



THE COMMONWEALTH OF MASSACHUSETTS
Department of Industrial Accidents

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CIRCULAR LETTER #343

TO: All Interested Parties
FROM: Philip L. Hillman, Director
RE: Conversion to Electronic Filing for All
First Reports of Injury by January 1, 2014
DATE: June 6, 2013

As of January 1, 2014, the Department of Industrial Accidents (DIA) will cease accepting paper copies of Form 101 Employers First Report of Injury.

The DIA will require electronic submission of all First Reports of Injury (FRI) beginning January 1, 2014. To that end, all entities required to submit FRIs will have the option of submitting forms via Electronic Data Interchange (EDI) for batch data submissions, secure file transfer for completed PDF forms (Form 101s filled out and transmitted individually) or by filing the FRI forms individually via the DIA website (www.mass.gov/dia) using an authorized online account.

The DIA will begin contacting insurers, self-insurers and TPAs over the next few months to discuss options for submission.

Insurers wishing to utilize EDI can contact Janine Senatore at 617-727-4900 or via email at Janine.Senatore@massmail.state.ma.us. Filing said forms via the online accounts only requires Internet connection and a valid user account.

All insurers, employers, self-insurers, self-insurance Groups and third party administrators who have not yet done so, should obtain a DIA online account that will give access to additional electronic filing options for several DIA forms. The accounts are provided free of charge. Instructions on use of the account and all features will be provided upon obtaining said account.

It is the stated goal of the DIA to have all Board filings conducted electronically within the next 12 to 24 months. We will make more information available on this initiative in the near future.