

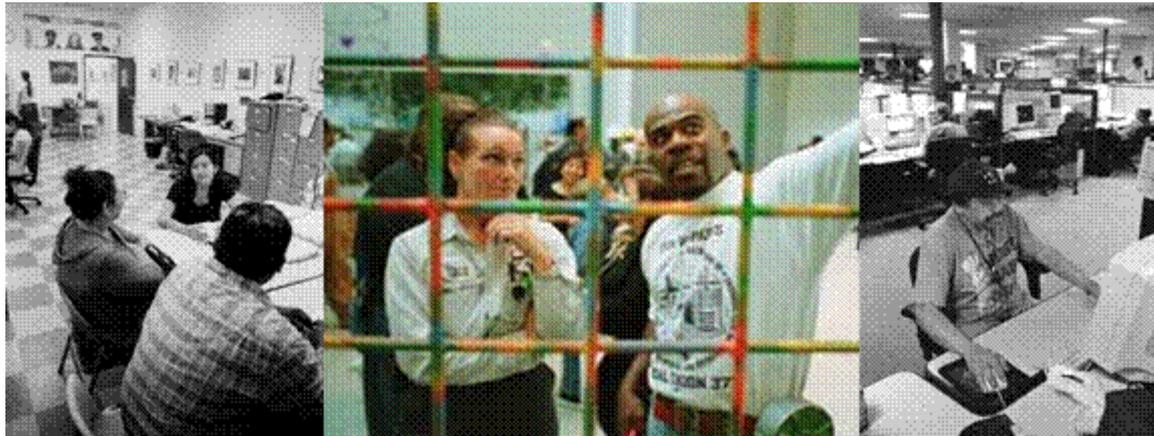
Division of Workers' Compensation



Electronic Adjudication
Management System

CA Department of Industrial Relations

EAMS e-forms Participant Training 9am



Agenda

- Send attendance email to EFORMS@DIR.CA.GOV
- Introduction
- How to e-form File
- 15 minute BREAK
- EAMS Help Desk
- The Unprocessed Document Queue (UDQ)
- Tips & Tricks from Current e-form Users
- Q&A

Website links

- Main EAMS Page
 - www.dwc.ca.gov/eams
- Uniform Assigned Name (UAN) Online Database
 - http://www.dir.ca.gov/dwc/eams/eams-lic/eams_ClaimsAdmins_Reps.htm
- Public Case Information Search
 - Information http://www.dir.ca.gov/dwc/eams/EAMS_PublicInformationSearch.htm
 - Search <https://eams.dwc.ca.gov/WebEnhancement/>
- At the bottom of the EAMS main page is a section titled “Working In EAMS” where you will find the links to the UAN and the EAMS Case Number Lookup Tool as well

Web Case Information Access

- If you haven't seen this yet, get going!
- First place to look to prepare for your filing
- Search case information on all cases
 - Search by Case Number or Injured Worker
 - Results include:
 - Case Participants with address (not injured worker)
 - Body Parts
 - Current WCJ, Venue (Case Location), Case Number
 - Next Hearing Date
 - Will show if there is DEU Product and if case is archived
 - Case Events

E-form Registration

- Organization
 - They are assigned either a UAN
 - Person
 - Primary administrator in EAMS
- User
 - Linked by username and password to allow access to your cases
- Administrator and Alternate
 - First level of support in their office

Logons

- Username
- Password
- Only 1 person in your office can be logged in at a time submitting e-forms

Multiple methods of submitting documents

- E-forms
- OCR
- JET
 - This link has more information about the methods above
http://www.dir.ca.gov/dwc/eams/EAMS_GettingReady.htm
- Except documents completed at District Office or otherwise specified, e.g. DOR for satellite District Office, Regular DOR if e-form filing not successful, DOR for asbestos cases

Civil Code Section 1798 Compliance

- Maintain reasonable security procedures and practices
- Promptly disclose any breach OR potential breach
 - To resident whose information was compromised
 - To DWC

Administrator and Alternate Responsibilities

- Enforce contract conditions
- Security, procedures, training and supervision
- Report and disclose actual or potential breach
- First level support
- Assist and participate with DWC

Uniform Assigned Names

- EAMS regulation section 10205.5 (b)
- Claims administrators' offices
- Representatives' offices
- Lien claimant offices
- Name = name/location combination
- Assigned by DWC
- Posted on Website & updated daily

Uniform Assigned Names – cont'd

- Don't make up your own
- Use only those from the online database list
- Use for ALL case participants that have a UAN
 - LAW FIRMS
 - Including non-attorneys ~ Lien claimant representatives
 - CLAIMS ADMINISTRATORS' OFFICES
 - LIEN CLAIMANTS
- Must list their address exactly as listed in the database
- If you don't have a UAN for an entity that should, get it before you file – don't just leave it blank
- If you have a problem with an entity getting them to register, email CRU@DIR.CA.GOV

Registration

- Central Registration Unit (CRU)
- E-mail CRU@DIR.CA.GOV
- Fax 1-888-822-9309
- **New offices and changes** to the office
- Preferred method of service from the WCAB
- Change in **Handling Location**
- Remember, it is not just your UAN, but also the UAN for all other such entities on the e-Form

Searching for UAN's



State of California
Department of Industrial Relations

CA.gov | Contact DIR | Press Room

Search 

[This Site](#) [California](#)

[Home](#) |
 [Labor Law](#) |
 [Cal/OSHA - Safety & Health](#) |
 [Workers' Comp](#) |
 [Self Insurance](#) |
 [Apprenticeship](#) |
 [Director's Office](#) |
 [Boards](#)

Division of Workers' Compensation (DWC)

 **Claims administrators' offices, representatives' offices and lien claimants**



[Click to search claims administrators' offices or representatives' offices or lien claimants](#)

[Download tab-separated files for claims administrators' offices or representatives' offices or lien claimants](#)

[UEBTF/SIBTF office locations](#)
[OD legal office locations](#)
[Death Without Dependents Unit](#)
[CalPERS](#)

Uniform assigned names for claims administrators' offices, representatives' offices and lien claimants

Division of Workers' Compensation (DWC)

 **Quick Links**

- [Search for a workers' comp case](#)
- [Know my rights](#)
- [What to do if you get hurt on the job](#)
- [Find a fact sheet or I&A guide](#)
- [Forms](#)
- [Publications](#)
- [Reports](#)
- [File a complaint](#)
- [Pay my bill online](#)

 **About DWC**

- [Contact](#)
- [Locations](#)



Division of Workers' Compensation (DWC)

DWC EAMS - claims administrators' offices search



Type in search criteria

Back to [claims administrators' offices](#), [representatives' offices](#) and [lien claimants](#) page.

The best way to search is with the 5-digit ZIP Code for the mailing address of the claims administrator's office.

Claims' administrators' search criteria

Division of Workers' Compensation (DWC)

Quick Links

- ▶ [Search for a workers' comp case](#)
- ▶ [Know my rights](#)
- ▶ [What to do if you get hurt on the job](#)
- ▶ [Find a fact sheet or I&A guide](#)
- ▶ [Forms](#)
- ▶ [Publications](#)
- ▶ [Reports](#)



EAMS No	Name	Addr 1	Addr 2	City	State	zip
<input type="text"/>	zenith	<input type="text"/>				

List of claims administrators' offices

EAMS No	Name	Address Line 1	Address Line 2	City	State	ZIP	Phone	Service	Updated
3760076	ZENITH FRESNO	PO BOX 9055		VAN NUYS	CA	91409	(800) 508-9910	US Mail	2/19/2010 11:02:00 AM
5031246	ZENITH ORANGE	PO BOX 9055		VAN NUYS	CA	91409	(714) 705-2300	US Mail	2/19/2010 11:33:00 AM
4395865	ZENITH PLEASANTON	PO BOX 9055		VAN NUYS	CA	91409		US Mail	2/19/2010 11:41:00 AM
4396356	ZENITH SACRAMENTO	PO BOX 9055		VAN NUYS	CA	91409	(877) 280-4701	Fax	2/19/2013 10:49:00 AM

Get results



Search

This Site California

Division of Workers' Compensation (DWC)

DWC EAMS - representatives' offices search



Type in search criteria

Back to [claims administrators' offices](#), [representatives' offices](#) and [lien claimants](#) page.

The best way to search is with the 5-digit ZIP Code for the mailing address of the representative's office.

Representatives' search criteria [Clear Form](#)

EAMS No	Name	Addr 1	Addr 2	City	State	zip
<input type="text"/>	<input type="text" value="hanna"/>	<input type="text"/>				

List of representatives' offices

EAMS No	Name	Address Line 1	Address Line 2	City	State	ZIP	Phone	Service	Updated
4225982	FRANCESCA HANNAN VENTURA	PO BOX 7062		VENTURA	CA	93006	(805) 844-9653	US Mail	11/3/2008 10:22:00 AM
4995983	HANNA BROPHY BAKERSFIELD	PO BOX 12488		OAKLAND	CA	94604	(661) 397-1212	US Mail	9/4/2012 2:15:00 PM
4538047	HANNA BROPHY FRESNO	PO BOX 12488		OAKLAND	CA	94604	(559) 435-9823	US Mail	8/26/2008 11:18:00 AM
4995984	HANNA BROPHY LOS ANGELES	PO BOX 12488		OAKLAND	CA	94604		US Mail	10/15/2012 3:26:00 PM
4435415	HANNA BROPHY OAKLAND	PO BOX 12488		OAKLAND	CA	94604	(510) 839-1180	US Mail	4/3/2009 9:12:00 AM
6592258	HANNA BROPHY ORANGE	PO BOX 12488		OAKLAND	CA	94604	(714) 598-4050	US Mail	12/17/2008 9:50:00 AM
4660719	HANNA BROPHY	PO BOX 12488		OAKLAND	CA	94604	(530) 223-6010	US Mail	8/26/2008 11:19:00

Division of Workers' Compensation (DWC)

Quick Links

- ▶ [Search for a workers' comp case](#)
- ▶ [Know my rights](#)
- ▶ [What to do if you get hurt on the job](#)
- ▶ [Find a fact sheet or I&A guide](#)
- ▶ [Forms](#)
- ▶ [Publications](#)
- ▶ [Reports](#)



Get results

Insurance Carrier Information (if known and if applicable - include even if carrier is adjusted by claims administrator)

Insurance Carrier Name	ZENITH INSURANCE COMPANY	UAN not required here
------------------------	--------------------------	-----------------------

Street Address/PO Box	309 HACIENDA DR STE 200
-----------------------	-------------------------

City	PLEASANTON
------	------------

State	CA
-------	----

Zip Code (Numbers Only)	94588
-------------------------	-------

Claims Administrator Information (if known and if applicable)

Name	ZENITH PLEASANTON	UAN always required here
------	-------------------	--------------------------

Street Address/PO Box	PO BOX 8002	X
-----------------------	-------------	---

Applicant's Attorney or Authorized Representative: Law Firm/Attorney Non Attorney Representative

First Name

Last Name

Law Firm Number

10585090

Law Firm Name

MARK FUEDEM SANTA ROSA

UAN always required here

Address/PO Box

160 PROMENADE CIR STE 300

City

SACRAMENTO

State

CA

Zipcode (Numbers Only)

95834

Defendant's Attorney or Authorized Representative: Law Firm/Attorney Non Attorney Representative

First Name

Last Name

Law Firm Number

7737609

Law Firm Name

HARTER LAW SACRAMENTO

— UAN always required here

x

Address/PO Box

160 PROMENADE CIR STE 300

City

SACRAMENTO

State

CA

Zipcode (Numbers Only)

95834

S Signature

- Proper format:

S FIRSTNAME LASTNAME

S JOHN JONES

- Do NOT use any slashes/dashes
- Do NOT forget to type the person's name

S Signature – cont'd

- Only to be used on e-forms – NEVER on an OCR form
- A representatives' office filing for the IW or lien claimant, only **your** S signature goes on the e-form
- Must use on the e-form
- May use on:
 - Proof of Service
 - 10770.5 Verification
 - 10770.6 Verification
- Do not use on e-form settlement documents

Wet Signature

- This is an actual signature on a document
- You CANNOT use a GIF, JPEG, digital signature or a signature stamp – it MUST be an actual signature
- Examples of where a “wet” signature is required:
 - Petitions, Objections
 - Signed OCR Settlement Documents that you scan and attach
 - Documents requiring IW or employer signature

Signatures: Two Versions

- Version I: Forms that require only one signature:
- Prepare the e-Form — attach the following to the e-Form:
 - Document(s) per filing package requirements
 - Proof of Service – be sure to use proof of service document title – ADJ – LEGAL DOCS – PROOF OF SERVICE
- **DON'T FORGET THE S SIGNATURE ON THE FORM**
in the format: S JOHN JONES

E-forms - S signature only

- **Application for Adjudication of Claim**
- **Answer to Application for Adjudication of Claim**
- **Declaration of Readiness to Proceed**
- **Declaration of Readiness to Proceed - Expedited**
- **EDD Golden Rod – 2581**
- **Notice and Request for Allowance of Lien**
- **Petition to Terminate Liability for TD**
- **Request for Reimbursement of Accommodation Expense**
- **Request for Dispute Resolution before the AD**
- **Request for Summary Rating – QME**
- **Request for Reconsideration of Summary Rating by AD**
- **Request for Summary Rating Determination - PTP**

Signatures: Two Versions – cont'd

- Version II: Forms requiring two or more signatures:
- Prepare the e-form — attach the following to the e-form
 - Signed version of OCR form
 - Any additional attachments that are necessary
 - Proof of Service
- What about forms requiring only one signature, but not your signature?
 - Use Version II
 - Example: Employee's disability questionnaire or Notice of Offer of Regular Work, which require the injured worker's or employer's signature

E-forms – 2 or more signatures

- Application for Subsequent Injuries Fund Benefits
- Compromise and Release
- Compromise and Release Dependency Claim
- Stipulation with Award (Death)
- Stipulations with Request for Award
- Third Party Compromise and Release
- Notice of Offer of Modified or Alternative Work
- Voucher (IW only)
- Notice of Offer of Regular Work (employer/IW only)
- Employee's Permanent Disability Questionnaire (IW only)
- Application for Discretionary Payments from the UEBTF (IW only)

e-forms with No signature Line

- **Request for Consultative Rating**
- **General Public Request for Information**
- **Unstructured e-Form**

Search for your case

- There are two methods to find your case
 - By EAMS Case Number
 - By Person Search

Login Page

Browser address bar: <https://eams.dwc.ca.gov/external/logon.jsp>

Browser tabs: Login page, DIR DWC EAMS representa..., DIR DWC EAMS claims ad..., DIR ca.gov

Browser menu: File Edit View Favorites Tools Help

Browser toolbar: Veri..., Quic..., DIR DWC ..., DIR DWC ..., Case..., Empl..., User..., Regi..., Orga..., DIR DWC ...

Page navigation: Home, RSS, Print, Page, Safety

EAMS Electronic Adjudication Management System

Fields marked with an asterisk (*) are required.
Enter your username and password to log in.

Username:

Password:



External Home Page

EXTERNAL USER HOME

EAMS Production External Server 2 - build 0028

External User Search for Information

Search Criteria

Case Number: Legacy Case Reference:

Date Of Injury: Participant Type:

[Search](#) [Reset](#)

Search Results

Case Number	Injured Worker	Date Of Injury	Case Type	Date Opened	Status	Archived

APPLICATION HOME

EXTERNAL USER HOME

Search by EAMS Case Number

The screenshot shows a web browser window with the URL https://eams.dwc.ca.gov/external/en_US/DWCExternalUser_searchInformationPage.do. The page title is "External User Search for Information".

Search Criteria:

- Case Number:
- Legacy Case Reference:
- Date Of Injury:
- Participant Type:

[Search](#) [Reset](#)

Search Results:

Case Number	Injury Worker	Date Of Injury	Case Type	Date Opened	Status	Archived

Annotations:

- A yellow callout box with a green border points to the "Case Number" input field, containing the text: "Enter the EAMS ADJ Case Number".
- A yellow callout box with a green border points to the "Search" button, containing the text: "Then Click Search".

Search by EAMS Case Number – cont'd

Browser address bar: https://eams.dwc.ca.gov/external/en_US/DWCExternalUser_searchInformationAction.do#error-messages

Browser tabs: External User Search..., DIR DWC EAMS representa..., DIR DWC EAMS claims ad..., DIR ca.gov

Browser menu: File Edit View Favorites Tools Help

Browser toolbar: Veri... Quic... DIR DWC ... DIR DWC ... Case... Empl... User... Regi... Orga... DIR DWC ...

Page title: EXTERNAL USER HOME

Page subtitle: EAMS Production External Server 2 - build 0028

Page logo: EAMS Electronic Adjudication Management System

External User Search for Information

✖ No case could be found which matched the search criteria.

Search Criteria

Case Number: Legacy Case Reference:

Date Of Injury: Participant Type:

[Search](#) [Reset](#)

Search Results (Number of Items: 0)

Case Number	Injured Worker	Date Of Injury	Case Type	Date Opened	Status	Archived

If you are not a case participant, you will get this message

EXTERNAL USER HOME

Search by EAMS Case Number – cont'd

EXTERNAL USER HOME

EAMS Pre-Prod WAS 8.0 External Server1: Build Number 0180

External User Search for Information

Search Criteria

Case Number: Legacy Case Reference:

Date Of Injury: Participant Type:

[Search](#) [Reset](#)

Search Results (Number of Items: 1)

<u>Case Number</u>	<u>Injured Worker</u>	<u>Date Of Injury</u>	<u>Case Type</u>	<u>Date Opened</u>	<u>Status</u>	<u>Archived</u>
ADJ9692188	EDDIE SPAGHETTI		Product Delivery	6/26/2015	Inactive	Active - Not archived

If you are a case participant, you will receive these search results.

Click on the ADJ Case Number to see case information

See Reference Guide for steps to take If this field says "Archived"

EXTERNAL USER HOME

EAMS Pre-Prod WAS 8.0 External Server1: Build Number 0180



EXTERNAL USER HOME

INT - INT9692188

EDDIE SPAGHETTI

ADJ

- Home
- Hearing Case
- Communications
- Events
- Financials
- Liens
- Notes
- Orders
- Penalties
- PD/TD/Other Benefits
- Part of Body
- Related Cases
- Status History
- Tasks
- User Roles
- External User Request For Action

EXTERNAL USER HOME

RECENT ITEMS

Adjudication Product Delivery Home: ADJ9692188

INT - INT9692188

EDDIE SPAGHETTI

ADJ

[Edit](#)

Manage

Restore to Inactive	Add Applicant	Transmit To Recon	Filenet Documents
Close Case	Add Defendant	Transmit to DO: Judge Action Required	Create APP Case
Inactivate Case	Reject DOR	Transmit to DO: No Judge Action Required	

Case Details

Product Name: ADJ - DWC District Office	Case Reference: ADJ9692188
Primary Client: EDDIE SPAGHETTI	Legacy Case ID:
Start Date: 6/26/2015	Status: Inactive
Priority: High	End Date:
Owner: SYSEAMS [Change]	Occupation:
Occupation Code:	Cause Of Injury:
Lien: No	Location: SAC-ADJ [Change]
Pro Per: No	Related Cases: No
Master Case: No	Date Of Settlement:

Applicant and Defendant

Applicant	Role	Action
EDDIE SPAGHETTI	Injured Worker	Delete
MARK FUDEM SANTA ROSA	Law Firm	Delete

Defendant	Role	Action
SYSTEM TEST	Employer	Delete

Applicant Dispute Details

Earnings: No

Defendant Dispute Details

Earnings: No

Search by person

- There are three methods:
 - By Alternate ID – generally SSN
 - By Name alone – best if by name and DOB
 - By EAMS Reference Number (ERN)

Search by person

EXTERNAL USER HOME

EAMS Production External Server 2 - build 0028

External User Search for Information

Search Criteria

Case Number: Legacy Case Reference:

Date Of Injury: Participant Type:

[Search](#) [Reset](#)

Search Results

<u>Case Number</u>	<u>Injured Worker</u>	<u>Date Of Injury</u>	<u>Case Type</u>	<u>Date Opened</u>	<u>Status</u>	<u>Archived</u>

Click on the Magnifying Glass

Search by person – by Alternate ID (SSN)

Person Search -- Webpage Dialog

Person Search

Search Criteria

Reference Number:

Alternate ID Type:
Last Name:
Date of Birth:

Alternate ID:
First Name:

[Reset](#) [Cancel](#)

Search Results

Reference Number	Last Name	Action

FEIN
Interpreter Number
NPI Number
QME Number
Social Security Number
State Bar Number
Tax ID Number
UEF/SIF Biller Number

Click drop down list arrow

Then click on Social Security Number

Search by person – by Alternate ID (SSN) – cont'd ³⁷

Person Search -- Webpage Dialog

Person Search

Search Criteria

Reference Number:

Alternate ID Type: Social Security Number Alternate ID: 123456789

Last Name: First Name:

Date of Birth: 

[Search](#) [Reset](#) [Cancel](#)

Search Results

<u>Reference Number</u>	<u>First Name</u>	<u>Last Name</u>	<u>Action</u>

Then click on Search

Enter the SSN

Search by person – by Alternate ID (SSN) – cont'd

Person Search -- Webpage Dialog

Person Search

Search Criteria

Reference Number:

Alternate ID Type: Alternate ID:

Last Name: First Name:

Date of Birth:

[Search](#) [Reset](#) [Cancel](#)

Search Results (Number of Items: 1)

<u>Reference Number</u>	<u>First Name</u>	<u>Last Name</u>	<u>Action</u>
10642723	EDDIE	SPAGHETTI	Select

Then click on Select

Search by person – by Alternate ID (SSN) – cont'd

39

EXTERNAL USER HOME

EAMS Pre-Prod WAS 8.0 External Server1: Build Number 0180

External User Search for Information

Search Criteria

Case Number: Legacy Case Reference:

Date Of Injury: Participant Type:

EDDIE SPAGHETTI

[Search](#) [Reset](#)

Search Results

Case Number	Injured Worker	Date Of Injury	Case Type	Date Opened	Status	Archived

Then click on Search

Search by person – by Alternate ID (SSN) – cont'd 40

EXTERNAL USER HOME

EAMS Pre-Prod WAS 8.0 External Server1: Build Number 0180

External User Search for Information

⊗ No case could be found which matched the search criteria.

Search Criteria

Case Number: Legacy Case Reference:

Date Of Injury: Participant Type: Person

EDDIE SPAG

[Search](#) [Reset](#)

Search Results (Number of Items: 0)

Case	Worker	Date Of Injury	Case Type	Date Opened	Status	Archived
------	--------	----------------	-----------	-------------	--------	----------

EXTERNAL USER HOME

RECENT ITEMS

2. If you are not a case participant, you will get this message

1. Then click on Search

Search by person – by Alternate ID (SSN) – cont'd 41

EXTERNAL USER HOME

EAMS Pre-Prod WAS 8.0 External Server1: Build Number 0180

External User Search for Information

Search Criteria

Case Number: Legacy Case Reference:

Date Of Injury: Participant Type:

Participant Name: EDDIE SPAGHETTI

[Search](#) [Reset](#)

Search Results (Number of Items: 1)

Case Number	Injured Worker	Date Of Injury	Case Type	Date Opened	Status	Archived
ADJ9692188	EDDIE SPAGHETTI		Product Delivery	6/26/2015	Inactive	Active - Not archived

EXTERNAL USER HOME

RECENT ITEMS

3. If you are a case participant, you will receive these search results.

Click on the ADJ Case Number to see case information

See Reference Guide for steps to take If this field says "Archived"

ADJ Home Page

Adjudication Product Delivery Home: ADJ9692188

INT - INT9692188 | EDDIE SPAGHETTI | ADJ

[Edit](#)

Manage			
Restore to Inactive	Add Applicant	Transmit To Recon	Filenet Documents
Close Case	Add Defendant	Transmit to DO: Judge Action Required	Create APP Case
Inactivate Case	Reject DOR	Transmit to DO: No Judge Action Required	

Case Details			
Product Name:	ADJ - DWC District Office	Case Reference:	ADJ9692188
Primary Client:	EDDIE SPAGHETTI	Legacy Case ID:	
Start Date:	6/26/2015	Status:	Inactive
Priority:	High	End Date:	
Owner:	SYSEAMS [Change]	Occupation:	
Occupation Code:		Cause Of Injury:	
Lien:	No	Location:	SAC-ADJ [Change]
Pro Per:	No	Related Cases:	No
Master Case:	No	Date Of Settlement:	

Applicant and Defendant																				
<table border="1"><thead><tr><th>Applicant</th><th>Role</th><th>Action</th></tr></thead><tbody><tr><td>EDDIE SPAGHETTI</td><td>Injured Worker</td><td>Delete</td></tr><tr><td>MARK FUDEM SANTA ROSA</td><td>Law Firm</td><td>Delete</td></tr></tbody></table>			Applicant	Role	Action	EDDIE SPAGHETTI	Injured Worker	Delete	MARK FUDEM SANTA ROSA	Law Firm	Delete	<table border="1"><thead><tr><th>Defendant</th><th>Role</th><th>Action</th></tr></thead><tbody><tr><td>SYSTEM TEST</td><td>Employer</td><td>Delete</td></tr></tbody></table>			Defendant	Role	Action	SYSTEM TEST	Employer	Delete
Applicant	Role	Action																		
EDDIE SPAGHETTI	Injured Worker	Delete																		
MARK FUDEM SANTA ROSA	Law Firm	Delete																		
Defendant	Role	Action																		
SYSTEM TEST	Employer	Delete																		

[Applicant Dispute Details](#) | [Defendant Dispute Details](#)

- EXTERNAL USER HOME
- INT - INT9692188
- EDDIE SPAGHETTI
- ADJ
- Home
- Hearing Case
- Communications
- Events
- Financials
- Liens
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- Penalties
- PD/TD/Other Benefits
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- Related Cases
- Status History
- Tasks
- User Roles
- External User Request For Action

EXTERNAL USER HOME

RECENT ITEMS

Search by person

EXTERNAL USER HOME

EAMS Production External Server 2 - build 0028

External User Search for Information

Search Criteria

Case Number: Legacy Case Reference:

Date Of Injury: Participant Type:

[Search](#) [Reset](#)

Search Results

<u>Case Number</u>	<u>Injured Worker</u>	<u>Date Of Injury</u>	<u>Case Type</u>	<u>Date Opened</u>	<u>Status</u>	<u>Archived</u>

Click on the Magnifying Glass

Search by person – by Name

Person Search -- Webpage Dialog

Person Search

Search Criteria

Reference Number:

Alternate ID Type: Alternate ID:

Last Name: First Name:

Date of Birth:

[Search](#) [Reset](#) [Cancel](#)

Search Results

Reference Number	First Name	Last Name	Action

Enter the person's last name and first name

Then click on Search

Search by person – by Name – cont'd

Person Search -- Webpage Dialog

Person Search

Search Criteria

Reference Number:

Alternate ID Type:  Alternate ID:

Last Name: First Name:

Date of Birth: 

[Search](#) [Reset](#) [Cancel](#)

Search Results (Number of Items: 3)

<u>Reference Number</u>	<u>First Name</u>	<u>Last Name</u>	<u>Action</u>
10642723	EDDIE	SPAGHETTI	Select
10642962	ED	SPAGHETTI	Select
10642963	EDWARD	SPAGHETTI	Select

Search by person – by Name – cont'd

Person Search -- Webpage Dialog

Person Search

Search Criteria

Reference Number:

Alternate ID Type: Alternate ID:

Last Name: First Name:

Date of Birth:

[Search](#) [Reset](#) [Cancel](#)

Search Results (Number of Items: 1)

<u>Reference Number</u>	<u>First Name</u>	<u>Last Name</u>	<u>Action</u>
10642723	EDDIE	SPAGHETTI	Select

Here, we entered the DOB with a last and first name to better refine our search

Then click on Select

Search by person – by Name – cont'd

https://eamsprep.dwc.ca.gov/externalprep/en_US/DWCEXternalUser_searchInformationPage.do?_o3rpu=DWCADJProc External User Search for Inf... x

File Edit View Favorites Tools Help

DIR ca external Login page Kaiser Permanente User Guide Case Search Employer Search Registration Organization Home State ... User Search (2)

EXTERNAL USER HOME

EAMS Pre-Prod WAS 8.0 External Server1: Build Number 0180

EAMS Electronic Adjudication Management System

External User Search for Information

Search Criteria

Case Number: Legacy Case Reference:

Date Of Injury: Participant Type: Person

EDDIE SPAGHETTI

[Search](#) [Reset](#)

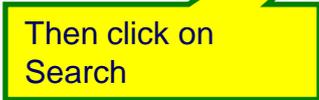
Search Results

Case Number	Injured Worker	Date Of Injury	Case Type	Date Opened	Status	Archived

EXTERNAL USER HOME

RECENT ITEMS

- ADJ9692188



Search by person – by Name – cont'd

EXTERNAL USER HOME

EAMS Pre-Prod WAS 8.0 External Server1: Build Number 0180

External User Search for Information

Search Criteria

Case Number:

Date Of Injury:

Reference:

Person Type:

Person Name:

[Search](#) [Reset](#)

Search Results (Number of Items: 1)

Case Number	Injured Worker	Date Of Injury	Case Type	Date Opened	Status	Archived
ADJ9692188	EDDIE SPAGHETTI		Product Delivery	6/26/2015	Inactive	Active - Not archived

EXTERNAL USER HOME

RECENT ITEMS

If you are a case participant, you will receive these search results.

Click on the ADJ Case Number to see case information

See Reference Guide for steps to take If this field says "Archived"

ADJ Home Page

Browser address bar: https://eamsprep.dwc.ca.gov/externalprep/en_US/DWCAD/ProductDelivery_homePage.do?caseID=86885434161637621

Navigation: File Edit View Favorites Tools Help

External User Home: EAMS Pre-Prod WAS 8.0 External Server1: Build Number 0180

System: EAMS Electronic Adjudication Management System

Adjudication Product Delivery Home: ADJ9692188

Case Selection: **INT - INT9692188** | EDDIE SPAGHETTI | ADJ

[Edit](#)

Manage

Restore to Inactive	Add Applicant	Transmit To Recon	Filenet Documents
Close Case	Add Defendant	Transmit to DO: Judge Action Required	Create APP Case
Inactivate Case	Reject DOR	Transmit to DO: No Judge Action Required	

Case Details

Product Name: ADJ - DWC District Office	Case Reference: ADJ9692188
Primary Client: EDDIE SPAGHETTI	Legacy Case ID:
Start Date: 6/26/2015	Status: Inactive
Priority: High	End Date:
Owner: SYSEAMS [Change]	Occupation:
Occupation Code:	Cause Of Injury:
Lien: No	Location: SAC-ADJ [Change]
Pro Per: No	Related Cases: No
Master Case: No	Date Of Settlement:

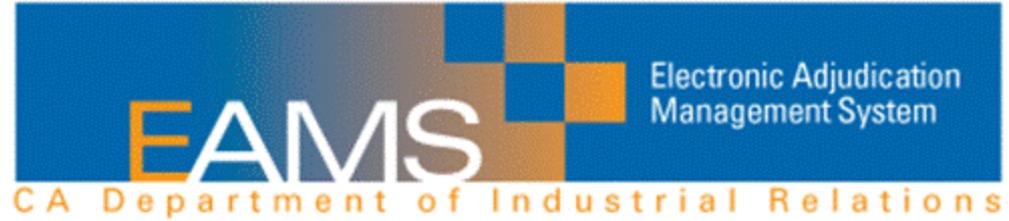
Applicant and Defendant

Applicant	Role	Action	Defendant	Role	Action
EDDIE SPAGHETTI	Injured Worker	Delete	SYSTEM TEST	Employer	Delete
MARK FUDEM SANTA ROSA	Law Firm	Delete			

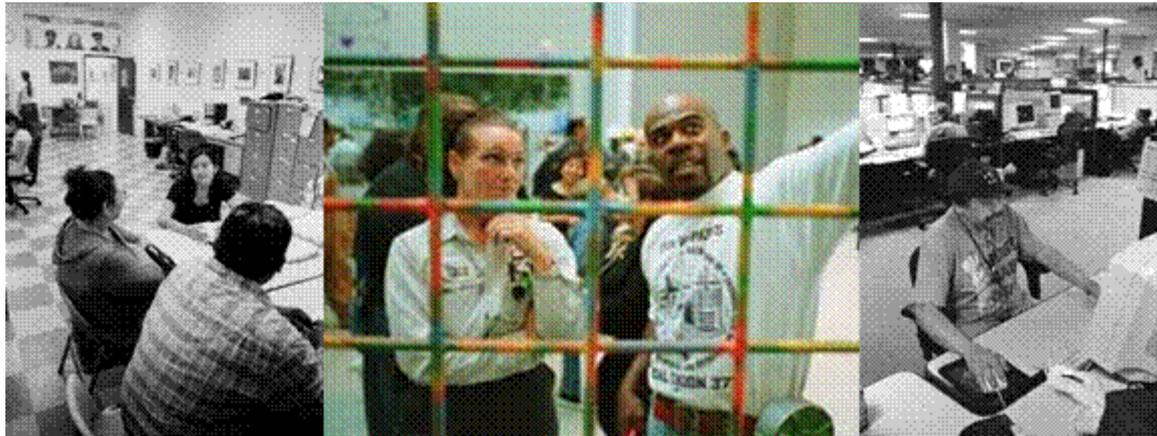
Applicant Dispute Details

Defendant Dispute Details

Division of Workers' Compensation

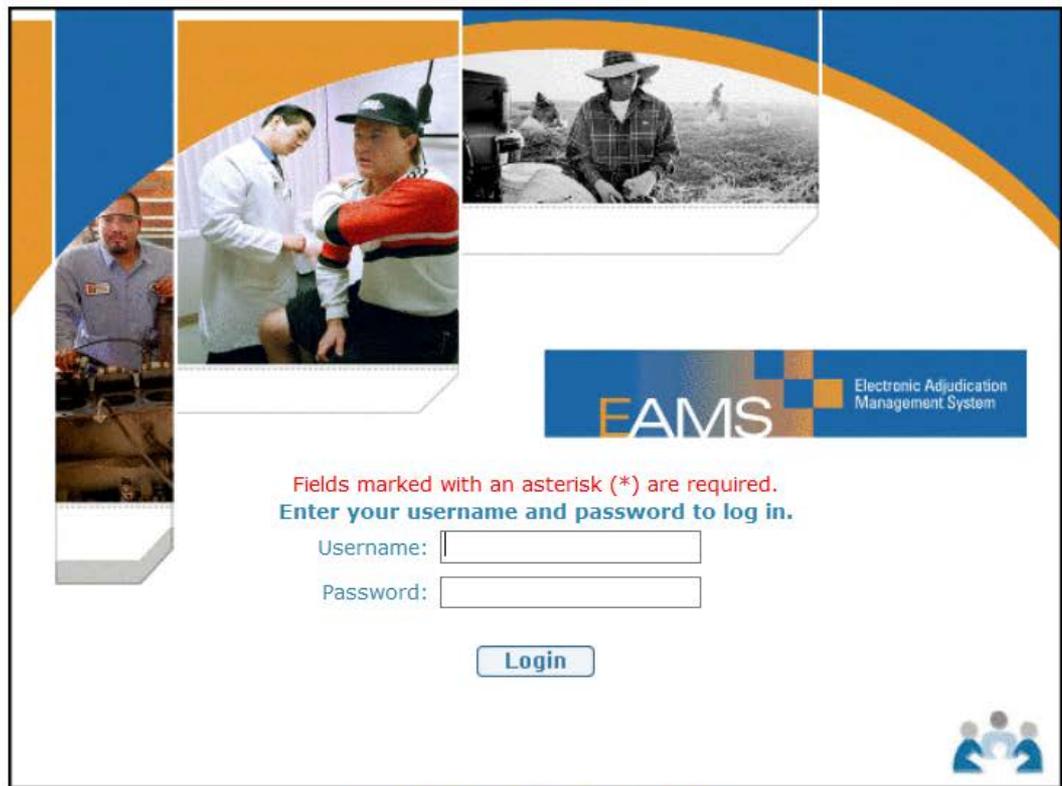


Filing e-forms



Login Page

Browser window showing the URL <https://eams.dwc.ca.gov/external/logon.jsp>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a toolbar with various icons, and a tab titled "Login page".



The login page features a header with three images: a man in a lab coat, a man in a red and white shirt, and a man in a hat. Below the images is the EAMS logo (Electronic Adjudication Management System). The main content area contains the following text and form elements:

Fields marked with an asterisk (*) are required.
Enter your username and password to log in.

Username:

Password:



[This site requires JRE 1.6.0 or higher](#)
This site best viewed with Microsoft Internet Explorer 6.0+



External Home Page = eForms link

EXTERNAL USER HOME

EAMS Production External Server 2 - build 0028

External User Search for Information

Search Criteria

Case Number: Legacy Case Reference:

Date Of Injury: Participant Type: Person

[Search](#) [Reset](#)

Search Results

Case Number	Injured Worker	Date Of Injury	Case Type	Date Opened	Status	Archived
-------------	----------------	----------------	-----------	-------------	--------	----------

Click on eForms

eForms:**eForms****Adjudication**

- [APPLICATION FOR ADJUDICATION](#)
- [ANSWER TO APPLICATION FOR ADJUDICATION OF CLAIM](#)
- [APPLICATION FOR SUBSEQUENT INJURIES FUND BENEFITS](#)
- [COMPROMISE RELEASE](#)
- [COMPROMISE RELEASE DEPENDENCY CLAIM](#)
- [DECLARATION OF READINESS TO PROCEED](#)
- [DOR EXPEDITED TRIAL](#)
- [GOLDEN ROD LIEN FORM \(DE2581\)](#)
- [NOTICE AND REQUEST FOR ALLOWANCE OF LIEN](#)
- [PETITION TO TERMINATE LIABILITY FOR TEMPORARY DISABILITY INDEMNITY](#)
- [STIPULATION WITH AWARD\(DEATH\)](#)
- [STIPULATIONS WITH REQUEST FOR AWARD DOI pre 1-1-2013](#)
- [STIPULATIONS WITH REQUEST FOR AWARD DOI post 1-1-2013](#)
- [THIRD PARTY COMPROMISE AND RELEASE](#)

Disability Evaluation Unit

- [EMPLOYEE'S PERMANENT DISABILITY QUESTIONNAIRE AND REQUEST FOR SUMMARY DETERMINATION - QME REPORT](#)
- [REQUEST FOR CONSULTATIVE RATING](#)
- [REQUEST FOR RECONSIDERATION OF SUMMARY RATING BY THE AD](#)
- [REQUEST FOR SUMMARY RATING DETERMINATION - PRIMARY TREATING PHYSICIAN REPORT](#)
- [REQUEST FOR SUMMARY RATING DETERMINATION - QME REPORT](#)

DWC Miscellaneous

- [GENERAL PUBLIC REQUEST FOR INFORMATION](#)
- [UNSTRUCTURED EFORM](#)

Vocational Rehabilitation

- [DWC-AD-10005 \(RTW\) REQUEST FOR REIMBURSEMENT OF ACCOMMODATION EXPENSE](#)
- [DWC-AD-10133.53 \(SJDB\) NOTICE OF OFFER OF MODIFIED OR ALTERNATIVE WORK](#)
- [DWC-AD-10133.55 \(SJDB\) REQUEST FOR DISPUTE RESOLUTION BEFORE THE ADMINISTRATIVE DIRECTOR](#)
- [DWC-AD-10133.57 \(SJDB\) VOUCHER](#)
- [NOTICE OF OFFER OF REGULAR WORK](#)
- [NOTICE OF TERMINATION OF VOCATIONAL REHABILITATION](#)
- [REQUEST FOR DISPUTE RESOLUTION](#)
- [SETTLEMENT OF PROSPECTIVE VOCATIONAL REHABILITATION SERVICES](#)
- [VOCATIONAL REHABILITATION PLAN](#)

Uninsured Employment Fund

- [APPLICATION FOR DISCRETIONARY PAYMENTS FROM THE UFF](#)

e-form Layout

DECLARATION OF READINESS TO PROCEED - Windows Internet Explorer

https://ieamsdm.dwc.ca.gov/eamseforms/

File Edit View Favorites Tools Help

Links Employer Search [DIR](#) DWC EAMS claims administrator and representatives' offices Case Search

DECLARATION OF READINESS TO PROCEED

[Attachment](#) | [Submit](#) | [Help](#) | [Print PDF](#) | [Search](#) | [Search Next](#)

Coversheet -1 Coversheet- 2 Coversheet- 3 Coversheet- 4 Coversheet- 5 Form -1 Form -2 Form -3 Form -4

REQUIRED FIELDS SHOWN BY ***

STATE OF CALIFORNIA
DWC DISTRICT OFFICE
E-COVER SHEET

Cover Sheet -1 | Cover Sheet -2 | Cover Sheet -3 | Cover Sheet -4 | Cover Sheet -5 | Form - 1 | Form - 2 | Form - 3 | Form - 4 | Form -5

STATE OF CALIFORNIA DWC DISTRICT OFFICE E-COVER SHEET

Companion Cases Exist <input type="checkbox"/>		Location: <input type="text"/>	
More than 15 Companion Cases <input type="checkbox"/>		walk Thru Yes <input type="radio"/> CTL <input checked="" type="radio"/>	
Date: (MM/DD/YYYY)	<input type="text"/>		
Case Number*:	<input type="text"/>	SSN(Numbers Only)	<input type="text"/>
<input type="radio"/> Specific Injury	(If Specific Injury, use the start date as the specific date of injury)		
<input type="radio"/> Cumulative Injury	<input type="text"/>	<input type="text"/>	
	(START DATE: MM/DD/YYYY) -	(END DATE: MM/DD/YYYY)	
Body Part 1 :	<input type="text"/>	Body Part 2 :	<input type="text"/>
Body Part 3 :	<input type="text"/>	Body Part 4 :	<input type="text"/>
Other Body Parts :	<input type="text"/>		

Please check unit to be filed on (check only one box)-

ADJ
 DEU
 SIF
 UEF
 VOC
 INT
 RSU

e-forms: DEU 101 and DEU 100

DEU-101 (Request for Summary Rating Determination) and DEU-100 (Employee's Disability Questionnaire) are in "one" e-form

The screenshot displays the EAMS (Electronic Adjudication Management System) web portal. The browser address bar shows the URL: https://eams.dwc.ca.gov/external/en_US/DWC_EForms_ExtUserSearchNavLinkPage.do. The page title is "eForms:". The navigation menu includes "EXTERNAL USER HOME" and "EAMS Production External Server 2 - build 0028". The main content area is titled "Disability Evaluation Unit" and contains a list of e-forms. The following table summarizes the visible e-forms:

Section	E-Form Title
Disability Evaluation Unit	EMPLOYEE'S PERMANENT DISABILITY QUESTIONNAIRE AND REQUEST FOR SUMMARY DETERMINATION - QME REPORT
	REQUEST FOR CONSULTATIVE RATING
	REQUEST FOR RECONSIDERATION OF SUMMARY RATING BY THE AD
	REQUEST FOR SUMMARY RATING DETERMINATION - PRIMARY TREATING PHYSICIAN REPORT
	REQUEST FOR SUMMARY RATING DETERMINATION - OME
	COMPROMISE RELEASE DEPENDENCY
	DECLARATION OF BUSINESS TO PROCEED
	DOR EXPEDITED TRIAL
	GOLDEN ROD LIEN FORM (DE2581)
	NOTICE AND REQUEST FOR ALLOWANCE OF LIEN
	PETITION TO TERMINATE LIABILITY FOR TEMPORARY DISABILITY INDEMNITY
	STIPULATION WITH AWARD(DEATH)
	STIPULATIONS WITH REQUEST FOR AWARD
	THIRD PARTY COMPROMISE AND RELEASE
Vocational Rehabilitation	DWC-AD-10005 (RTW) REQUEST FOR REIMBURSEMENT OF ACCOMMODATION EXPENSE
	DWC-AD-10133.53 (SJDB) NOTICE OF OFFER OF MODIFIED OR ALTERNATIVE WORK
	DWC-AD-10133.55 (SJDB) REQUEST FOR DISPUTE RESOLUTION BEFORE THE ADMINISTRATIVE DIRECTOR
	DWC-AD-10133.57 (SJDB) VOUCHER
	NOTICE OF OFFER OF REGULAR WORK
	NOTICE OF TERMINATION OF VOCATIONAL REHABILITATION
	REQUEST FOR DISPUTE RESOLUTION
	SETTLEMENT OF PROSPECTIVE VOCATIONAL REHABILITATION SERVICES
	VOCATIONAL REHABILITATION PLAN
Uninsured Employment Fund	APPLICATION FOR DISCRETIONARY PAYMENTS FROM THE UEF

e-forms: Social Security Number

SSN – NOT a required field – but use it on case opening documents if you have it. Do not enter the dashes, just numbers

EAMS Election Adjudication Management System

Page 1 Page 2 Page 3 Page 4 Page 5 Page 6 Page 7 Page 8 Page 9 Page 10 Page 11 Page 12

**STATE OF CALIFORNIA
DWC DISTRICT OFFICE
E-COVER SHEET**

Is this a new Case?* Yes No

Companion Cases Exist

More than 15 Companion Cases

Date: (MM/DD/YYYY)

Case Number: SSN(Numbers Only)*

Specific Injury

(START DATE: MM/DD/YYYY)* (END DATE: MM/DD/YYYY)
(If Specific Injury, use the start date as the specific date of injury)

Cumulative Injury

Body Part 1* : Body Part 2 :

Body Part 3 : Body Part 4 :

Other Body Parts :

Please check unit to be filed on (check only one box)*

ADJ DEU SIF UEF VOC INT RSU

Companion Cases

Case 1:

Specific Injury

(START DATE: MM/DD/YYYY) (END DATE: MM/DD/YYYY)
(If Specific Injury, use the start date as the specific date of injury)

Cumulative Injury

Done

SSN(Numbers Only)*

(END DATE: MM/DD/YYYY)
e as the specific date of injury)

Body Part 3:

e-forms: Date Format

Dates MUST be in MM/DD/YYYY format – with leading “0” when a single digit month or day

EAMS Electronic Adjudication Management System

Page 1 Page 2 Page 3 Page 4 Page 5 Page 6 Page 7 Page 8 Page 9 Page 10 Page 11 Page 12

**STATE OF CALIFORNIA
DWC DISTRICT OFFICE
E-COVER SHEET**

Is this a new Case? * Yes No

Companion Cases Exist

More than 15 Companion Cases

Date: (MM/DD/YYYY)

Case Number: SN(Numbers Only)* 123456789

Specific Injury

Cumulative Injury (START DATE: MM/DD/YYYY) * (END DATE: MM/DD/YYYY)
(If Specific Injury, use the start date as the specific date of injury)

Body Part 1* : Body Part 2 :

Body Part 3 : Body Part 4 :

Other Body Parts :

Please check unit to be filed on (check only one box) *

ADJ DEU SIF UEF VOC INT RSU

Companion Cases

Case 1:

Specific Injury

Cumulative Injury (START DATE: MM/DD/YYYY) (END DATE: MM/DD/YYYY)
(If Specific Injury, use the start date as the specific date of injury)

Done

Companion Cases Exist

More than 15 Companion Cases

Date: (MM/DD/YYYY)

Case Number:

Specific Injury

S

e-forms: No Companion Cases

- If there are no companion cases, fill out Coversheet 1 and then click on Form 1

DECLARATION OF READINESS TO PROCEED - Windows Internet Explorer

https://ieamsdm.dwc.ca.gov/eamseforms/

File Edit View Favorites Tools Help

Links Employer Search DIR DWC EAMS claims administrator and representatives' offices Case Search

DECLARATION OF READINESS TO PROCEED

[Attachment](#) | [Submit](#) | [Help](#) | [Print PDF](#) | [Search](#) | [Search Next](#)

Coversheet -1 | Coversheet- 2 | Coversheet- 3 | Coversheet- 4 | Coversheet- 5 | **Form -1** | Form -2 | Form -3 | Form -4

STATE OF CALIFORNIA
DWC DISTRICT OFFICE
E-COVER SHEET

REQUIRED FIELDS SHOWN BY *

e-forms: Venue Location

When filling out Form 1 (page 1) of the Application for Adjudication of Claim, C&R, or Stips the ZIP Code determines the Venue

Attachment | [Submit](#) | [Help](#) | [Print PDF](#)

Coversheet - 1 | Coversheet - 2 | Coversheet - 3 | Coversheet - 4 | Coversheet - 5 | Form - 1 | Form - 2 | Form - 3

STATE OF CALIFORNIA
DIVISION OF WORKERS' COMPENSATION
WORKERS' COMPENSATION APPEALS BOARD
APPLICATION FOR ADJUDICATION OF CLAIM

Case Number *Amended Application*

SSN

Venue Choice is based upon:

- County of residence of employee (Labor Code section 5501.5(a)(1) or (d).)
- County where injury occurred (Labor Code section 5501.5(a)(2) or (d).)
- County of principal place of business of employee's attorney (Labor Code section 5501.5(a)(3) or (d).)

* Enter the zipcode for the venue choice designated above, and then tab to Hearing Location Field and choose the corresponding Hearing Location Code

Restore down

Unstructured e-form - con't

EAMS

Electronic Adjudication
Management System

Master Case Number*:

Enter Companion Case Number:

Companion Case Number:

After you click "ADD" the companion case number(s) moves to this field

Case Type*:

Document Type*:

(You must select Case Type before selecting Doc Type)

Document Title*:

(You must select Doc Type before selecting Doc Title)

Author:

Document Date:

 (mm/dd/yyyy)

File Upload*:

Unstructured e-form - con't

Unstructured Eform - Windows Internet Explorer

https://ieamsdm.dwc.ca.gov/eamseforms/jsp/unstructured_eform.jsp

File Edit View Favorites Tools Help

Case Search DIR DWC EAMS claims admini... Employer Search Registration Web Slice Gallery

Unstructured Eform

EAMS Electronic Adjudication Management System

Master Case Number*:

Enter Companion Case Number:

Companion Case Number:

Case Type*:

Document Type*:
(You must select Case Type before selecting Doc Type)

Document Title*:
(You must select Doc Type before selecting Doc Title)

Author:

Document Date: *(mm/dd/yyyy)*

File Upload*:

Done Trusted sites | Protected Mode: Off 100%

After you click "ADD" the companion case number(s) moves to this field

Unstructured e-form - con't

Unstructured Eform - Windows Internet Explorer

https://ieamsdm.dwc.ca.gov/eamseforms/jsp/unstructured_eform.jsp

File Edit View Favorites Tools Help

Case Search DIR DWC EAMS claims admini... Employer Search Registration Web Slice Gallery

Unstructured Eform

EAMS Electronic Adjudication Management System

Master Case Number*:

Enter Companion Case Number:

Companion Case Number:

Case Type*:

Document Type*:
(You must select Case Type before selecting Document Type)

Document Title*:
(You must select Doc Type before selecting Doc Title)

Author:

Document Date: *(mm/dd/yyyy)*

File Upload*:

Done

Enter **ONLY** Case Numbers Here –
Do **NOT** enter IW name – this is
where you add companion case
number(s)

If it is a document your office prepared, enter your UAN; if a medical report, the practitioner's name; if subpoenaed records, the name of the facility; if it is a document from a claims administrator office, their UAN; if it is a document from an employer, the employer's name; if it is a document from an entity with a UAN, their UAN

Unstructured e-form – con't

Unstructured Eform - Windows Internet Explorer

https://ieamsdm.dwc.ca.gov/dwceformswp/jsp/unstructured_eform.jsp?hdnContextNam

File Edit View Favorites Tools Help

Unstructured Eform

EAMS Electronic Adjudication Management System

Master Case Number*:

Case Reference:

Enter Case Reference:

Case Type*:

Document Type*:
(You must select Case Type before selecting Doc Type)

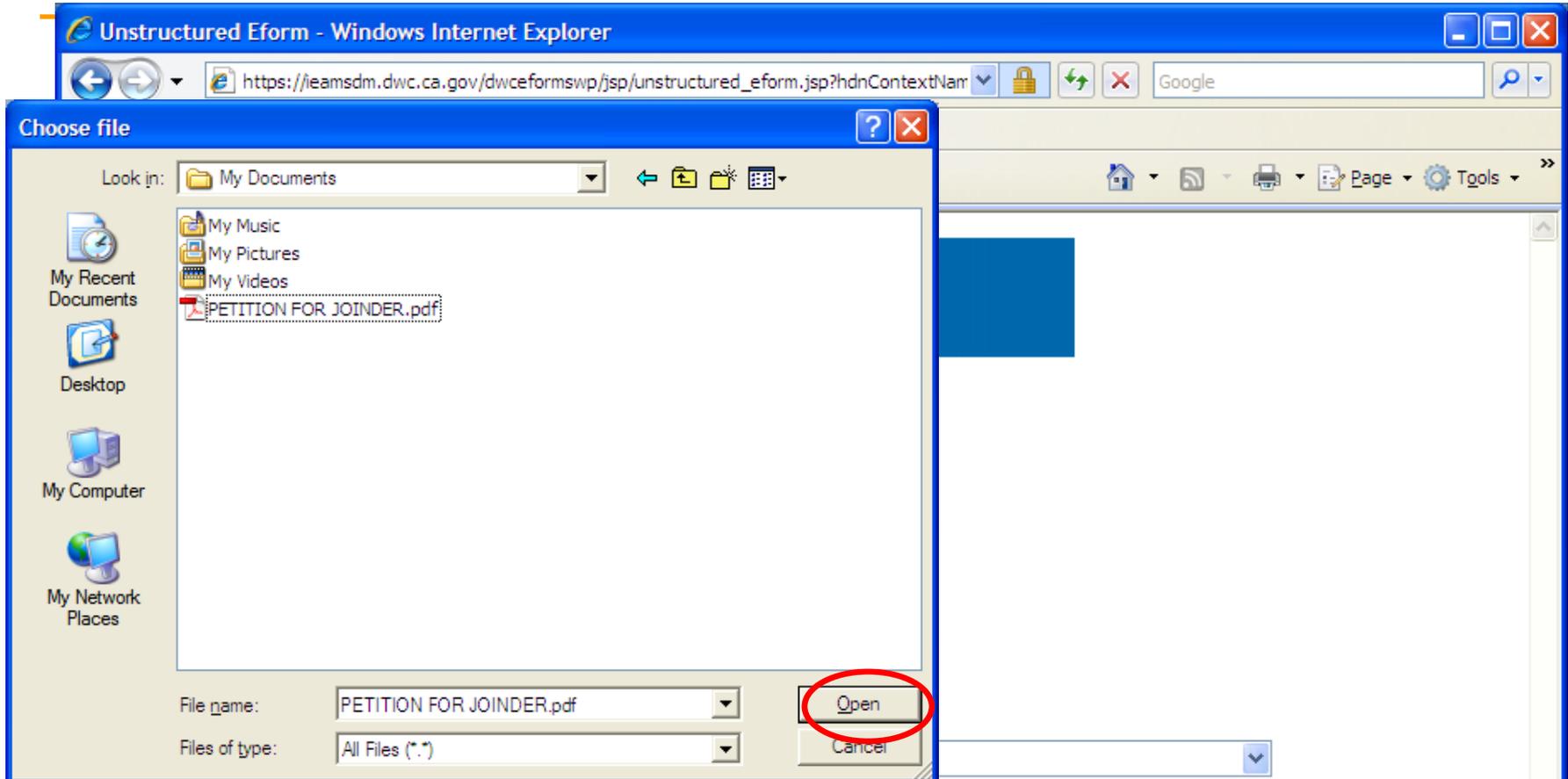
Document Title*:
(You must select Doc Type before selecting Doc Title)

Author:

Document Date: (mm/dd/yyyy)

File Upload*:

Unstructured e- form - Select File to Attach



Document Title*:

(You must select Doc Type before selecting Doc Title)

Author:

Document Date: (mm/dd/yyyy)

File Upload*:

Unstructured e- form - Attachment selected

Unstructured Eform - Windows Internet Explorer

https://ieamsdm.dwc.ca.gov/dwceformswp/jsp/unstructured_eform.jsp?hdnContextNam

File Edit View Favorites Tools Help

Unstructured Eform

EAMS Electronic Adjudication Management System

Master Case Number*:

Case Reference:

Enter Case Reference:

Case Type*:

Document Type*:
(You must select Case Type before selecting Doc Type)

Document Title*:
(You must select Doc Type before selecting Doc Title)

Author:

Document Date: (mm/dd/yyyy)

File Upload*:

Unstructured e- form - Ready to Submit

Master Case Number*:

Case Reference:

Enter Case Reference:

Case Type*:

Document Type*:
(You must select Case Type before selecting Doc Type)

Document Title*:
(You must select Doc Type before selecting Doc Title)

Author:

Document Date: (mm/dd/yyyy)

File Upload*:

Master Case Reference	Case ID	Case Type	Document Type	Document Title	File Name	
ADJ123456789		ADJ	LEGAL DOCS	PETITION FOR JOINDER	C:\Documents and Settings\charles ellison\My Documents\PETITION FOR JOINDER.pdf	<input type="button" value="Delete"/>
						<input type="button" value="Submit"/>

e-forms: Errors

If you enter a future date in a required field, or fail to enter any information in a required field you'll get an error message when you click Submit. Click OK and you will be redirected to the specific field to fix the error. **HOWEVER**, if you misspell names, addresses, etc. in a required field – your document will then go to the unprocessed document queue (UDQ) where a clerk will try to figure out what went wrong.

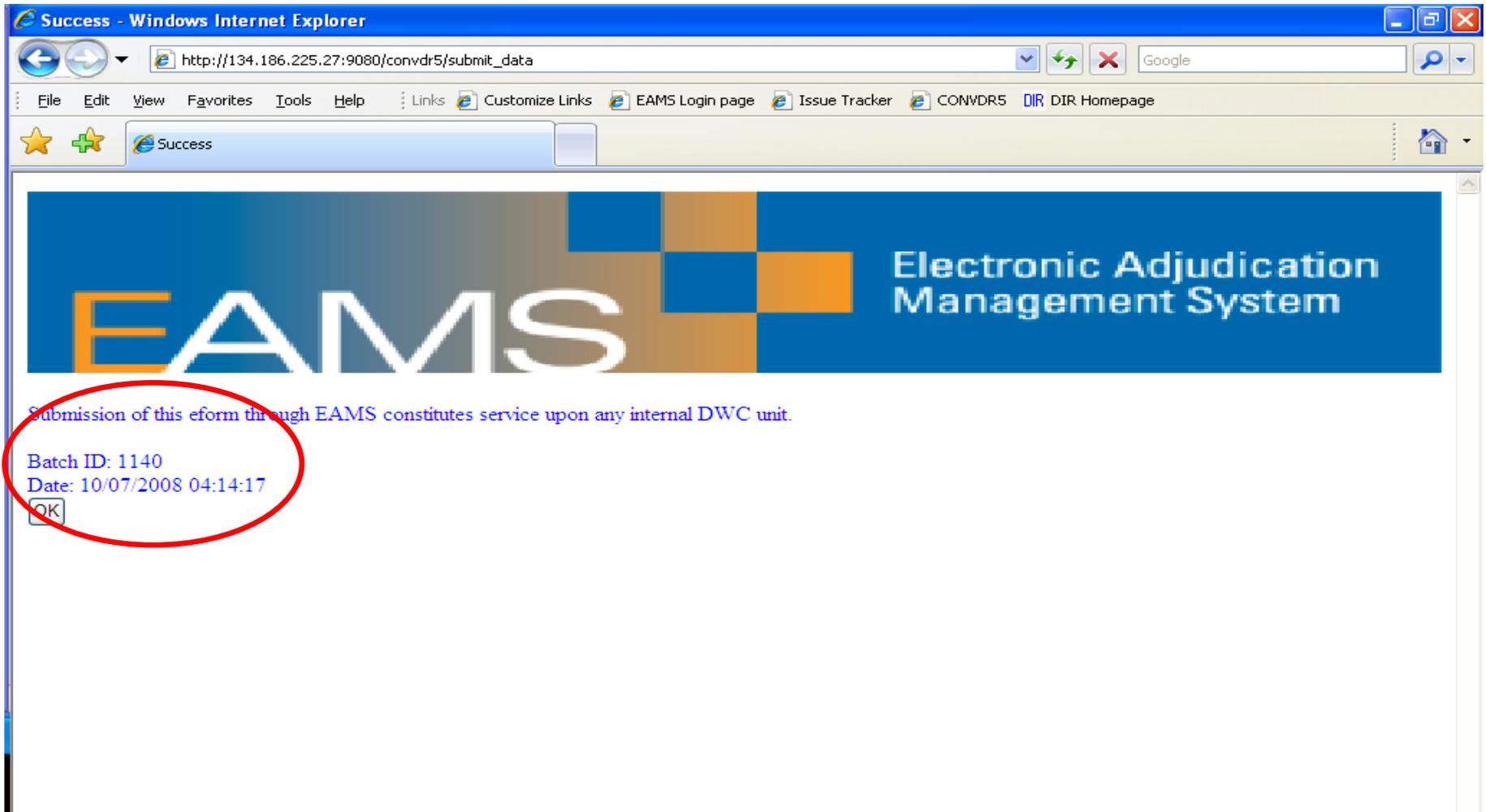


e-forms: Document Service

- When you have to serve documents to other parties you will need to print your e-form.
- Use the “print PDF” function on the form to print all at once and/or save to your hard drive
- You only need to print the pages on which you have filled in data

• PRINT BEFORE YOU CLICK SUBMIT

Batch ID - Success!



The screenshot shows a Windows Internet Explorer browser window. The title bar reads "Success - Windows Internet Explorer". The address bar contains the URL "http://134.186.225.27:9080/convdr5/submit_data". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar shows "Links", "Customize Links", "EAMS Login page", "Issue Tracker", "CONVDR5", and "DIR DIR Homepage". The main content area features a large blue banner with the text "EAMS Electronic Adjudication Management System". Below the banner, a message states: "Submission of this eform through EAMS constitutes service upon any internal DWC unit." A red circle highlights the following text: "Batch ID: 1140", "Date: 10/07/2008 04:14:17", and an "OK" button.

Success - Windows Internet Explorer

http://134.186.225.27:9080/convdr5/submit_data

File Edit View Favorites Tools Help Links Customize Links EAMS Login page Issue Tracker CONVDR5 DIR DIR Homepage

Success

EAMS Electronic Adjudication Management System

Submission of this eform through EAMS constitutes service upon any internal DWC unit.

Batch ID: 1140
Date: 10/07/2008 04:14:17
OK

View Your Documents in FileNet

- Open the ADJ Home Page
- Click on the “INT” tab in the upper left – this opens the INT Home Page
- Scroll to the Case Documents Section – Click on the INITIALS – “ADJ” (if you click on the case number just below it, you will go back to the ADJ Home Page)
- FileNet opens – follow the directions in the Reference Guide on how to best view the documents

External Home Page

The screenshot shows the 'External User Search for Information' page in a web browser. The browser address bar shows the URL: https://eamsprep.dwc.ca.gov/externalprep/en_US/DWCEXternalUser_searchInformationAction.do. The page title is 'External User Search for Information'. The browser tabs include 'External User Search for Info...', 'Person Home: EDDIE SPAGHETTI...', and 'User Search (2)'. The page content includes a navigation menu on the left with 'EXTERNAL USER HOME', 'External User Search', and 'eForms'. The main content area has a header 'EXTERNAL USER HOME' and a sub-header 'EAMS Pre-Prod WAS 8.0 External Server1: Build Number 0180'. The 'External User Search for Information' section contains search criteria fields: 'Case Number' (with value 'ADJ9692188'), 'Legacy Case Reference', 'Date Of Injury', and 'Participant Type' (with value 'Person'). There are 'Search' and 'Reset' buttons. Below the search criteria is a 'Search Results (Number of Items: 1)' section with a table. A yellow callout box points to the 'Case Number' field with the text 'Enter the EAMS ADJ Case Number'. Another yellow callout box points to the 'Search' button with the text 'Then Click Search'.

EXTERNAL USER HOME

EAMS Pre-Prod WAS 8.0 External Server1: Build Number 0180

External User Search for Information

Search Criteria

Case Number: Legacy Case Reference:

Date Of Injury: Participant Type:

[Search](#) [Reset](#)

Search Results (Number of Items: 1)

Case Number	Injury	Worker	Date Of Injury	Case Type	Date Opened	Status	Archived
ADJ9692188		EDDIE SPAGHETTI		Product Delivery	2015	Inactive	Active - Not archived

Enter the EAMS ADJ Case Number

Then Click Search

Search by EAMS Case Number – cont'd

EXTERNAL USER HOME

EAMS Pre-Prod WAS 8.0 External Server1: Build Number 0180

External User Search for Information

Search Criteria

Case Number: Legacy Case Reference:

Date Of Injury: Participant Type:

[Search](#) [Reset](#)

Search Results (Number of Items: 1)

<u>Case Number</u>	<u>Injured Worker</u>	<u>Date Of Injury</u>	<u>Case Type</u>	<u>Date Opened</u>	<u>Status</u>	<u>Archived</u>
ADJ9692188	EDDIE SPAGHETTI		Product Delivery	6/26/2015	Inactive	Active - Not archived

Click on the ADJ Case Number to see case information

2 ways to access Filenet

The screenshot shows the EAMS (Electronic Adjudication Management System) interface. At the top, the browser address bar displays the URL: https://eamsprep.dwc.ca.gov/externalprep/en_US/DWCADJProductDelivery_homePage.do?caseID=86885434161637621. The page title is "Adjudication Product Deliv...".

The main content area is titled "Adjudication Product Delivery Home: ADJ9692188". It features a navigation menu on the left with options like "Home", "Hearing Case", "Communications", "Events", "Financials", "Liens", "Notes", "Orders", "Penalties", "PD/TD/Other Benefits", "Part of Body", "Related Cases", "Status History", "Tasks", "User Roles", and "External User Request For Action".

The central panel displays case management options under the "Manage" section:

- [Restore to Inactive](#)
- [Add Applicant](#)
- [Transmit To Recon](#)
- [Filenet Documents](#) (circled in red)
- [Close Case](#)
- [Add Defendant](#)
- [Transmit to DO: Judge Action Required](#)
- [Create APP Case](#)
- [Inactivate Case](#)
- [Reject DOR](#)
- [Transmit to DO: No Judge Action Required](#)

The "Case Details" section provides the following information:

- Product Name:** ADJ - DWC District Office
- Primary Client:** [EDDIE SPAGHETTI](#)
- Start Date:** 6/26/2015
- Priority:** High
- Owner:** [SYSEAMS \[Change\]](#)
- Occupation Code:**
- Lien:** No
- Pro Per:** No
- Master Case:** No
- Case Reference:** ADJ9692188
- Legacy Case ID:**
- Status:** Inactive
- End Date:**
- Occupation:**
- Cause Of Injury:**
- Location:** SAC-ADJ [\[Change\]](#)
- Related Cases:** No
- Date Of Settlement:**

The "Applicant and Defendant" section contains two tables:

Applicant	Role	Action
EDDIE SPAGHETTI	Injured Worker	Delete
MARK FUEDEM SANTA ROSA	Law Firm	Delete

Defendant	Role	Action
SYSTEM TEST	Employer	Delete

At the bottom, there are sections for "Applicant Dispute Details" and "Defendant Dispute Details", both showing "Earnings: No".

A yellow callout box with a green border and a red arrow points to the "Filenet Documents" link, containing the text: "Click on 'Filenet Documents'".

Access Filenet – con't

Browser address bar: https://eamsprep.dwc.ca.gov/externalprep/en_US/DWCADJProductDelivery_homePage.do?caseID=86885434161637621

Page Title: Adjudication Product Deliv...

Navigation: File Edit View Favorites Tools Help

External Links: DIR ca external Login page Kaiser Permanente User Guide Case Search Employer Search Registration Organization Home State ... User Se

Page Settings: Page Safety Tools

Page Content: EAMS Pre-Prod WAS 8.0 External Server1: Build Number 0180

Page Header: Adjudication Product Delivery Home ADJ9692188

Navigation Tabs: **INT - INT9692188** EDDIE SPAGHETTI ADJ

Section: **Manage**

Buttons: [Restore to Inactive](#) [Add Applicant](#) [Transmit To Recon](#) [Filenet Documents](#)
[Close Case](#) [Add Defendant](#) [Transmit to DO: Judge Action Required](#) [Create APP Case](#)
[Inactivate Case](#) [Reject DOR](#) [Transmit to DO: No Judge Action Required](#)

Section: **Case Details**

Product Name: ADJ - DWC District Office	Case Reference: ADJ9692188
Primary Client: EDDIE SPAGHETTI	Legacy Case ID:
Start Date: 6/26/2015	Status: Inactive
Priority: High	End Date:
Owner: SYSEAMS [Change]	Occupation:
Occupation Code:	Cause Of Injury:
Lien: No	Location: SAC-ADJ [Change]
Pro Per: No	Related Cases: No
Master Case: No	Date Of Settlement:

Section: **Applicant and Defendant**

Applicant	Role	Action
EDDIE SPAGHETTI	Injured Worker	Delete
MARK FUDEM SANTA ROSA	Law Firm	Delete

Defendant	Role	Action
SYSTEM TEST	Employer	Delete

Callout: Click on "INT" tab

Left Sidebar: EXTERNAL USER HOME, INT - INT9692188, EDDIE SPAGHETTI, ADJ, Home, Hearing Case, Communications, Events, Financials, Liens, Notes, Orders, Penalties, PD/TD/Other Benefits, Part of Body, Related Cases, Status History, Tasks, User Roles, External User Request For Action

Bottom Sidebar: EXTERNAL USER HOME, RECENT ITEMS

Access Filenet - INT Home Page

APPLICATION HOME

EAMS Pre-Prod WAS 8.0 Server2: Build Number 0180

EAMS Electronic Adjudication Management System

Integrated Case Home: INT9692188 New Task | New Activity

INT - INT9692188

Options

- [New Product](#) [Edit Case Header](#) [Close Case](#)
- [New Note](#) [Change Primary Client](#) [Add Insurance Claim Number](#)

Details

Case Reference: INT9692188	Type: INT
Primary Client: EDDIE SPAGHETTI	Status: Open
Owner: SYSEAMS	Priority: High
Creation Date: 6/26/2015	Nature of Injury:
Archival Status: Active - Not archived	Archival Rule: Automated Archival
Date of Injury: 1/1/2015	CT From Date:
Special Circumstance: No	CT To Date:
Jurisdictional Claim No.:	

Insurance Claim Number(s)

Claims Administrator	Claim Number	Source

Case Documents

ADJ	VOC	UEBTF	INT
DEU	RSU	SIBTF	

Products

Case Reference	Primary Client	Start Date	Status
ADJ9692188	EDDIE SPAGHETTI	6/26/2015	Inactive

Case Members

Comments

APPLICATION HOME

RECENT ITEMS



Click on "ADJ"

FileNet Page

Search View

Selected Search Template: **EAMS_OS** > **EAMS SEARCH**

Hide Search Criteria | Add Document

Printable View

Find released documents, where:

Case ID *is equal to*

Case Type *is equal to*

Admitted *is equal to*

Max Results:

Search

Restore Defaults

▼ Actions Menu

Items Found: 196

View: **Detailed**

Show Items: **30**

<input type="checkbox"/>	<input type="checkbox"/>	Title	Doc Title	Doc Type	Doc Status	Admitted	Admitted Prop ID	Proponent	Author	Operator Id	EAMS Doc ID	Doc Date	Doc Entry Date	Received Date	Priority Flag
<input type="checkbox"/>		REQUEST FOR ORDER TAKING OFF CALENDAR	REQUEST FOR ORDER TAKING OFF CALENDAR	LEGAL DOCS	PUBLIC				ALAN FREEMAN OXNARD	MARISOL HALYARD	48781432	6/13/13 1:00 AM	6/19/13 1:00 AM	6/19/13 1:00 AM	NO
<input type="checkbox"/>		COVER SHEET	COVER SHEET	MISC	PUBLIC					MARISOL HALYARD	48781431	6/19/13 1:00 AM	6/19/13 1:00 AM	6/19/13 1:00 AM	NO
<input type="checkbox"/>		DECLARATION OF READINESS TO PROCEED	DECLARATION OF READINESS TO PROCEED	LEGAL DOCS					kathy patterson	kathy patterson	10319130	6/15/13 6:21 AM	6/17/13 8:00 AM	6/17/13 8:00 AM	NO
<input type="checkbox"/>		NOTICE AND REQUEST FOR ALLOWANCE OF LIEN	NOTICE AND REQUEST FOR ALLOWANCE OF LIEN	LIENS AND BILLS					ORTIZCASANDRA	ORTIZCASANDRA	10194051	5/21/13 1:59 PM	5/21/13 1:59 PM	5/21/13 1:59 PM	NO
<input type="checkbox"/>		Confirmation of lien filing fee in June 2004.doc	CONFIRMATION OF PAYMENT 2004-2006	LEGAL DOCS					JOEL HARTER	kathy patterson	9978186	4/5/13 12:00 AM	4/8/13 8:00 AM	4/8/13 8:00 AM	NO

Attachments

- Do not file the following separately. Scan them in together as a single document/attachment
 - Benefit Notices – you can separate TTD from PD notices
 - Explanation of Benefits (EOBs)
 - L C 4906(g) statements
 - Medical Management Reports
 - Physical Therapy Notes
 - PR-2 Reports

Attachments to an e-form

- If you are submitting an e-form that will have attachments:

Use the Attachment link at the top of the page

- Do not submit the e-form and then fill out an unstructured e-form

Case Number

- Biggest problem – sloppy typing – especially on unstructured e-form
- ADJ case numbers NEVER have zero for the first digit
- Do NOT just put “ADJ” in front of the Legacy Case Number
- Do NOT enter both the ADJ and Legacy Case Number
 - Example: do NOT put the EAMS ADJ number in the main case field and the corresponding Legacy case number in the companion case field – they are the same case

Master Case Number*: Enter Case Reference: Case Reference: Case Type*: Document Type*: *(You must select Case Type before selecting Doc Type)*Document Title*: *(You must select Doc Type before selecting Doc Title)*Author: Document Date: (mm/dd/yyyy)File Upload*: [Uploaded Documents](#)

Master Case Reference	Case ID	Case Type	Document Type	Document Title	File Name	
ADJ1234567		ADJ	MEDICAL DOCS	AME REPORTS	C:\Documents and Settings\Charles Ellison\Desktop\Smith AME 10-1-09.doc	<input type="button" value="Delete"/>
ADJ1234567		ADJ	MEDICAL DOCS	AME REPORTS	C:\Documents and Settings\Charles Ellison\Desktop\Smith Supplemental AME 11-1-09.doc	<input type="button" value="Delete"/>
ADJ1234657		ADJ	MEDICAL DOCS	TREATING PHYSICIAN	C:\Documents and Settings\Charles Ellison\Desktop\Jones PR-2s 9-1-07 thru 4-1-09.doc	<input type="button" value="Delete"/>
ADJ1234567		ADJ	MEDICAL DOCS	P & S REPORT	C:\Documents and Settings\Charles Ellison\Desktop\Jones P&S 6-1-09.doc	<input type="button" value="Delete"/>

Master Case Number*:

Enter Case Reference:

Case Reference:

Case Type*:

Document Type*:
(You must select Case Type before selecting Doc Type)

Document Title*:
(You must select Doc Type before selecting Doc Title)

Author:

Document Date: *(mm/dd/yyyy)*

File Upload*:

[Uploaded Documents](#)

Master Case Reference	Case ID	Case Type	Document Type	Document Title	File Name	
ADJ1234567		ADJ	MEDICAL DOCS	AME REPORTS	C:\Documents and Settings\Charles Ellison\Desktop\Smith AME 10-1-09.doc	<input type="button" value="Delete"/>
ADJ1234567		ADJ	MEDICAL DOCS	AME REPORTS	C:\Documents and Settings\Charles Ellison\Desktop\Smith Supplemental AME 11-1-09.doc	<input type="button" value="Delete"/>
ADJ1234657		ADJ	MEDICAL DOCS	TREATING PHYSICIAN	C:\Documents and Settings\Charles Ellison\Desktop\Jones PR-2s 9-1-07 thru 4-1-09.doc	<input type="button" value="Delete"/>
ADJ1234567		ADJ	MEDICAL DOCS	P & S REPORT	C:\Documents and Settings\Charles Ellison\Desktop\Jones P&S 6-1-09.doc	<input type="button" value="Delete"/>

Companion Cases

- Do NOT select the radio button “Companion Cases Exist” nor enter any companion case numbers for:
 - Application for adjudication of claim
 - Amended application for adjudication of claim
 - Answers
 - Case opening settlement documents
 - Lien claims

Doc Titles

- Use the correct document titles
- Refer to the Doc Type and Title list found on the e-forms website
- **Never** use Exhibit or Evidence Doc Titles
- Scanned settlement documents use ONLY
 - ADJ – MISC – CORRESPONDENCE-OTHER – even if you are doing a walk-through of the settlement – The document coversheet is where you select “walk-through” “Yes”

Duplicate Filing

- If you don't see the document in FileNet after the next batch run, **WAIT**, check the next morning
- If it still is not there, email the EAMSHelpDesk
 - IW name & DOB, Batch ID #, UAN – EAMS case number if used
 - **DO NOT REFILE**
- If told it is in the UDQ, **WAIT** for the email from the UDQ Operator – **DO NOT REFILE**
 - UDQ Operator may have to un-archive a case
 - May fix the problem and reprocess
 - Will email you with the problems

Duplicate Filing – con't

- You have emailed the EAMSHelpDesk...
- If told it is **not** in the UDQ, email the UDQ supervisor, *put UDQ in the subject line to get assistance
- EFORMS@DIR.CA.GOV
- with the Batch ID, IW Name & DOB, the type of document, the EAMS case number from the Document Coversheet you filed (incorrect case number may have been entered)
 - The supervisor will email you to advise if the documents were moved to the correct case or deleted.
 - **DO NOT REFILE** unless the email says they were deleted

Duplicate Filing – con't

- Right after you click “Submit” you realized you made a mistake
- Email UDAQ supervisor with
 - IW Name
 - Batch ID
 - Case Number
 - Document type
 - **DO NOT REFILE**
- If the Batch is in the UDAQ it will be deleted
- If the Batch processed successfully, the documents will be deleted
- Either way, **DO NOT REFILE** – wait for an email

Fields

- If there is no information to enter in a field, **LEAVE IT BLANK**
- For example:
 - SSN – if not listing, do NOT type “NONE”
 - New case – in the case number field do NOT type “UNASSIGNED”
 - Self-insured employer – in the insurance company name do NOT type “NONE” or “SELF-INSURED”

LEAVE IT BLANK

Filing Date

- As you know, if you submit a batch after 5:00 p.m., or on a holiday or Saturday, assuming it is successful, the filing date is on the next DWC business day

Labeling your Documents

- Do **not** use “EXHIBIT”, “EVIDENCE” “APPLICANT 1” etc.
- Abbreviations
 - They must make sense to anyone reading it
 - I don’t know what “LSSPOFS” or “A273458353.pdf” means
 - Some you just can’t abbreviate to make sense to everyone
 - For Example:
 - Signed C&R Compromise and Release
 - Signed Stips Stipulations with Request for Award
 - NOR Notice of Representation
 - Pet 5710 Petition for LC Section 5710 attorney’s fee
 - Pet Recon Petition for Reconsideration
 - Answer-Recon Answer to Petition for Reconsideration
 - Smith AME 1/4/9 Dr. Smith’s AME report of 01/04/2009
 - POS Proof of Service
 - PD Notice Permanent Disability Notice
 - Wage Stmt Wage Statement

Non-mandatory fields

- Filling in just the marked “mandatory” fields is not enough
- Just because it isn’t mandatory doesn’t mean that the information is to be left out – just as it was pre-EAMS, you need to fill in all the information available in order for the form to be complete
- The e-form settlement document fields need to mirror or match the fields on the scanned in signed settlement document

OCR Documents

- Do **not** attach the corresponding OCR form to your e-form
 - Exceptions:
 - Settlement Documents
 - Death Application
- Do **not** prepare OCR Coversheets and Separator Sheets for unstructured documents. The Unstructured e-form takes care of this

Proof of Service

- Use the correct format in the upper left hand corner:
- Your proof of service needs all of the following in the upper left hand corner:
 - Uniform Assigned Name
 - EAMS Administrator Name
 - EAMS Administrator's Phone – Direct or with Extension
 - EAMS Administrator's Email
 - See instructions in the Reference Guide

Proof of Service – cont'd

- If you are attaching a list of the case participants you are serving, make it an additional page of the proof of service and scan all the pages together so you only have one document

Reprocessed Batch

- You receive an email that says “Your batch has been reprocessed”
 - This means that the UDQ Operator FIXED what was wrong that caused the batch to err to the UDQ and has re-submitted it
 - After the next batch run, check to see if the document(s) are in FileNet
 - If not, **DO NOT REFILE**
 - Email the UDQ Operator for follow-up

Self-Insured Employers

- In the Employer section, select the radio button “Self Insured”
- Do **not** enter anything in the Insurance Company section on the form – **LEAVE IT BLANK**
- You **MUST** enter the Claims Administrators’ Office UAN and address
 - If they self administer their claims, enter their UAN and address
 - If they use a TPA, enter the TPA’s UAN and address

Form Specifics

- Get your forms and form packages correct
- Use the reference guide for instructions

Application form package

- Application for Adjudication of Claim e-form
 - All filers
- 4906(g) – ADJ-LEGAL DOCS-4906(g) DECLARATION
 - **If filed by Representative for IW only add:**
- Fee Disclosure Stmt – ADJ-LEGAL DOCS-FEE DISCLOSURE STATEMENT
- Venue Authorization – ADJ-LEGAL DOCS-VENUE VERIFICATION
 - **If filed by/on behalf of Lien Claimant add**
- 10770.5 Verification – ADJ-LEGAL DOCS-10770.5 VERIFICATION
 - All Filers add
- Proof of Service – ADJ-LEGAL DOCS-PROOF OF SERVICE

DOR form package

- Declaration of Readiness to Proceed e-form
- Medical Report – file one, select from below:
 - ADJ-MEDICAL DOCS-QME
 - ADJ-MEDICAL DOCS-AME
 - ADJ-MEDICAL DOCS-P & S REPORT
 - ADJ-MEDICAL DOCS-TREATING PHYSICIAN
 - If the issue is non-medical, attach one document addressing the issue using ADJ – MISC – CORRESPONDENCE-OTHER
- **If filed by/on behalf of Lien Claimant add**
- 10770.6 Verification – ADJ-LEGAL DOCS-10770.6 VERIFICATION
- Proof of Service (all filers) – ADJ-LEGAL DOCS-PROOF OF SERVICE

Lien form package

- Notice and Request for Allowance of Lien e-form
- 10770.5 Verification – ADJ-LEGAL DOCS-10770.5 VERIFICATION
- Proof of Service – ADJ-LEGAL DOCS-PROOF OF SERVICE
- 4903.8(d) OR 4903.8(a)(b) – ADJ-LIENS AND BILLS-
- Do not file the itemized statement of charges with the lien to the board. Remember to serve the other parties all documents

Ratings

- Pro Per (unrepresented)

Use only these e-forms:

- EMPLOYEE'S PERMANENT DISABILITY QUESTIONNAIRE
AND REQUEST FOR SUMMARY RATING-QME REPORT

or

- REQUEST FOR SUMMARY RATING DETERMINATION-PRIMARY
TREATING PHYSICIAN REPORT

- If you do not have an DEU case number, file it as a NEW CASE

- If you attach a proof of service use the attachment link on the e-form and use DEU-MISC-PROOF OF SERVICE

Ratings – con't

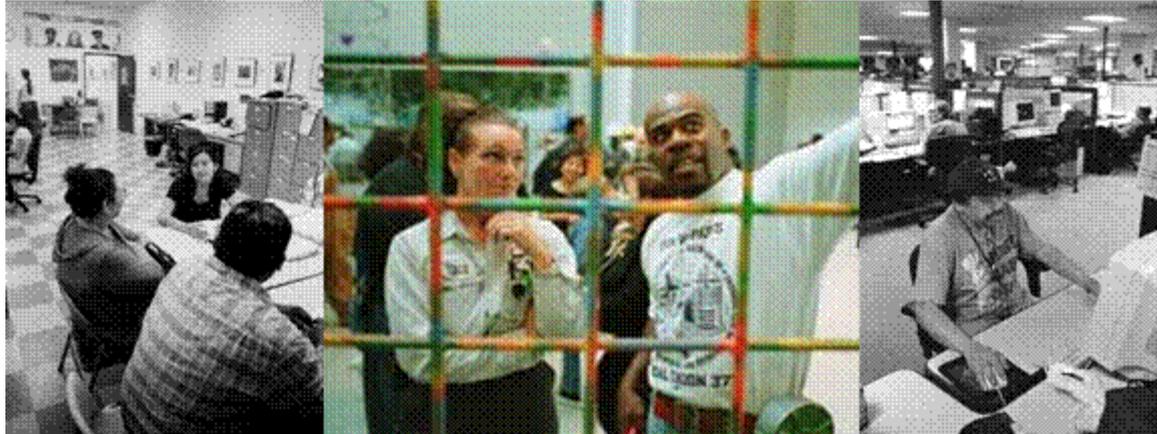
- Represented IW
 - Use DEU Prefix even if DEU PDU does not exist – Guide page 54-55
 - Use only this e-form:
- REQUEST FOR CONSULTATIVE RATING

- When you attach a proof of service use the attachment link on the e-form and use DEU-MISC–PROOF OF SERVICE

Division of Workers' Compensation



EAMS Help Desk



Contacting the EAMS Help Desk

- e-form users to contact EAMS Help Desk when you have question(s)/problem(s)
- Preferred method of contact is:
 - 1) Send an e-mail to EAMSHelpDesk@dir.ca.gov
 - 2) Call the Call Center @ 1-888-771-3267

Hours: 7 a.m. to 6 p.m.

 - e-mails after 5 p.m. may be handled the next business day
- NOTE: Only the administrator or alternate may contact the EAMSHelpDesk

e-form Submission

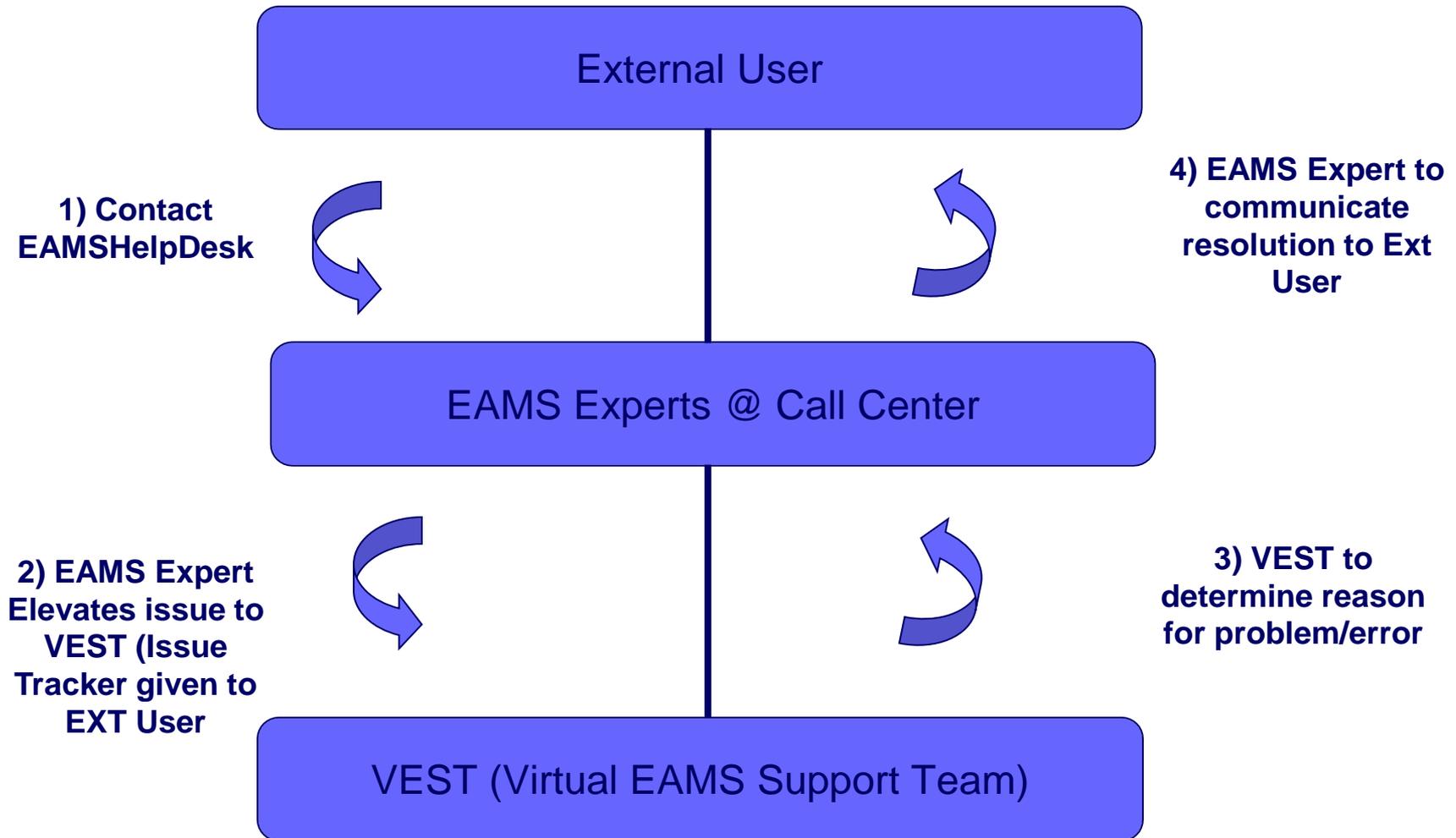
- Completion of e-form submission will generate a batch ID#
- Print batch ID# and keep for future reference
- Verify next day to see if your e-form was successfully submitted in case
- Don't see it???
- E-mail information to EAMSHelpDesk@DIR.CA.GOV so we can research to see what happened to the e-form – remember, **only** the primary or alternate administrator can email the EAMSHelpDesk

(Please include Batch ID #, case #, IW's name, and the type of e-form submitted, screen shots when appropriate, your contact information including your UAN)

Problem Solving in EAMS

- If EAMS expert is unable to determine problem after researching issue will be submitted to “issue tracker”
- What is issue tracker?
 - Additional team of EAMS experts who investigate and resolve issues
 - Issue tracker ID# will be given to external user as a reference number to track status
 - Upon response from issue tracker, external user will be contacted and notified of outcome

Problem Solving Chain of Command



Helpful Hints

- Take screen shots of error messages
- How? **ALT + Print Screen** then save into a Word document and attach to your e-mail for EAMS Help Desk to view & possibly submit to issue tracker
- 15 minutes of inactivity on EAMS will time you out
- 30 minutes of inactivity on e-form will time you out & you will have to start e-form all over

e-form Filer Partnership

- Patience & teamwork
- e-form participants help find potential bugs

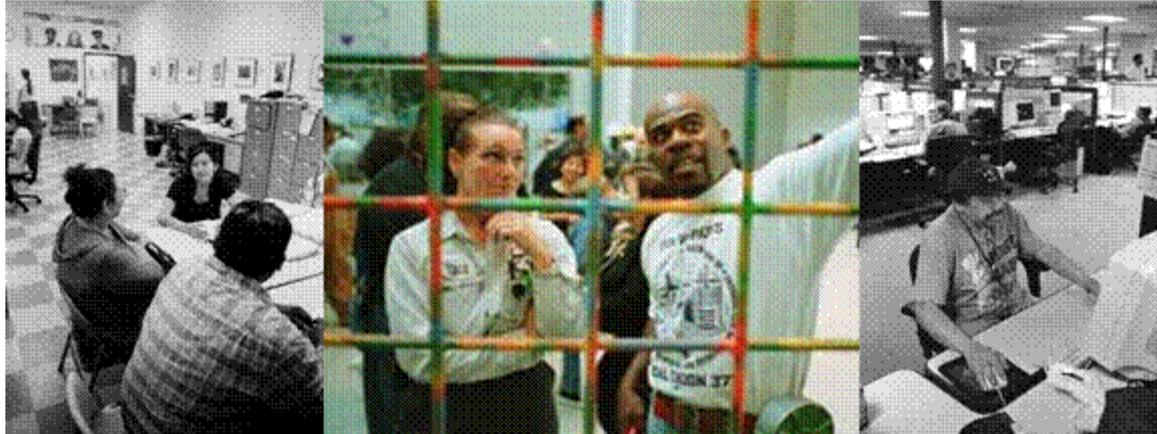


- Thank you!!!

Division of Workers' Compensation



The UDAQ



What's the UDAQ?

- Unprocessed document queue
- Where forms with mistakes end up
- Processed centrally
- Currently have three (3) UDAQ Operators

Staying out of the UDAQ

- Review your case in EAMS to get all information you need to file your document BEFORE you file it – check for correct spellings, addresses and dates
- If you are a case participant and can't see your case in EAMS, E-mail the EAMS Help Desk **before** you file your document
- Please use the EAMS case number, not the legacy case number on your documents. Use the case number lookup tool on the Web site.

Staying out of the UDAQ

- Don't check a box/radio button unless you mean it—you can't uncheck, you will have to exit and start from scratch
- Leave fields blank where they do not apply: If there is no applicant or defense attorney, leave the fields blank. Do **NOT** type N/A, NONE, IN PRO PER or anything else in the field
- If filing a case opening document, application, C&R, Stips, do **NOT** type "unassigned" in the case number field: Leave it blank; when filing new or amended applications, answers, liens do **NOT** include companion case numbers on the Cover Sheet, even if they exist

Staying out of the UDAQ – Amended Application

- Filing an amended Application for Adjudication: make sure the amended box is checked!
- You must enter the DOI on the Document Coversheet – failure to do so results in a default DOI being assigned.
- In paragraph 2 or in an addendum, please identify what is being amended, such as DOI, DOB, Name, Body Parts, etc.– for example, “Amending DOI to 01/01/2010.” We have to manually make the change so we need to know what you are changing.
- If you are changing the claims administrator in an amended Application, enter the new one in that section on the e-form, noting the change in paragraph 2 or an addendum.

Staying out of the UDAQ: Use of the UAN

- Make sure you have your own Uniform Assigned Name (UAN) and everyone else's exactly right
- Make sure the UAN — **NOT** the claims adjuster's name—is in the claims administrator name field. Unless the employer is uninsured, this field must always have an UAN
- If the employer is self-insured, Do **NOT** put a name and address in the insurance company fields – they are not given the role of insurance company
- Claims administrators & lien claimants filing applications: You are the “applicant” in this instance; if there is an attorney representing the defendant or lien claimant, their UAN goes in the applicant attorney field

Staying out of the UDAQ: Document Titles

- Use the proper document title for attachments:
 - The drop down list contains DWC external users titles only
 - You will need to refer to the external document title list that accompanies the OCR document separator sheet for external document titles and **ONLY** use those
- What if there is no document title for your attachment?
 - First question: Does the document require immediate review and action by a Judge?
 - If no, it will be filed under ADJ – MISC - CORRESPONDENCE – OTHER
 - If yes, the document is filed ADJ – MISC - TYPED OR WRITTEN LETTER

Staying out of the UDAQ: Document Titles cont'd

- Examples:

- A QME Notice – yes, it is a letter, but does not need to go to the immediate attention of the judge
 - Use ADJ – MISC – CORRESPONDENCE-OTHER

 - Cross-examination of Rater (see Reference Guide)
 - File DOR requesting Conference
 - File LETTER requesting case be set for testimony
 - Use ADJ – MISC – TYPED OR WRITTEN LETTER
- It is extremely rare that you would use TYPED OR WRITTEN LETTER

Staying out of the UDAQ: LIEN FILING

- **ALL LIENS MUST BE FILED AS ORIGINAL** – Enter the date you prepare the lien in the field “DATE OF ORIGINAL LIEN” – this is the same date as entered on the Document Cover Sheet
- No amended liens can be filed with the board!
- Proof of service and 10770.5 verification are attached separately *note the new attachments for exempt liens
If something on your lien has changed, do not file amended lien with the board; however, you must serve the other parties with the amended lien.
 - To Withdraw a lien, the drop down you will use is (external titles to use is incorrect)

ADJ-LIENS AND BILLS-REQUEST FOR WITHDRAWAL OF LIEN

New Lien procedures for 2013

INTERNAL FileNet eForms First Data payment

Review Your Order

You are paying case reference #:

ADJ7944713

You are paying lien reservation #:

0010300863

Total Amount: USD 150.00

[← Return to INTERNAL FileNet eForms First Data payment](#)

Pay With Your Credit Card

Cardholder Name

Credit Card Number

Expiry Date(MMY)

[Pay With Your Credit Card](#)

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.

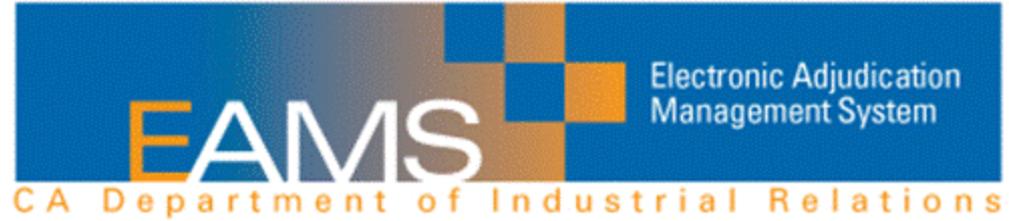
Staying out of the UDAQ: Other Tips

- Please do **NOT** file cover letters. They are not needed
- Do **NOT** file copies of prior MOH/Awards/Orders; they are already in the District Office file
- If an e-form was filed and the attachments or proof of service were not filed; Do **NOT** file the same e-form again; just file the attachments/proof of service using the unstructured e-form
- Filing to do a walk-through: **BEFORE** going to the District Office you **MUST** verify that the documents are in EAMS

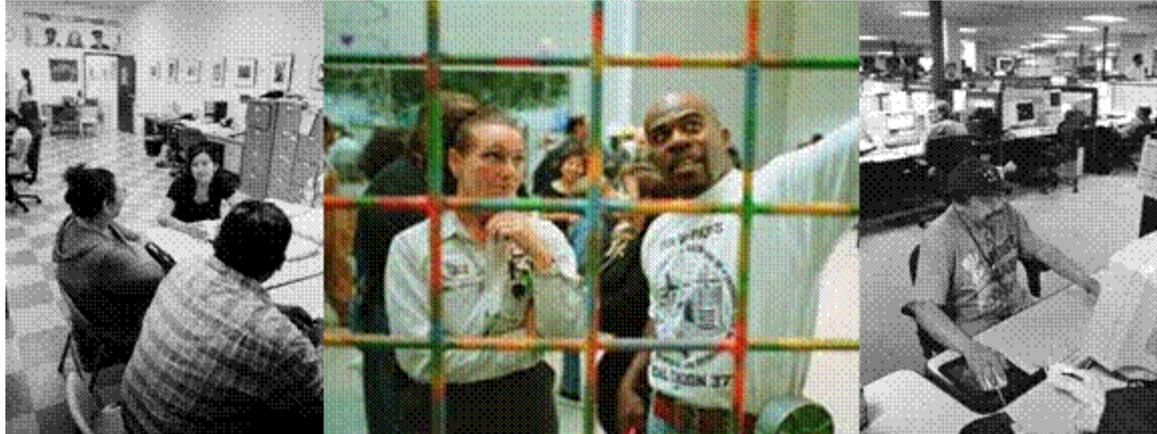
Staying out of the UDAQ: Other Tips

- When entering EAMS case numbers on the Cover Sheet, the DOI field can be blank, and ensure that none of the boxes are checked for specific or cumulative trauma; this also applies to companion cases; but, make sure the case numbers are correct and belong to the correct injured worker
- Please be sure to enter your UAN on the Notice of Representation or Substitution of Attorney; e.g. “Please enter our appearance for XXXXXXXX. Our UAN is XXXXXXXX”
- If you are filing a Dismissal of Attorney with a Substitution of Attorney, scan them together as a single multi-page document.

Division of Workers' Compensation



Tips & Tricks

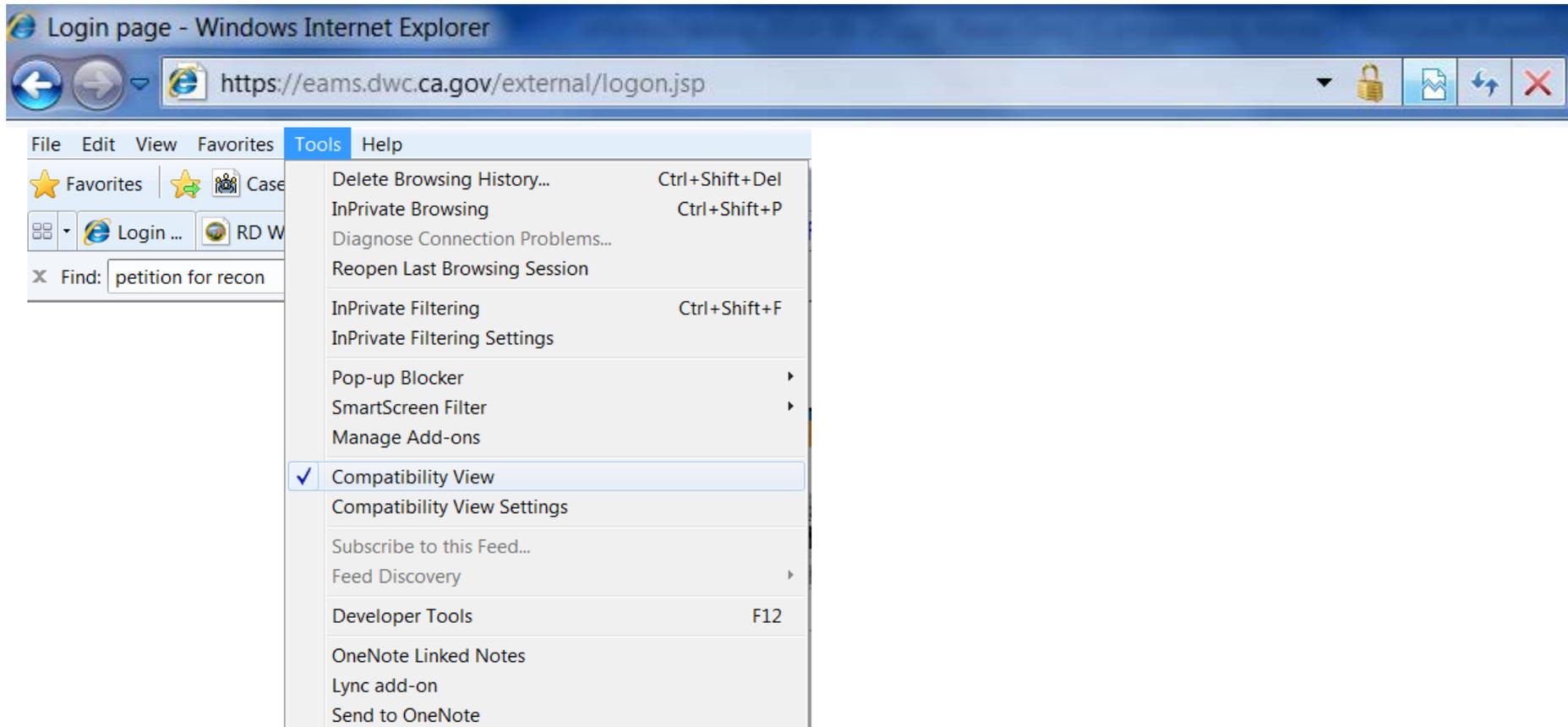


e-forms Tips and Tricks

- Take advantage of the available tools and resources!
 - EAMS Web site
 - EAMS Help Desk
- Administrator and alternate
 - Managing the login and password
 - Training
 - Problem solving
 - Contacting the EAMS Help Desk
- Provide feedback!
 - Report problems
 - Report useful tips

e-forms Tips and Tricks

- Use Internet Explorer
 - Compatibility issues
 - Trusted Sites



e-forms Tips and Tricks

- ORDER: Gather all pertinent info **AHEAD OF TIME**
 - EAMS case numbers
 - Uniform assigned names
 - Addresses for parties
 - Body parts, etc.
- PREPARE, SIGN and SCAN all documents to be submitted with your e-form *ahead of time*.
- LOG-OUT - Fill out your e-Forms *without interruptions* to avoid being logged out from EAMS/e-forms
- PRINT your e-Form *before submitting* & serve on parties

e-forms Tips and Tricks

- E-filing allows for:
 - Accurate, faster submission time for you
 - Faster document processing at the District Office
 - Immediate submission status check

Overall efficiency and timely results

AND IT'S EASIER!

Filling out e-forms by Copy and Paste

- Copy text blocks from your report and paste them into your e-form
- e-forms and mice don't like each other:
 - Trick for right-hand mouse users: Use <CTRL>c to copy, <CTRL>v to paste
 - Trick for left-hand mouse users: Use <CTRL><Insert> to copy, <SHIFT><Insert> to paste

Copy and Paste your Batch ID Info

- Highlight your Batch ID number, date and time
- To copy, press Ctrl + c
- Open your Batch ID spreadsheet
- Paste this info into the proper field
- You can add the IW name, case number and the type of document filed
- This provides a central list of the batches submitted

Division of Workers' Compensation



Q&A

