



**Commonwealth of Massachusetts
Department of Industrial Accidents**

*Formatting Conference Documents
in PDF*

This tutorial is designed to demonstrate how attorneys can properly prepare DR-Conference Medical Reports for electronic submission to the DIA.

Step One - Scanning

Scanning your documents can generally be accomplished using any off-the-shelf scanner or utilizing the scan function on your office copier. Note – nearly every copier manufactured in the last 9 or 10 years has scan to PDF capability. Check your owners manual for more information.

Once you have scanned your documents you will need Adobe Acrobat version 10.0 or later to combine the files, bookmark them and make the documents text searchable using an Optical Character Recognition tool that is part of the Acrobat software. This demonstration was done using Adobe Acrobat Pro DC. Your version may be different.

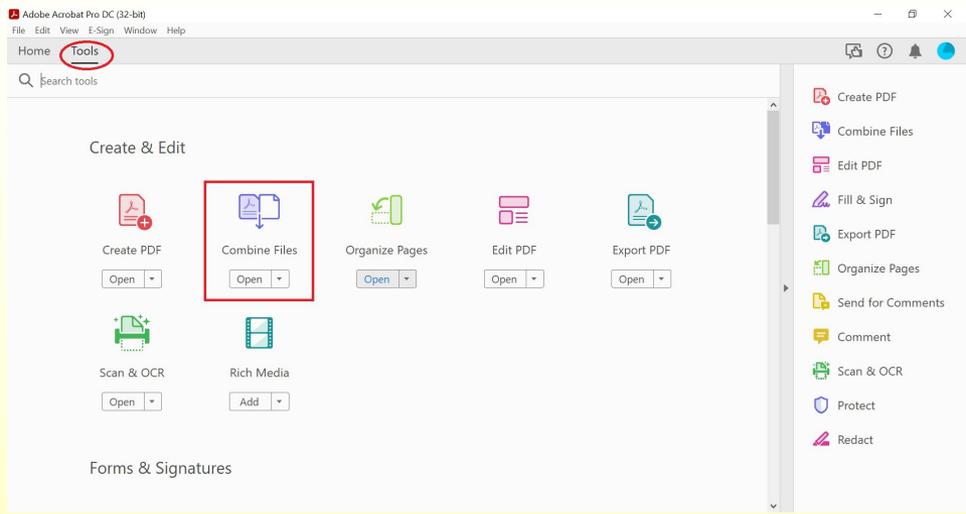
You have two choices in scanning –

- Scan individual documents, name them and later combine them – see below; or

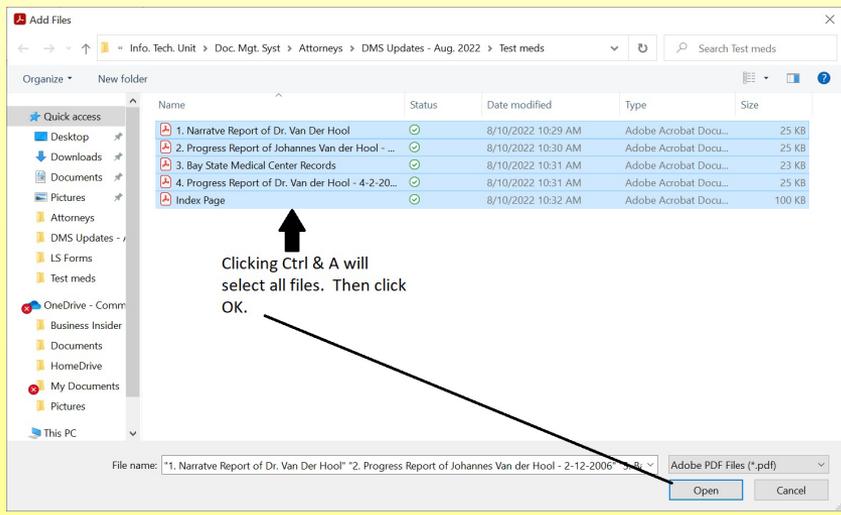
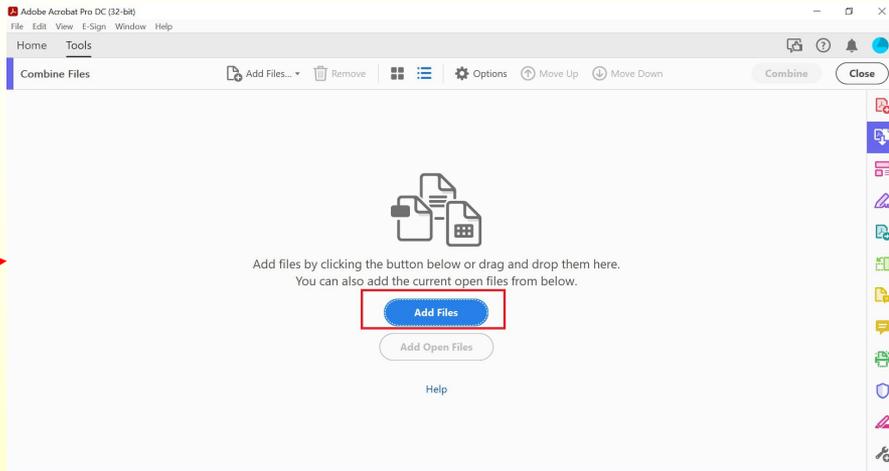
- Scan the entire packet and then bookmark each document in the packet.

Again, scanning will depend on your machine and its procedure. From here, we are going to discuss how to combine the already scanned documents. It is important to mention when saving individual files in PDF – the naming convention should mirror your conference packet index (i.e. “Report of Dr. Jones 3-21-2002 or Boston Med. Ctr. Records 5-2-2003 to 6-15-2003” etc.)

Once you have saved your scanned documents and named them, it will be time to combine them into a single PDF. **Combining your PDF files.** Open Acrobat and select the “Combine files into PDF” function on the start page to accomplish this:



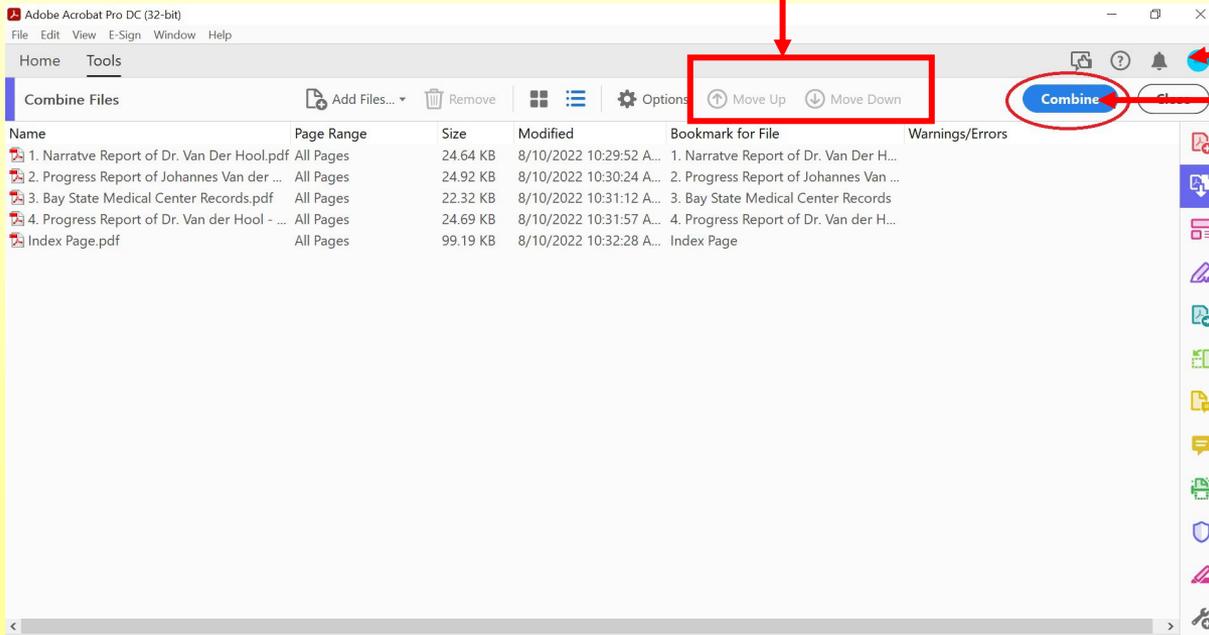
A new window opens – select “Add Files”



Select the PDF documents (the ones you scanned and named).

Tip – you can select all the documents by holding down the shift key and then clicking on the top and then the bottom file name. You can also select the files one at a time. The order which you select the documents will be the order in which they are combined. Then click on “Add Files.” Be sure to put your Conference Packet Index as the first document. You can also combine other file formats such as Word.

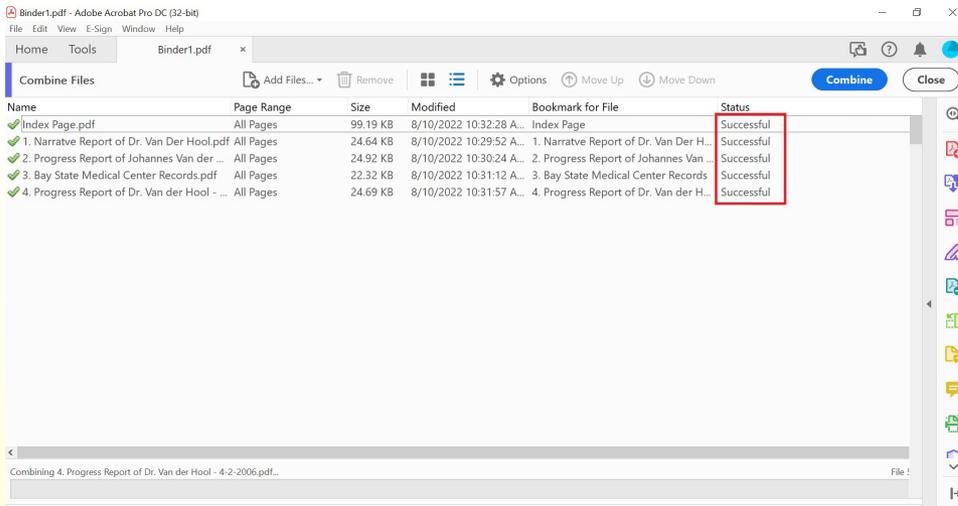
2. You can rearrange the order of the documents by using the “Move Up” and “Move Down” button shown here.



1. The “Combine Files” window will then show all the files you selected. You can add more if needed.

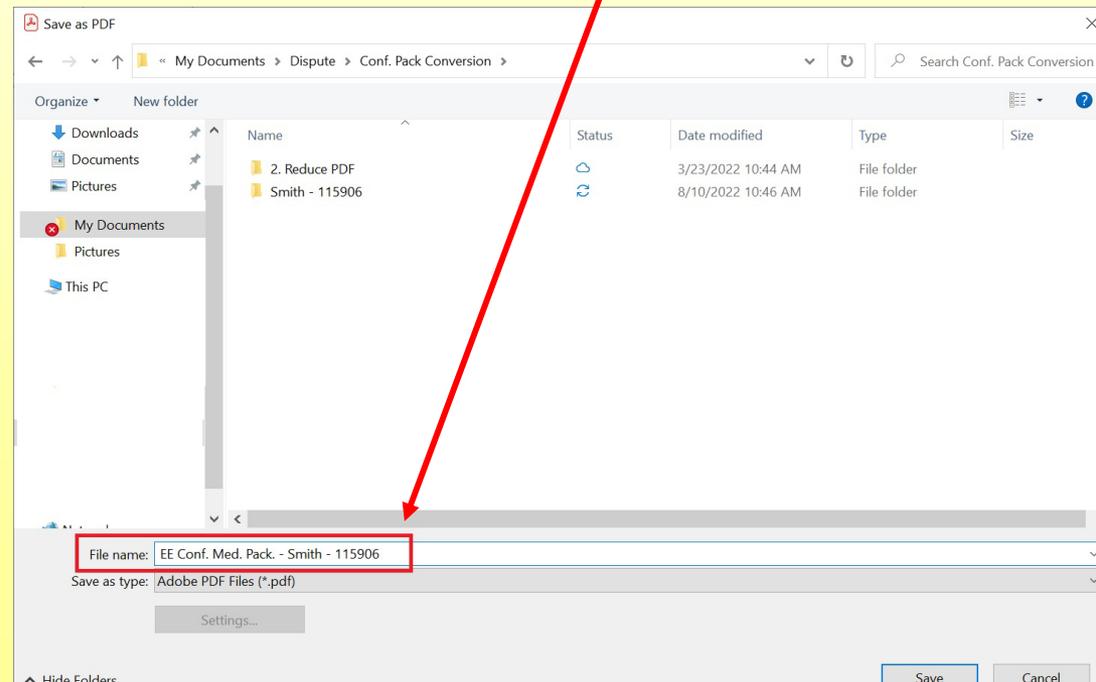
3. When all have been added, click on the “Combine Files” button in the lower right of the window.

Acrobat will then begin combining the files



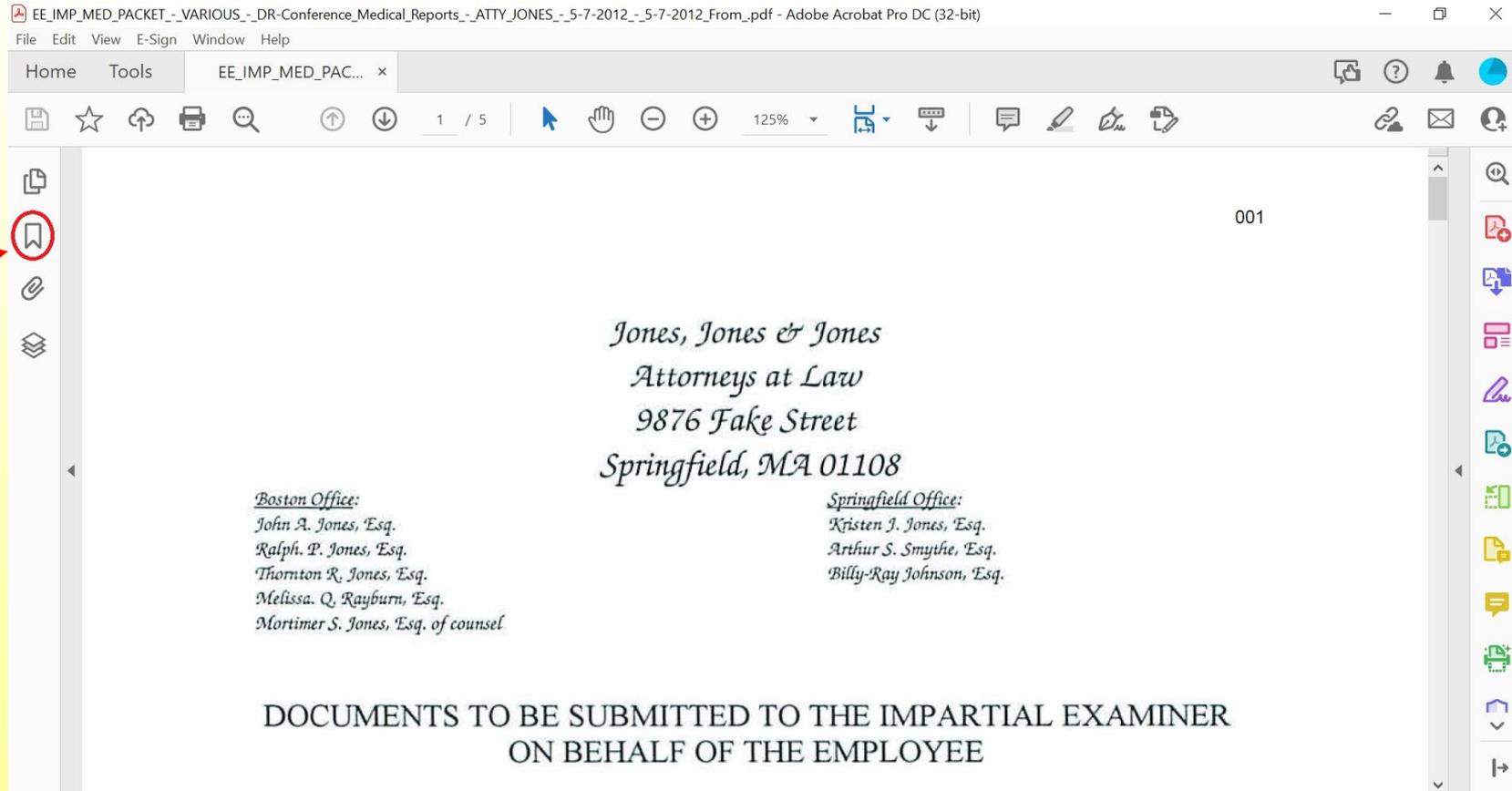
Once all the files have been combined, you will be prompted to save the new combined PDF. This is where the new combined file must be named properly. For example “EE Impartial Med Pack. - Smith -115906”

Note: The procedure for Non-medical submissions is the same. The final combined PDF file should be identified as the Non-med. submission. For example “Ins. Conf. Non-Med. – Smith 115906.”



Viewing PDF w/ Bookmarks

Your new combined PDF will open.
You can then save it to your computer
and then submit it via our “direct
upload” module which is explained
later in this tutorial.



This icon
allows you
to view the
bookmarks.

The bookmarks were automatically embedded when the PDFs were combined. This is how all parties, including the Impartial Physician, will view the conference med. packets.

Embedded
bookmarks

EE_IMP_MED_PACKET_-_VARIOUS_-_DR-Conference_Medical_Reports_-_ATTY_JONES_-_5-7-2012_-_5-7-2012_From_.pdf - Adobe Acrobat Pro DC (32-bit)

File Edit View E-Sign Window Help

Home Tools EE_IMP_MED_PAC... x

1 / 5 98.7%

001

*Jones, Jones & Jones
Attorneys at Law
9876 Fake Street
Springfield, MA 01108*

*Boston Office:
John A. Jones, Esq.
Ralph P. Jones, Esq.
Thornton R. Jones, Esq.
Melissa Q. Rayburn, Esq.
Mortimer S. Jones, Esq. of counsel*

*Springfield Office:
Kristen J. Jones, Esq.
Arthur S. Smythe, Esq.
Billy-Ray Johnson, Esq.*

DOCUMENTS TO BE SUBMITTED TO THE IMPARTIAL EXAMINER
ON BEHALF OF THE EMPLOYEE

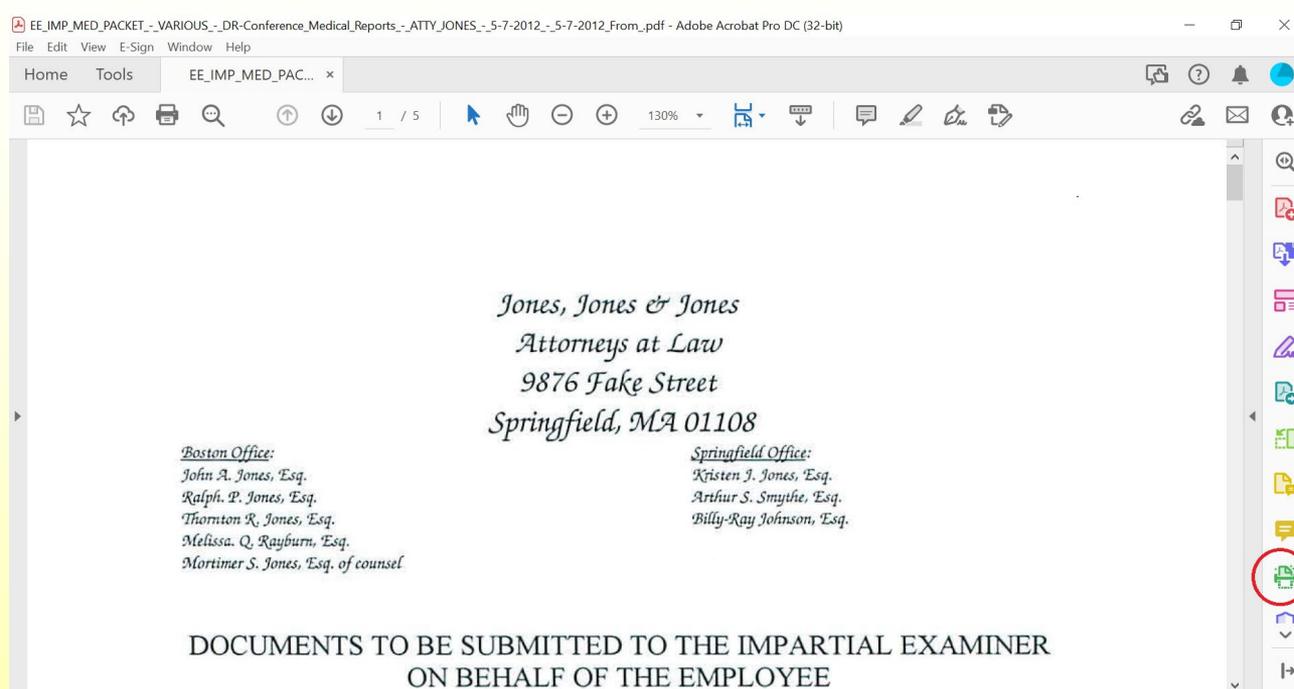
1. Narrative Report of Dr. Johannes Van der Hool – 1-21-2006
2. Progress Report of Johannes Van der Hool – 2-12-2006
3. Bay State Med. Ctr. Records – 3-9-2006

Bookmarks

- EE Conf. Pack Index - Smith - 115906
- Narrative Rpt. Dr. Van der Hool - 1-21-2006
- Progress Rpt. Dr. Van der Hool - 2-12-2006
- Bay State Med. Ctr. Recs. 3-9-2006
- Progress Rpt. of Dr. Van der Hool 4-2-2006
- Rpt. of Dr. Jones 3-27-2007

Clicking on each bookmark will jump you to that document!

Text Recognition – Making the Document Text Searchable (REQUIRED).



After creating your PDF Conf. Med. and Non-med. packets from your scanned documents, you can initiate the Optical Character Recognition (OCR) function to make the documents text searchable.

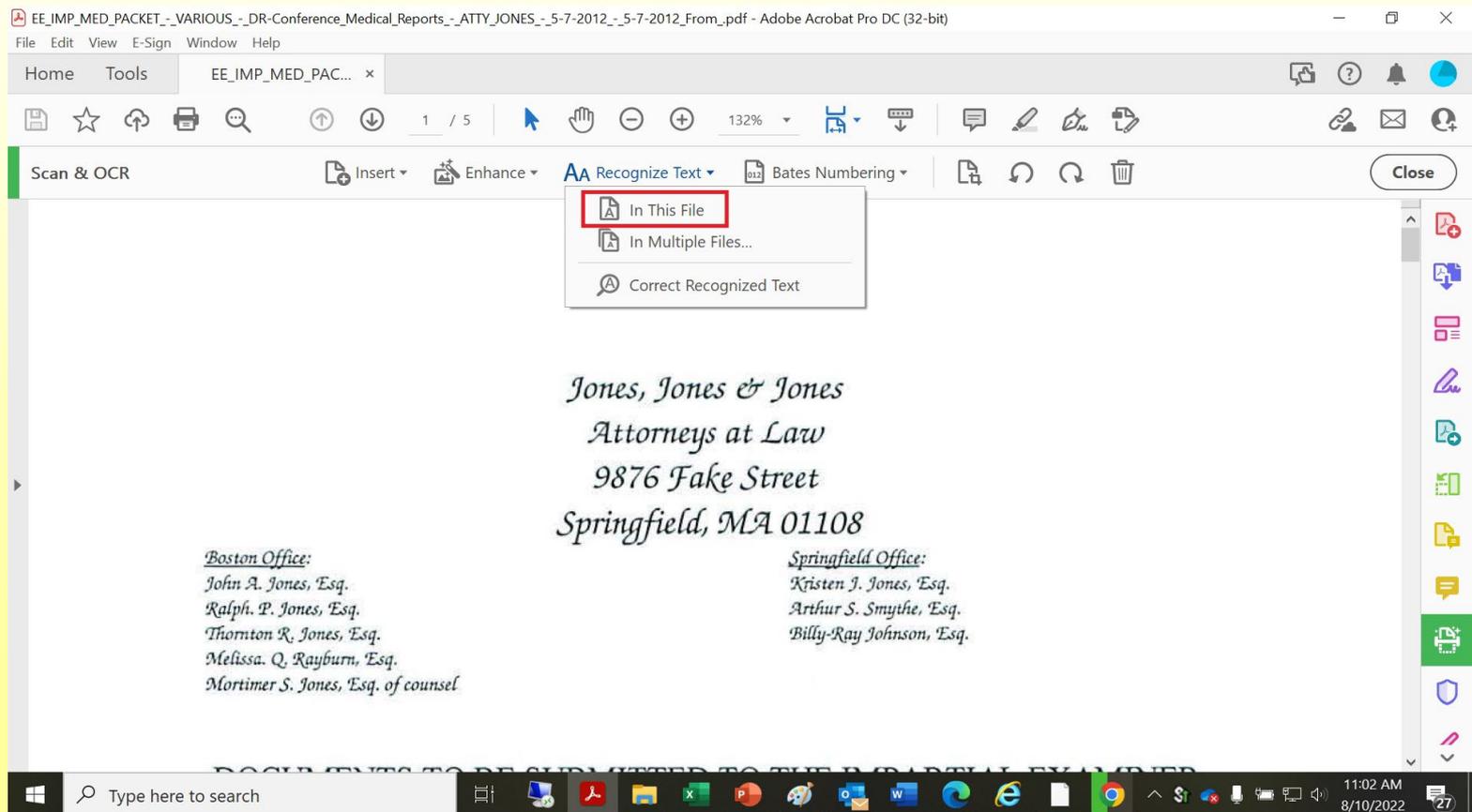
First, select the “Tools” menu, then click this icon.

Note: Some documents in your packet may already be text searchable. If that is the case, Acrobat will prompt you that the page is already in a text format and clicking OK will allow it to continue to the next page.

Text Recognition – Making the Document Text Searchable (REQUIRED).

A box will pop-up asking which pages you wish to Text Recognize – select in this file and click OK.

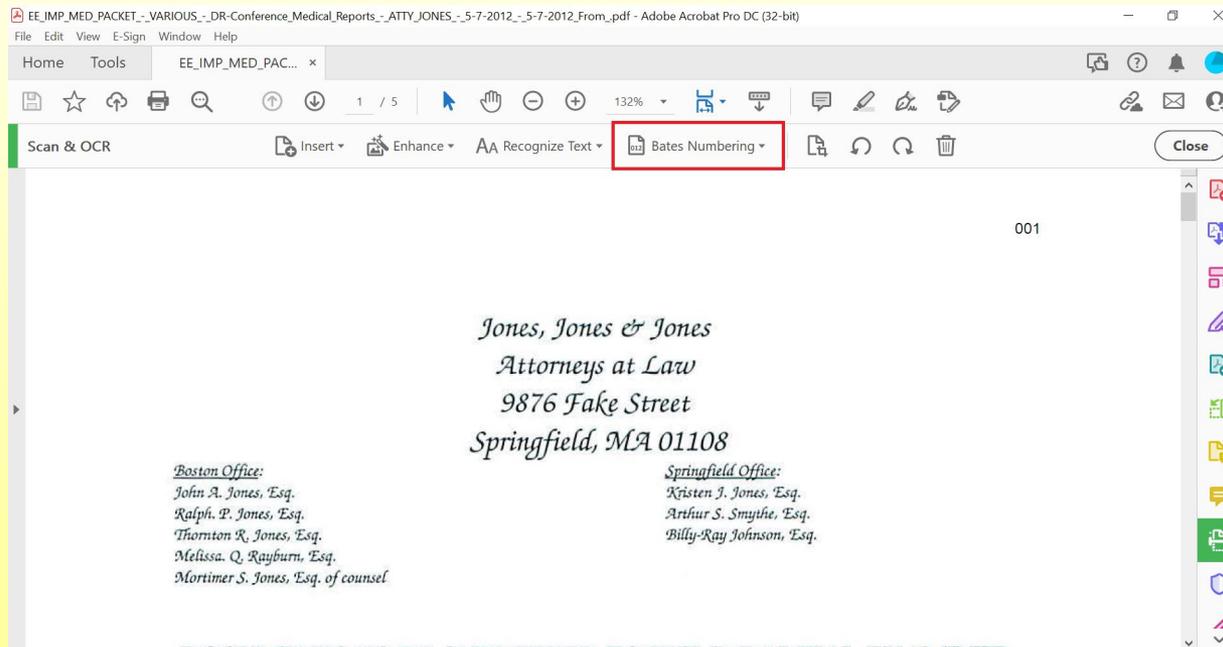
Adobe Acrobat will then begin the OCR process. Depending on the number of pages, this could take a few minutes.



Document Pagination (Bates Numbering) is REQUIRED.

How do I paginate Conference Submissions?

In Adobe Acrobat Pro DC, the pagination function is included with the Text Recognition tool. Just click on “Bates Numbering” and follow the instructions.



**You would want the number in the left Header Text box then click OK.
You can also GOOLE pagination.**

WHAT IS DIRECT UPLOAD?

It is the process of submitting court documents from your computer directly to the Department of Industrial Accidents (DIA) through our online Case Management System (CMS). The environment offers a seamless and pragmatic path for interfacing with the board.



WHY DIRECT UPLOAD?

- Improves flow of information to and from the DIA;
- Increased data security;
- Creates an efficient system that affords knowledge, confirmation and tracking of submission to the DIA;
- Provides accountability to all parties where documents are to be submitted;
- Streamlines the document submission process;
- Reduces processing times.



DEPARTMENT OF INDUSTRIAL ACCIDENTS

HOW TO OF UPLOADING CONFERENCE MEDICAL SUBMISSION

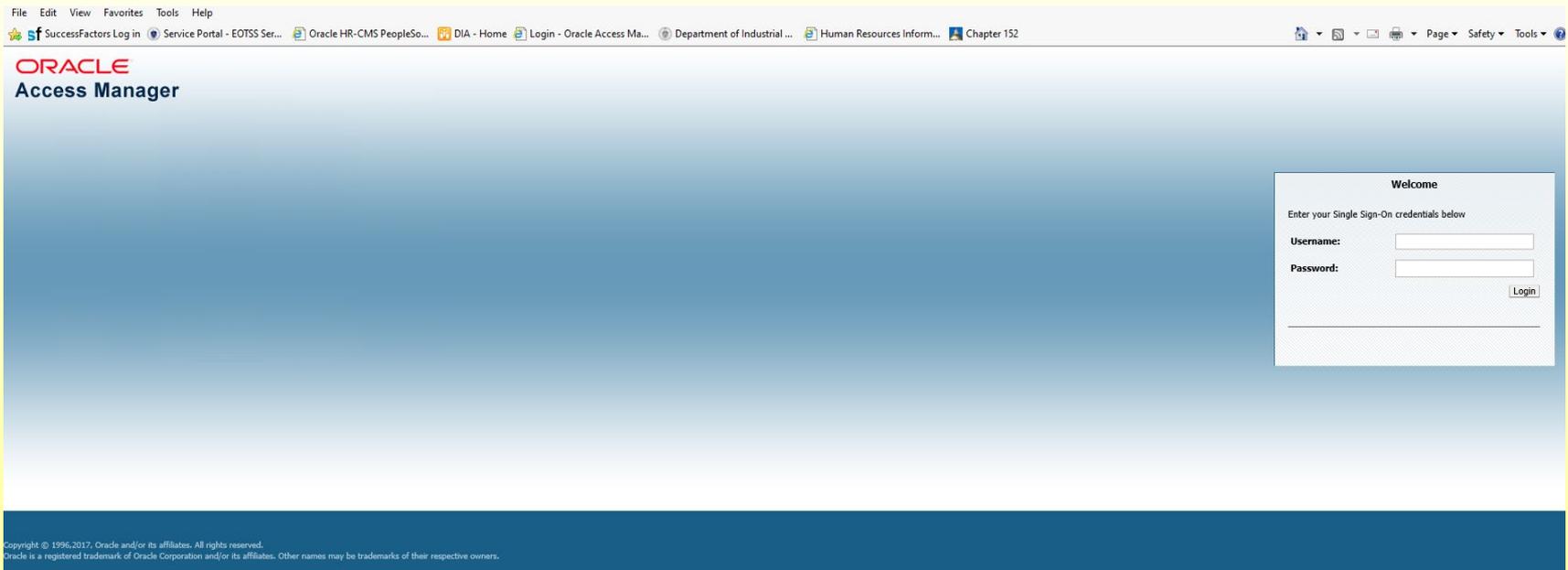
DEPARTMENT OF INDUSTRIAL ACCIDENTS

HOW TO OF UPLOADING CONFERENCE MEDICAL SUBMISSION

The DIA CMS Page can be accessed using this URL:

<https://cms.dia.eol.mass.gov>

The log-in page looks like this -



The screenshot shows a web browser window displaying the Oracle Access Manager login page. The browser's address bar shows the URL <https://cms.dia.eol.mass.gov>. The page features the Oracle Access Manager logo in the top left corner. On the right side, there is a login form titled "Welcome" with the instruction "Enter your Single Sign-On credentials below". The form includes fields for "Username:" and "Password:", each with a text input box. A "Login" button is located to the right of the password field. At the bottom of the page, there is a copyright notice: "Copyright © 1996-2017, Oracle and/or its affiliates. All rights reserved. Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners."

Once you have entered your username and password you will get to the DIA Application Tree. If you do not have a username or have forgotten the password, please call 857-321-7542 for assistance.



DIA Application Tree

Collapse All

Reset Tree

Expand All

- ⊖ DIA Menu System
 - Attorney's Calendar
 - Conciliation List
 - Attorney Email List
 - List of Insurers
- ⊖ Document Management System
 - Generate Cover Sheets for Case Documents

Elapsed time in seconds: 0.30

Support

Support

Connection Issues	(617)727 4900 x282
For Dispute Online questions	Brian Peake (617)727 4900 x201
For Finance/Assessments OnLine questions	Nancy Moran (617)626 5469
For Insurance Online questions	Aalana Feaster (617)626 5468
For Impartial Physicians Online questions	Impartial Info Line (617)727 4900 x253

You are now at the Application tree. At this point select the Attorney's Calendar. This selection will bring you to your calendar which show all cases with meeting[s] scheduled before the Department.

Attorney Calendar

[Judges emails](#)
[Case Inquiry](#)
[Online Forms](#)
[Return](#)

[Previous](#)
[Today](#)
[Next](#)

March 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		01	02	03	04	05
06	07 09:30: 3919108- BABY M SMITH - CONFERENCE- FALL RIVER	08 09:30: 2253611- MAXWELL H PARSONS - CONFERENCE- LAWRENCE	09	10	11	12
13	14 01:15: 1241311- RUSSELL D SPAZIANI - CONFERENCE- LAWRENCE	15	16 09:30: 605209- MATTHEW DEAMELIO - CONFERENCE- BOSTON	17	18	19
20 01:15: 1435610- MARY HOUGH - CONFERENCE- LAWRENCE	21	22	23	24	25	26
27	28	29 09:30: 1773910- MARY HOUGH - CONFERENCE- LAWRENCE	30	31 01:15: 1847509- SCOTT M COOK - CONFERENCE- BOSTON		

Select and open case for the details of the case.

Attorney Calendar

Judges emails **Case Inquiry** Online Forms Return

Previous Today Next

March 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Select the Case Inquiry tab to gain access to all cases associated with your bar number. This option will bring you to Case Inquiry page.



Case Inquiry



You may search using any combination of information AND may USE wildcards. The percent sign % is the wildcard symbol. FOR example, you could enter smi% in the Employee Last Name field IN ORDER TO find everyone WITH a last name OF Smith.

To search using EMPLOYEE SSN you may enter a complete SSN or wildcard with the last four digits only (for example %1234).

Note: Searches are NOT case sensitive.

Board Number (9999999)	<input type="text"/>
Employee Last Name	<input type="text"/>
Employee First Name	<input type="text"/>
Employee SSN	<input type="text"/>
Date of Incident (MM/DD/YYYY)	<input type="text"/>
Date of Birth (MM/DD/YYYY)	<input type="text"/>
Street	<input type="text"/>
City	<input type="text"/>
Zip	<input type="text"/>
Employer	<input type="text"/>
Case File Number	<input type="text"/>

At this page you can use any of the **options** listed on the left to perform a search of CMS data base for an individual case. If you are not in possession of any of the listed information you can select **search tab** function will pull all cases associated with your name/bar number. You can then select the case you need for the upload of the Conference Medical Submission.

Board #: 4845894 Case ID: 1146679 (Scanned Docs - None)

You have found your case and can now begin the process of uploading the Conference Medical Submission. Select the **file upload tab**. This will bring you to the **Document Name** page.

[View Case Documents](#)
[Cover Sheet/File Upload](#)

[Basic Case Viewer](#)

Incident Details

Board #:		Date of Injury:	09/15/1994
Employee:		Insurer:	FRONTIER INSURANCE COMPANY
Employee E-mail:		Insurer E-mail:	
Company:	VISITING NURSE ASSOC OF GREATER MILFORD BRIDG	Case File Number:	
Liability Est.:		Rehab Suitable:	
1 st Incapacity:	11/04/1994	5 th Incapacity:	11/08/1994
1 st Disability:	11/04/1994	5 th Disability:	11/08/1994
Accident Description:	PATIENT CARE		
Dependents:		Claim Rep:	
Comments:	OLD INCIDENT LOCATION: PATIENTS HOME		
Created By:	EDPTMP2	Preparer Phone:	508-832-3215
		Created Date:	11/16/1994

This case is not grouped

Injury List

Board #	Body Part Code	Injury Code	Injury Source
	398 - UPPER EXTREMITIES, MULTIPLE	310 - SPRAINS, STRAINS	5000 - PERSONS, PLANTS, ANIMALS, AND MINERALS
	430 - CHEST, RIBS, BREASTBONE, INTERNAL ORGANS	310 - SPRAINS, STRAINS	5000 - PERSONS, PLANTS, ANIMALS, AND MINERALS
	450 - SHOULDER(S)	310 - SPRAINS, STRAINS	5000 - PERSONS, PLANTS, ANIMALS, AND MINERALS

Attorney List

For Whom	Attorney	Law Firm	Attorney E-mail	Primary	Available
INSURER		UNKNOWN		Y	Y
EMPLOYEE		UNKNOWN		Y	Y



Document Name

[Return](#)

Narrow by Document Name

Document Name

Document Parameters

Employee *

Gloria Mazzola

DIA Board Number *

4845894

Case ID *

1146679

[Select a document type to proceed](#)

You would want to narrow your search to focus on all things related to the Conference Impartial Medical Submission. We recommend entering (CONF) in the **Narrow by Document Name field (the field is not case sensitive)**. Place your cursor and click on the inverted caret for a list of the conference document names.



Document Name

[Return](#)

Narrow by Document Name

CONF

Document Name

- Select a document -



Document Parameters

Employee *

DIA Board Number *

4845894

Case ID *

1146679

[Select a document type to proceed](#)

For a list of document names click the upside down caret to the right of the field. This selection will bring up all document names associated with Conference Medical Submission.



Document Name

[Return](#)

Narrow by Document Name

Document Name **- Select a document -**

- DIA 116 Reg. LS Conf.
- DIA 131 Reg. Speedy Conf.
- DIA 132 Affidavit Speedy Conf.
- DIA 140 Conf. Memo.
- DIA 46A Reg. Sec. 46A Conf.
- DR-125 Motion for Expedited Conf.
- DR-Conf. Non-Medical Packet
- DR-Conf. Packet Index
- DR-Conference Medical Reports

Document Parameters

Employee *

DIA Board Number *

Case ID *

[Select a document type to proceed](#)

NOTE: The selected **document name** has a direct correlation to the Document Parameters fields that would be made available. For example the DR- Conference Medical Reports option would have more fields to be filled out versus the DR- Conf Non-Medical Packet option which will have fewer fields to be filled. The Employee, DIA Board Number and Case ID are default document parameters that would be pre populated.



Document Name Return

Narrow by Document Name

Document Name v

Document Parameters Upload File

Value

Employee *

DIA Board Number *

Case ID # *

Date of Document *

Med. Provider Name *

- Employee
- Employer
- Insurer
- Third Party
- Other
- DIA
- WCTF

(more than one facility)

Submitted By *

Party *

Party options

Med Packet Type *

* denotes required field

Select File for upload

File Name Browse...

Additional Email for Confirmation

Browse to Select a file for upload. Once selected use the 'Upload File' button to submit the file.

Only PDF files size 10 Megabytes or less are accepted.

Upon a successful upload, a confirmation email is sent to all parties of the case.

If an additional email is entered it will be included as well.

Please Do Not upload the same file more than once.



Document Name Return

Narrow by Document Name

Document Name

You can proceed to enter the information in each field with a Red * (required field). Once you have filled in all the fields you can move to selecting the file for upload.

Select File for upload: Browse to locate the file you wish to upload to the Case Management System (CMS). Once you have found the file click browse again to attach your file.

Enter the email address where you want the confirmation notice to be sent.

NOTE: The upload of duplicate submissions and submissions that do not follow the DIA instructions will serve to delay the processing of the 11A examination. The instructions for correctly compiling medical submissions are available on the DIA web site.

<http://www.mass.gov/lwd/workers-compensation/attorneys-information-for-workers-comp/dms/imp-med-instructions.pdf>

Document Parameters Upload File

Employee *	Value
Employee *	<input type="text"/>
DIA Board Number *	<input type="text" value="1987207"/>
Case ID # *	<input type="text" value="3658630"/>
Date of Document *	<input type="text"/>
	[mm/dd/yyyy]
Med. Provider Name *	<input type="text"/>
	(use "Various" if more than one facility)
Submitted By *	<input type="text" value="Michael Henry"/>
	(i.e., Atty. John Smith - must be attorney of record)
Party *	<input type="text"/>
Med Packet Type *	<input type="text"/>

Medical Packet Type
Initial - Relating to your first packet
Revised - Your packet with changes
Additional - Augmentation of your initial packet

* denotes required field

Select File for upload

File Name Browse...

Additional Email for Confirmation

Browse to Select a file for upload. Once selected use the 'Upload File' button to submit the file.
Only PDF files size 10 Megabytes or less are accepted.
Upon a successful upload, a confirmation email is sent to all parties of the case.
If an additional email is entered it will be included as well.
Please Do Not upload the same file more than once.



Document Name [Return](#)

Narrow by Document Name

Document Name ▼

Review the parameters, file name and email address. If all information appears correct you now move to the red tab (Upload File) placing cursor on the tab click to upload your submission.

NOTE: For multiple board number cases claimant's attorney need only upload to a single board number.

Document Parameters [Upload File](#)

	Value
Employee *	<input type="text"/>
DIA Board Number *	<input type="text" value="507010"/>
Case ID # *	<input type="text" value="3767674"/>
Date of Document *	<input type="text" value="03/10/2017"/>
	[mm/dd/yyyy]
Med. Provider Name *	<input type="text" value="various"/>
	(use 'Various' if more than one facility)
Submitted By *	<input type="text"/>
	(i.e., Atty. John Smith - must be attorney of record)
Party *	<input type="text" value="Insurer"/> ▼
Med Packet Type *	<input type="text" value="Initial"/> ▼

* denotes required field

Select File for upload

File Name [Browse...](#)

Additional Email for Confirmation

Browse to Select a file for upload. Once selected use the 'Upload File' button to submit the file.
Only PDF files size 10 Megabytes or less are accepted.
Upon a successful upload, a confirmation email is sent to all parties of the case.
If an additional email is entered it will be included as well.
Please Do Not upload the same file more than once.

You will get the message in red if the file you are attempting to upload is too large.



Massachusetts Department of Industrial Accidents June 08, 2017 09:23:31

User: BAR438920 - John Cleese Version: 1.0 Reset Your Password

1 error has occurred

For uploading a file

- The file uploaded cannot exceed 10 MB

Document Name		Return
Narrow by Document Name	<input type="text"/>	
Document Name	DR-Conference Medical Reports	▼

Document Parameters		Upload File
	Value	
Employee *	<input type="text" value="Rhett M Butler"/>	
DIA Board Number *	<input type="text" value="1320909"/>	
Case ID # *	<input type="text" value="3738924"/>	
Date of Document *	<input type="text"/>	
	[mm/dd/yyyy]	
Med. Provider Name *	<input type="text"/>	
	(use 'Various' if more than one facility)	
Submitted By *	<input type="text" value="John t Cleese"/>	
	(i.e., Atty. John Smith - must be attorney of record)	
Party *	<input type="text"/>	▼
Med. Packet Type *	<input type="text"/>	▼

report error:
ORA-01403: no data found
ORA-06510: PL/SQL: unhandled user-defined exception

* denotes required field



1 error has occurred

• Required parameters (denoted by an *) cannot be null!

- Date of Document cannot be null
- Med. Provider Name cannot be null
- Party cannot be null
- Med. Packet Type cannot be null

For uploading a file

- A file must be selected, use the Browse button

Document Name

Return

Narrow by Document Name

Document Name

DR-Conference Medical Reports



Document Parameters

Upload File

	Value
Employee *	<input type="text" value="Rhett M Butler"/>
DIA Board Number *	<input type="text" value="1320909"/>
Case ID # *	<input type="text" value="3738924"/>
Date of Document *	<input type="text" value=""/>  [mm/dd/yyyy]
Med. Provider Name *	<input type="text"/> (use 'Various' if more than one facility)
Submitted By *	<input type="text" value="John t Cleese"/> (i.e., Atty. John Smith - must be attorney of record)
Party *	<input type="text" value=""/>
Med. Packet Type *	<input type="text" value=""/>

If you have missed Document Parameters you will be bounced out of the upload and the fields missed will appear as above. You will need to make the corrections and initiate the upload.