department:

Provide the following information:

- Full name or full name of claimant (if not the patient)
- Medical record number
- Date of birth
- Last four digits of your social security number
- Receipt number (R100000XXXXXXXXXX)

By one of these methods:

- Patient Portal: From the Medical Record Request option, you may message your message.
- Email: DL-HIMSMedicalForms@coh.org
- Fax: 626-218-8443
- Mail: Health Information Management Services (ROI)

City of Hope
1500 East Duarte Road
Duarte, CA 91010

- In Person: 1500 E. Duarte Road. Duarte, CA 91010

The HIMS Department is located in the Brawerman building, office 1221B, near the Lab and Social Work Department. Hours of operation are Monday through Thursday (8 a.m. to 4 p.m.), and closed for lunch from noon to 1 p.m.

NOTE: During closed hours, you may still drop off the disability/medical form(s) at our drop-off box located outside the HIMS correspondence office.

STEP 5: The HIMS Department will communicate your request with your treating provider for completion. **Please allow up to 10 business days for your request to be processed.** After your request has been completed by your treating provider, you will receive a confirmation notice by email from EDD if you submitted your application online. For applications submitted by paper, you will receive a confirmation notice by mail.

Original EDD applications are available at the HIMS Department and at the Sheri & Les Biller Patient and Family Resource Center.. For additional assistance or questions with applying for EDD or claim status updates, you can contact EDD directly at 800-480-3287.

Patient, Family and Community Education, Department of Supportive Care Medicine
Enterprise Health Information Management Services

