DIRECT UPLOAD PROCESS

ADDITIONAL INSTRUCTIONS AND REMINDERS

The Department of Industrial Accidents (DIA) is now one month into the Direct Upload of Conference Medical, Non-Medical Submission and Hypothetical Questions.

We would like to take this opportunity to thank you for your patience and cooperation. As we continue the transition, we encourage you to contact us if you encounter any problems with the new system.

Please bear in mind that the DIA changed **two** things with respect to the Conference Medical Submission process. And they are:

1. Pagination of the Medical Submission (numbering each page of the medical reports)
2. How you deliver your Medical Submission to the Department of Industrial Accidents. All other requirements are still the same.

REMINDERS:

1. Department notices (in this case accept and reject) are sent **only** to attorneys of record.
2. Conference Medical Submission is required to be uploaded to the Department **two business days** before the scheduled Conference
3. Conference Medical Submission can only be **10 megabytes** in size.
4. If the Medical Submission does not upload due to size adjust the scanner resolution and reduce the submission.
5. A confirmation receipt from the DIA after upload does not mean that your medical submission is immediately viewable in DMS. The submission will **only** be viewable after it has been reviewed and uploaded to DMS. A Notice of Acceptance will also be sent out to the attorney.
6. Resubmission of medicals for minor changes (i.e., no DIA #, adding page numbers, no caption, a signature block, etc.) is an **initial** submission not an additional submission. A medical submission is considered **revised** when substantial portions of the medical reports are changed and there is an uploaded accepted initial submission to DMS.
7. Conference Submission must have an Index/Table of Contents page that contains: Board number, date of injury, employee's name employer's name, insurer, heading, submitting party and date of the document, Functioning Bookmarks link, Pagination of all pages,

In optical character recognition format (OCR), Medical records must be clean of notations, underlining, or highlighting of text (unless these are in the original documents, must not contain non-medical documents or hypothetical questions Must have no dividing pages separating each facility or doctors' reports.

8. **Additional medical documents that were not part of the Conference packet will only be accepted and forwarded if received by the Department at least fifteen (15) days prior to the scheduled impartial examination.**
9. **Any additional medical documents received within fifteen (15) business days of the examination will only be accepted at the discretion of the Administrative Judge and the Senior Judge**.

What Happens to My Conference Submissions After Upload?

After you upload a document, it goes into "Submitted" status, and you will receive a confirmation email. Next, a member of DIA Judicial staff must review your submission. Based on this review, your filing will either be accepted or rejected.

If your filing is accepted, you will receive an email stating that it was accepted. A copy will also be emailed to the other parties to the case. Your medical document will then be docketed in your case. Note that an accepted submission merely means that it complied with the formatting rules.

If your submission is rejected, it is most likely because it did not conform to the formatting or filing rules. You will receive an email stating the reason why the filing was rejected.

What happens when a Conference Submission exceeds the 10 MB size requirement?

Check your scanner's resolution optimal setting 200-240 and black and white. If a color image must be included, scan it separately with the resolution setting of 200-240 dpi, and as color, and then combine it with the black and white scanned file.

If you have an existing PDF file that is much larger than it should be you can reduce the size. If you have Adobe Pro, you can use it to optimize and reduce your file. Use File → Save As →Optimized PDF. Then open the optimized file, and use File → Save As → Reduced Size PDF

If the PDF is still too large, you can re-scan the original papers using the recommended settings.

If after using the change settings the file is too large you can break the file up into multiple segments. Each segment must have its own index, bookmarks, must be paginated, and clearly

shows the segment number (1 of 2, 2 of 2, etc.). Each segment's numbering sequence must pick up from the first.

For additional information on reducing documents and scanner settings you can visit:

http://blogs.adobe.com/acrolaw/2009/08/reducing-the-file-size-of-scanned-pdfs/

How do I paginate Conference Submissions?

Adobe feature: TOOLS=➔ PAGES =➔ Under Edit Page Design Select **HEADER & FOOTER** → Add Header &Footer **(Insert Page number) number 1 appears in the option selected (Left Header Text, Center Header Text, Right Header Text, etc.). You would want the number in the left Header Text box then click OK. You can also GOOGLE pagination.**

FOR ASSISTANCE PLEASE CONTACT:

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