

ADMINISTRATIVE BULLETIN #4

To: All Interested Parties
Date: May 11, 2020
RE: Electronic Form Filing
FROM: Bill Taupier, Director of Administration

Just a reminder that effective Monday, May 23, 2020, the DIA no longer accepts or processes paper forms. The following forms **must** be completed online via our website:

- Form 103 Insurer's Notification of Payment
- Form 104 Insurer's Notification of Denial
- Form 106 Insurer's Notification of Modification/Termination
- Form 107 Insurer's Notification of Modification/Termination/Resumption of Weekly Compensation During Pay W/O Prejudice Period
- Form 108 Insurer's Request for Discontinuance/Modification
- Form 110 Employee's Claim
- Form 114 Attorney's Appearance of Counsel
- Form 115 Third Party Claim/Lien
- Form 116 Request for Lump Sum Conference

All of the above listed forms **MUST** be filed electronically using the DIA's CMS Portal. All attorneys and insurance carriers with CMS accounts have access to the above forms for electronic filing via the website. To access the online forms from your CMS calendar account, go to the calendar page and click on "online forms" on the top right side of the calendar. As of the above date **DO NOT** mail the forms listed in paper format. Any of the forms above received in paper **WILL NOT** be processed.