



The Commonwealth of Massachusetts

Division of Industrial Accidents

18 Tremont Street, Boston, Massachusetts January 12, 1944

WHEN REPLYING
PLEASE QUOTE I.A.B.
FILE NO.
ATTENTION OF:

CIRCULAR LETTER #35

TO COMPENSATION AGENTS OF THE SEVERAL BOARDS, COMMISSIONS AND DEPARTMENTS OF THE COMMONWEALTH APPOINTED UNDER G. L., (Ter. Ed.), C. 152, S. 75, AS AMENDED:

The Department has heretofore encountered difficulty acting upon bills for medical services and charges in cases involving injured employees of the Commonwealth, for the reasons that in some cases bills are not received in duplicate, are not properly itemized, are not accompanied by medical reports of the physicians seeking payment of such bills, and for the further reason that such bills in many cases are not submitted with reasonable promptness. The work of the Department is thus increased under circumstances where the Department is short of help. Therefore the Department finds it necessary to issue the following instructions.

(a) Medical bills submitted for action by the Department must in all cases be submitted in duplicate.

(b) Such bills, when submitted, must be fully itemized as to dates of the services rendered, whether the services were furnished as house, office or hospital visits, and the specific charge made for each such visit.

(c) Each such medical bill must be accompanied by a report of the physician rendering the bill, giving diagnosis of the condition treated and the type of treatment rendered.

(d) All such bills should be obtained by the compensation agents and submitted to the Department promptly.

The Department urges full cooperation on the part of all concerned in the handling of such bills.

Yours very truly,

Edward Doyle

Secretary

copy to
Agents

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