

## **GUIDELINES and INSTRUCTIONS FOR SUBMITTING CONCILIATION SUBMISSIONS:**

- All submissions shall be submitted 48 hours before the scheduled conciliation proceeding.
- An index/table of contents page is required for all conciliation submissions. The index/table of contents page shall have the following identifying information: correct DIA board number, claimant's name, employer, insurer, date of injury, date of when the document is being submitted and the submitting party.
- The submission shall have bookmarks related to the index/table of contents listing which allows the viewer to the first page of each document.
- The submission shall be text recognized. (This is a technological feature that allows for words to be easily searched)
- Electronically submitted conciliation submissions do NOT require DIA cover sheets. Including cover sheets will stop/delay the processing of your submission.
- Including separating blank pages, tabs or dividers is not necessary and will stop/delay the process of your submission.
- It will not be an acceptable submission if it contains highlights or underlined portions in it or other markings.
- Photographs of documents will not be accepted. It must be scanned images only.

- **The medical and nonmedical submission must be submitted as two separate documents.**
- **When submitting additional conciliation submissions after the initial conciliation submission has been submitted, the word “additional” should be added to the index/table of contents’ heading. Only provide new medical reports. Duplicate reports will stop/delay the process of your submission.**