

## **Emergency Administrative Bulletin No. 2**

**To:** All Parties  
Impartial Physicians  
DIA Staff

**From:** Omar Hernández, Senior Judge

**Re:** Updated Protocols for Conferences/11A Examinations/Appeals/Section 15  
Petitions/Lump Sum Settlements/Withdrawal of Claims or Complaints

**Date:** March 30, 2020

### **Conferences**

- At some point during the day of the Conference, the parties will receive a notice, telephonic or electronic, advising them the Conference is about to begin.
- The parties should be prepared to be available all day long. Many judges will be beginning their Conferences in the morning.
- The employee is not required to be present with his/her attorney for this Conference.
- If the employee's/insurer's attorney wishes to include their client in the virtual Conference from a separate location, the employee's/insurer's attorney office is responsible for connecting their client to the video conference.
- The employee's/insurer's counsel would need to inform the judge that their client will be present, but he/she would need to make the connection.
- All parties will be responsible for notifying their client of the judge's Conference Order as the judicial support staff will be not mailing hard copies for the extent of this emergency crisis.

### **11A Impartial Examinations**

- For all 11A impartial examinations scheduled from now until further notice, please contact the 11A physician's office to confirm whether or not the examination will take place. The impartial physician's telephone number can be found on the examination notice.
- If the examination has been canceled and/or rescheduled, please contact the Judge's office and the Impartial Scheduling clerk with the instructions you received from the physician's office.

### **BOSTON CASES**

Ingrid Askew, (857) 321-7327  
[ingrid.askew@mass.gov](mailto:ingrid.askew@mass.gov)

#### FALL RIVER CASES

Marcy Ytkin, 508-689-6312

[marcy.ytkin@mass.gov](mailto:marcy.ytkin@mass.gov)

#### LAWRENCE CASES

Thomas Ross, (351) 204-2013

[thomas.ross@mass.gov](mailto:thomas.ross@mass.gov)

#### SPRINGFIELD CASES

Thomas Ross, (351) 204-2013

[thomas.ross@mass.gov](mailto:thomas.ross@mass.gov)

#### WORCESTER CASES

Marcy Ytkin, (508) 689-6312

[marcy.ytkin@mass.gov](mailto:marcy.ytkin@mass.gov)

- Please note that the 11A physicians will not be permitted to conduct videoconference examinations and record reviews are not permitted.

### Appeal of Conference Orders-Form 121

- All appeals (Form 121) should be emailed to Impartial Scheduling Unit (ISU) to any of the individuals listed below. The appeal check **must still be mailed** to the DIA Boston office. The check should include the DIA board number and the Employee's name.

Deborah Keefe, ISU Manager

[deborah.keefe@mass.gov](mailto:deborah.keefe@mass.gov)

Maryanne Fitzpatrick, ISU Supervisor

[maryanne.fitzpatrick@mass.gov](mailto:maryanne.fitzpatrick@mass.gov)

Ingrid Askew

[ingrid.askew@mass.gov](mailto:ingrid.askew@mass.gov)

Julieta Cruickshank

[julieta.cruickshank@mass.gov](mailto:julieta.cruickshank@mass.gov)

- Please note that any appeal of a Conference order issued from March 3, 2020 until further notice, will not be marked as late. Until further notice, the parties do not have to petition the Director to request a petition for late appeal or a petition for late fee submission or petition to extend time for fee submission.
- Please disregard any Late Fee Notice automatically generated for appeals that have been created for orders that have been filed from March 3, 2020.

### **Section 15 petitions**

- All Section 15 petitions should be emailed in PDF form to the Section 15 Unit.

Edna Smith, Section 15 Unit Manager  
[edna.smith@mass.gov](mailto:edna.smith@mass.gov)

- If you are informed that your petition contains errors that need correcting, kindly correct the petition and electronically resubmit the entire petition, including the signature pages, expenses and fee agreement. The department will no longer be able to accept and substitute single or multiple corrected pages of a previously submitted petition.

### **Lump Sum Settlements**

- Lump Sum Settlements should be submitted in PDF forms.
- For the parties' convenience during this crisis, a uniform format for the employee's affidavit will be available on the DIA website.

### **Notification of Withdrawal of Claim or Complaint-Form 109**

- All Notifications of Withdrawal of Claim or Complaint should be emailed to:

Deborah Keefe, ISU Manager  
[deborah.keefe@mass.gov](mailto:deborah.keefe@mass.gov)

Maryanne Fitzpatrick, ISU Supervisor  
[maryanne.fitzpatrick@mass.gov](mailto:maryanne.fitzpatrick@mass.gov)

### **FAX NUMBERS**

Boston Admin. Judges	(617) 727-6477
Boston Adm. Law Judges	(617) 727-7122
Boston Conciliation	(617) 727-4366
Impartial Med Unit	(617) 727-6974
Fall River Judges	(508) 672-8667

Fall River Conciliation	(508) 672-0779
Lawrence	(978) 683-3137 (978) 683-4168
Springfield	(413) 784-1138
Worcester	(508) 798-7822 (508) 753-4780