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.

Revised – August 2022

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 –

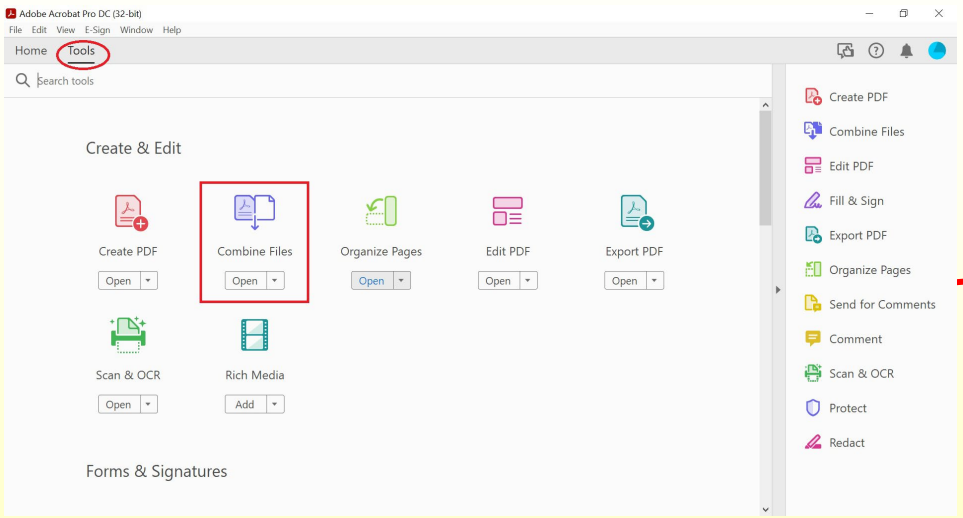
Scan individual documents, name them and later combine them – see below; or

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

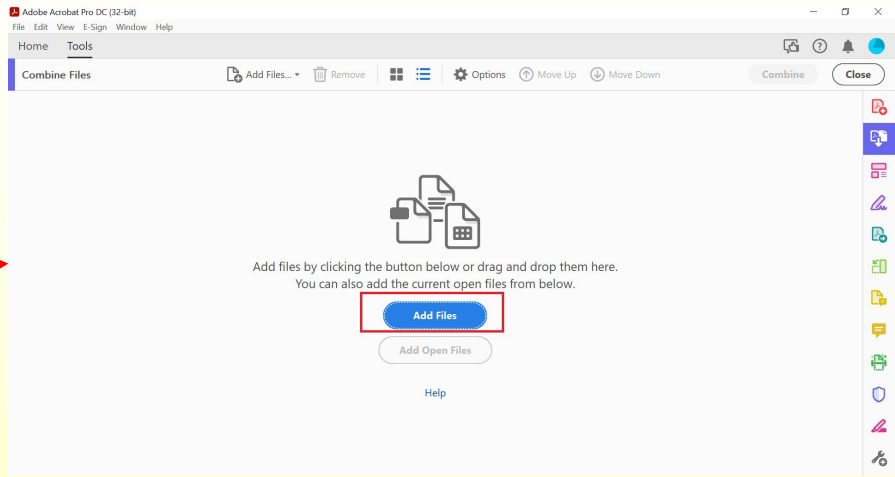
Again, scanning will depend on your machine and its procedure. From here, we are going to discuss how to combine the already scanned documents. It is important to mention when saving individual files in PDF – the naming convention should mirror your conference packet index (i.e. “Report of Dr. Jones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

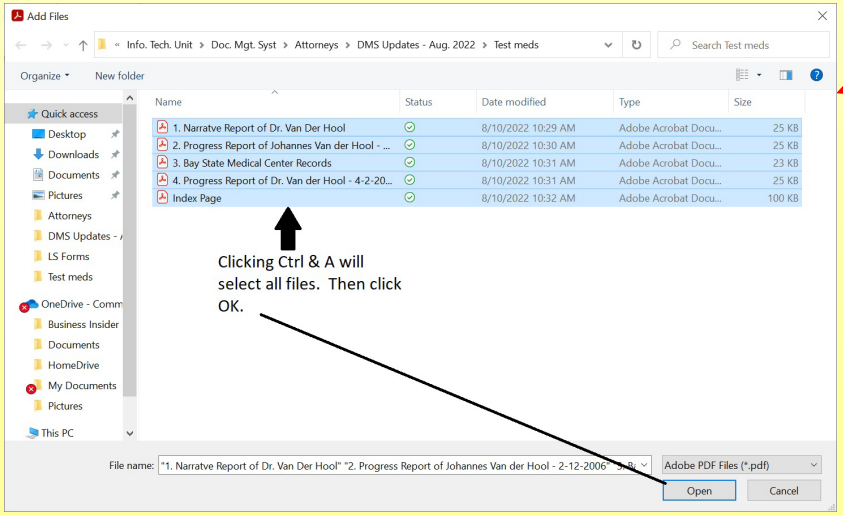
Combining your PDF files.

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



A new window opens – select "Add Files"

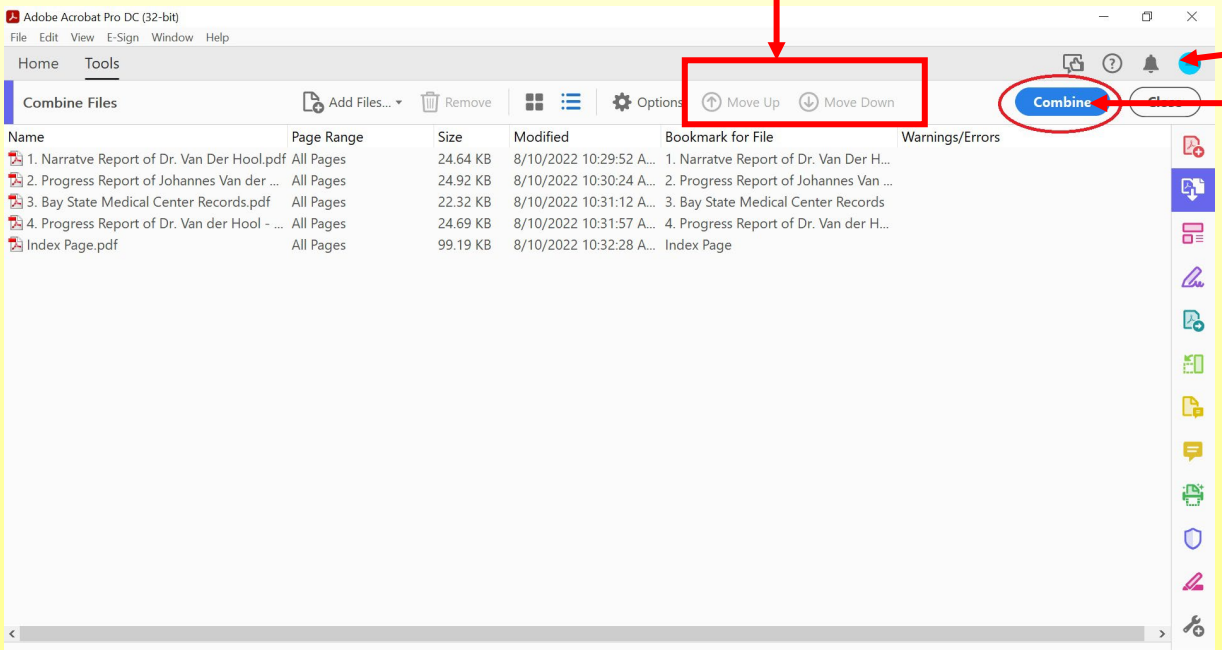




Select the PDF documents (the ones you scanned and named).

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.

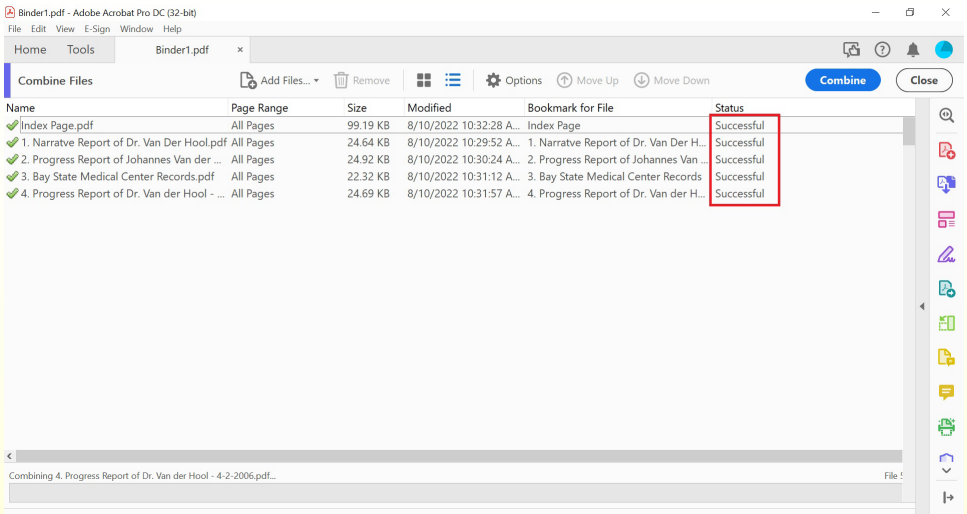
2. You can rearrange the order of the documents by using the "Move Up" and "Move Down" button shown here.



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

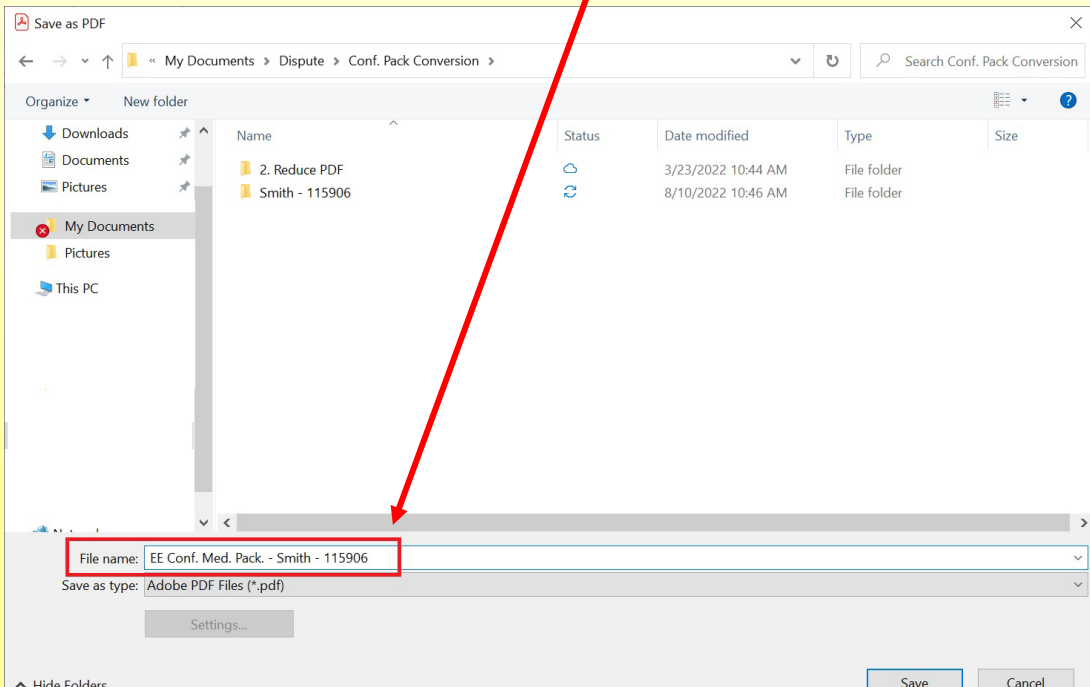
3. When all have been added, click on the "Combine Files" button in the lower right of the window.

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"

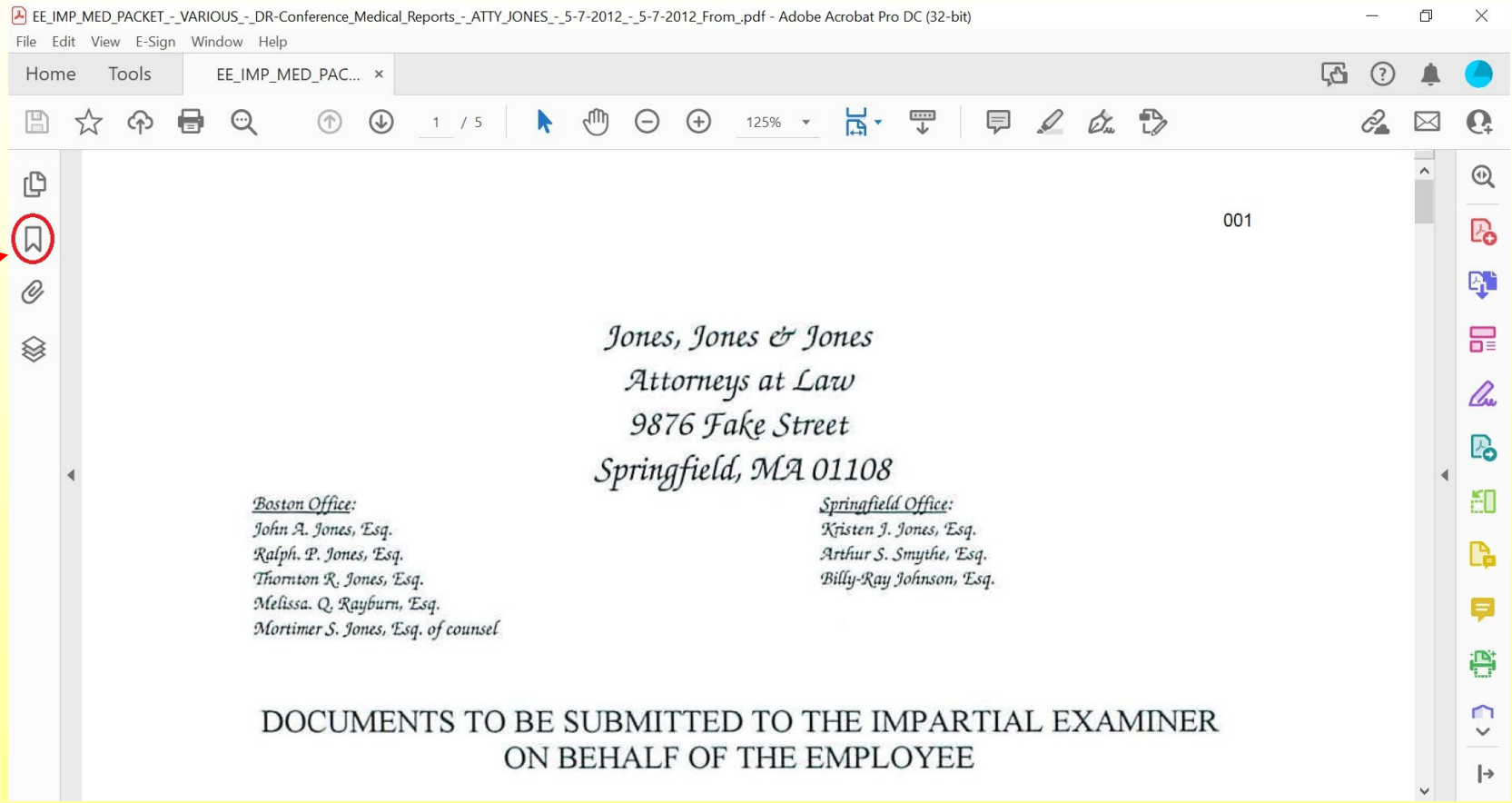
<u>Note:</u> The procedure for Non-medical submissions is the same. The final combined PDF file should be identified as the Non-med. submission. For example "Ins. Conf. Non-Med. – Smith 115906."



Viewing PDF w/ Bookmarks

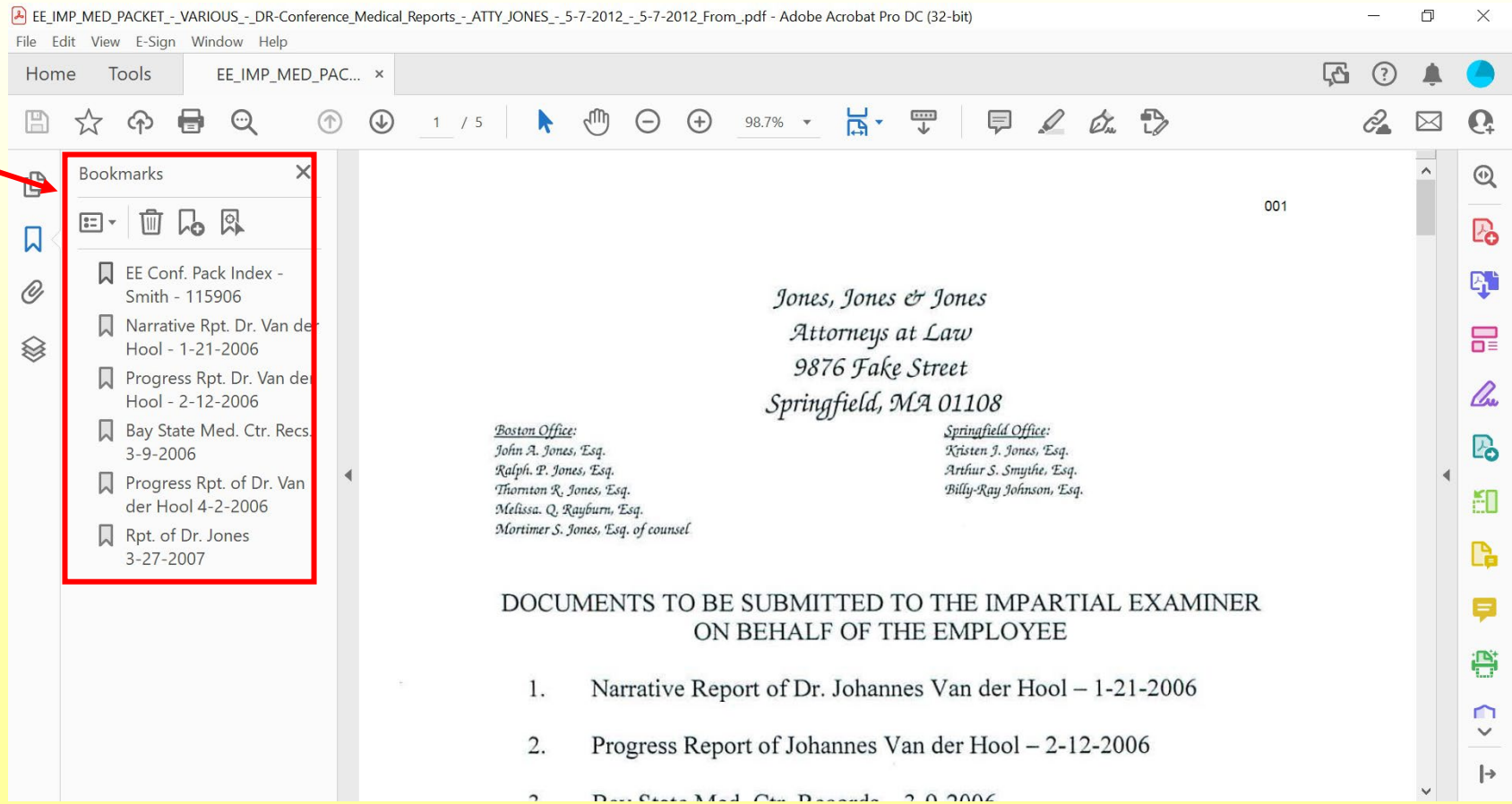
Your new combined PDF will open. You can then save it to your computer and then submit it via our "direct upload" module which is explained later in this tutorial.

This icon allows you to view the bookmarks.



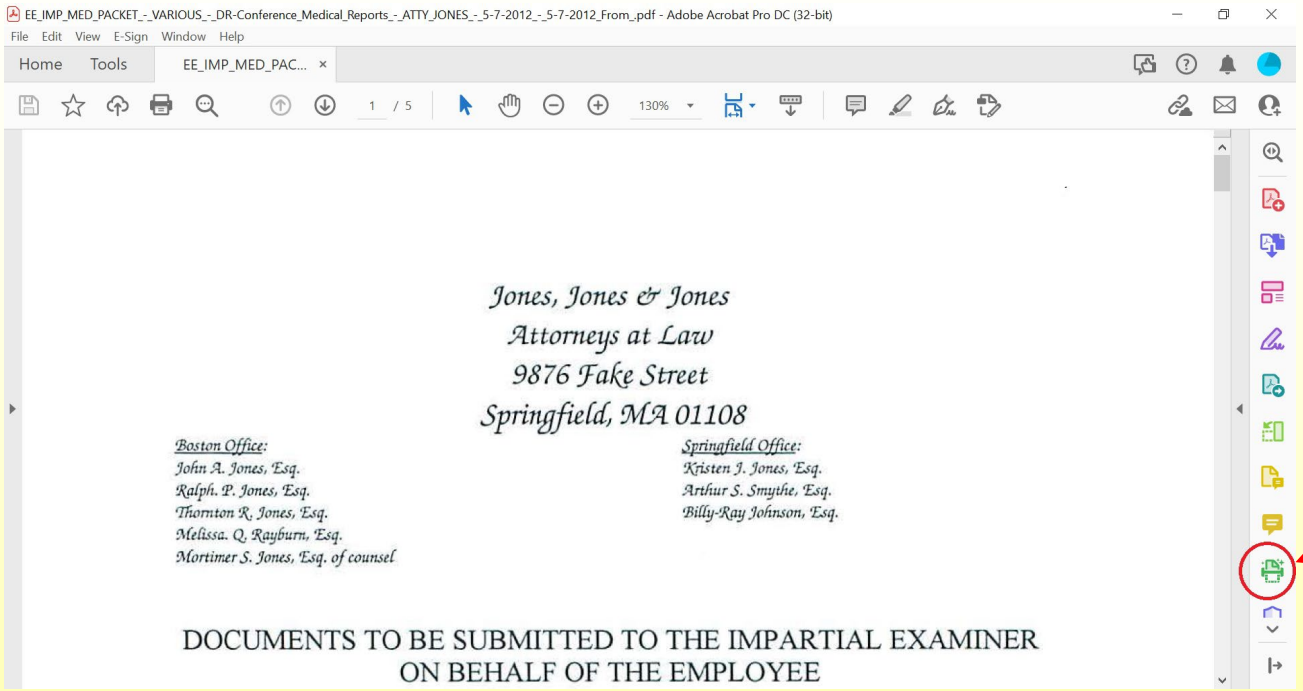
The bookmarks were automatically embedded when the PDFs were combined. This is how all parties, including the Impartial Physician, will view the conference med. packets.

Embedded bookmarks



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.

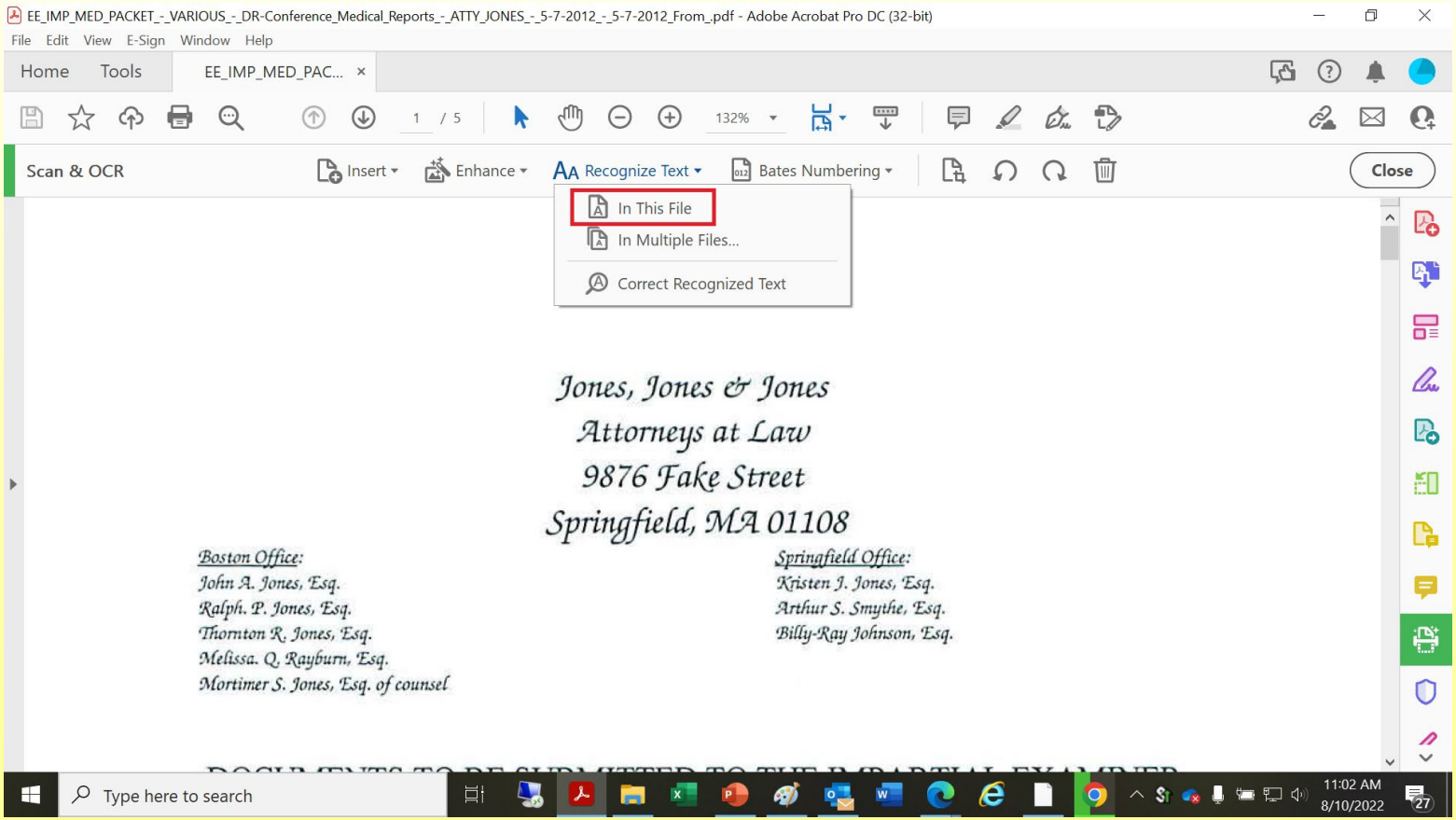
First, select the "Tools" menu, then click this icon.

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.

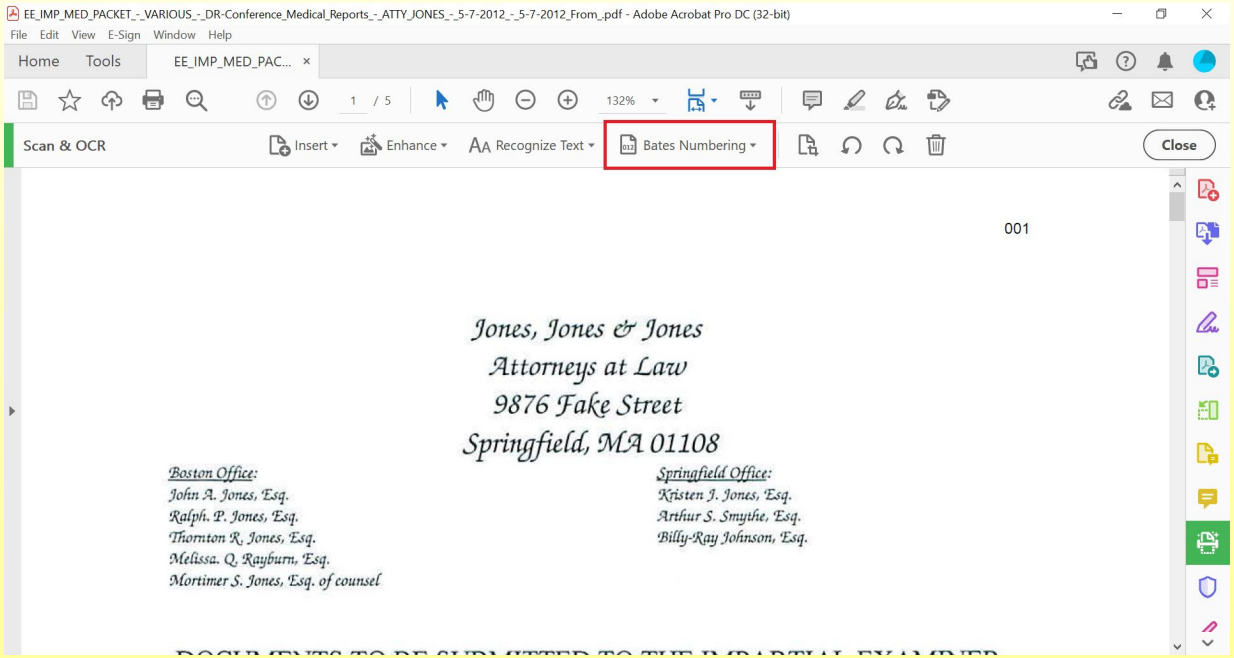
Adobe Acrobat will then begin the OCR process. Depending on the number of pages, this could take a few minutes.



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 INDUSTIRAL ACCIDENTS

HOW TO OF UPLOADING CONFERENCE MEDICAL SUBMISSION

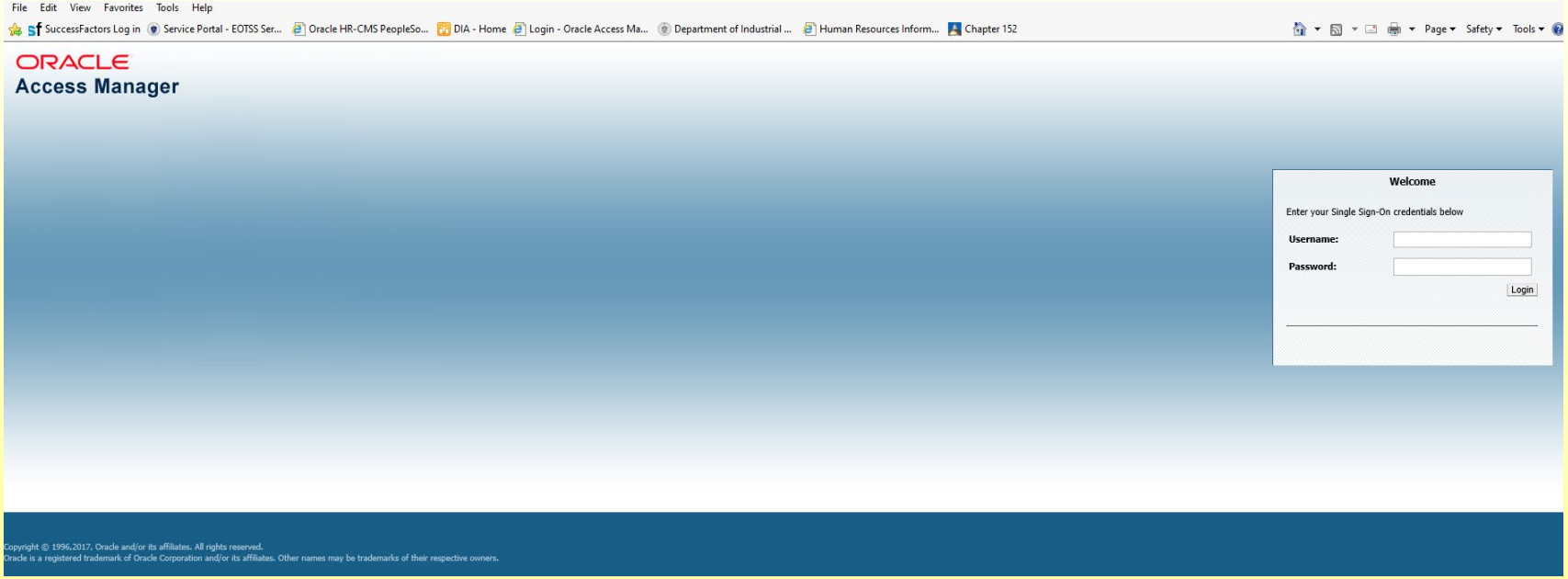
05112017

DEPARTMENT OF INDUSTIRAL ACCIDENTS

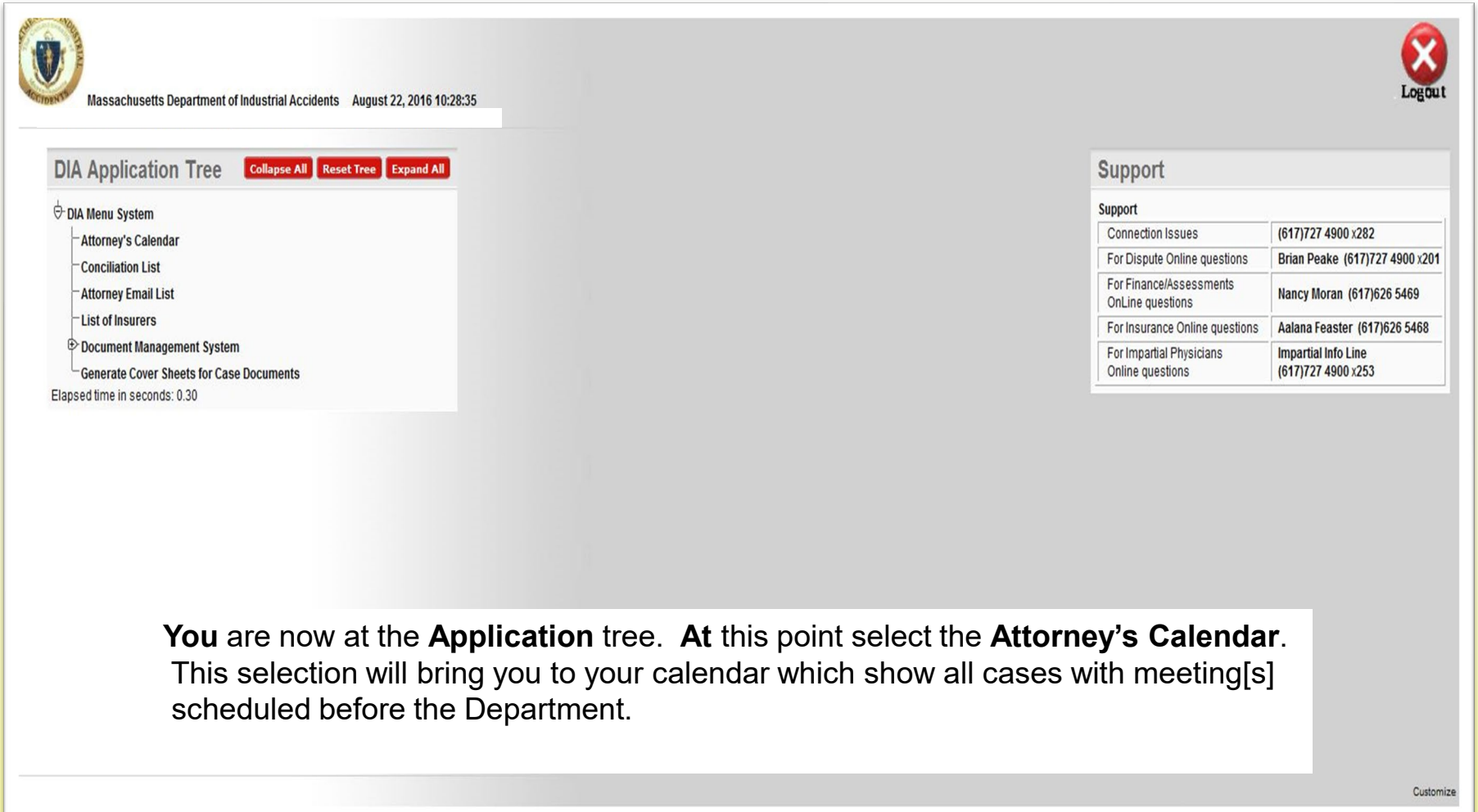
HOW TO OF UPLOADING CONFERENCE MEDICAL SUBMISSION

The DIA CMS Page can be accessed using this URL:
https://cms.dia.eol.mass.gov

The log-in page looks like this -

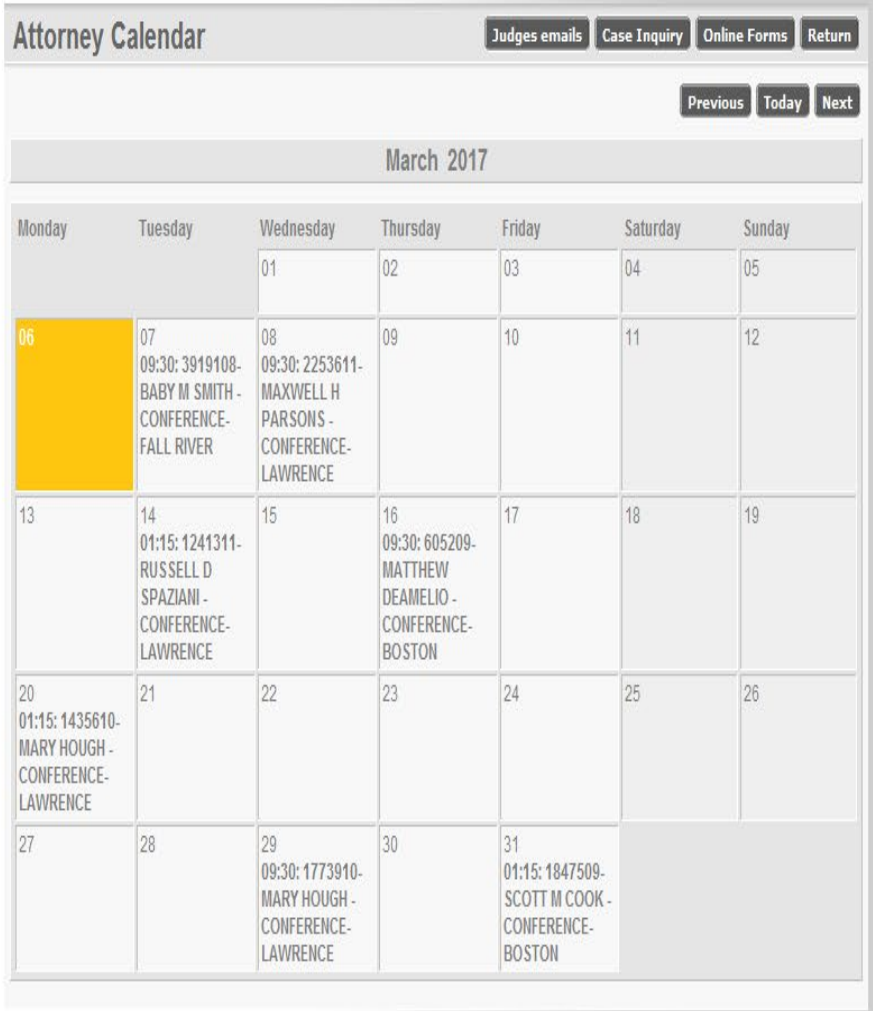


Once you have entered your username and password you will get to the DIA Application Tree. If you do not have a username or have forgotten the password, please call 857-321-7542 for assistance.

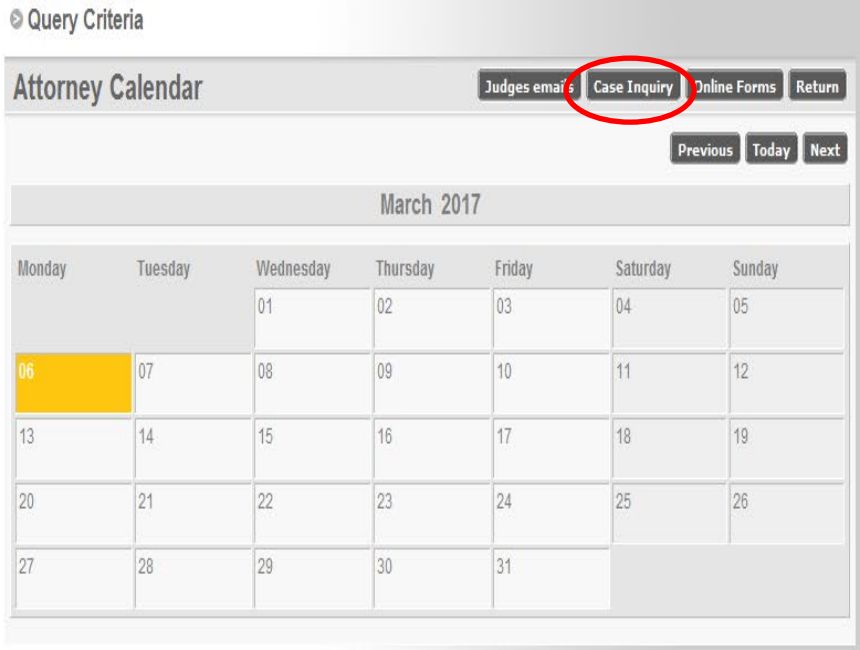


You are now at the **Application** tree. **At** this point select the **Attorney's Calendar**. This selection will bring you to your calendar which show all cases with meeting[s] scheduled before the Department.

Query Criteria



Select and open case for the details of the case.



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)	
Employee Last Name	
Employee First Name	
Employee SSN	
Date of Incident (MM/DD/YYYY)	
Date of Birth (MM/DD/YYYY)	
Street	
City	
Zip	
Employer	
Case File Number	

Search Reset

Return to Home

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.

https://diaboapp-test.dia.state.ma.us/pls/cms

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:**	
1st Incapacity:	11/04/1994	**5th Incapacity:**	11/08/1994
1st Disability:	11/04/1994	**5th Disability:**	11/08/1994
Accident Description:	PATIENT CARE		
Dependents:		**Claim Rep:**	**Preparer Phone:** 508-832-3215
Comments:	OLD INCIDENT LOCATION: PATIENTS HOME		
Created By:	EDPTEMP2	**Created Date:**	11/16/1994

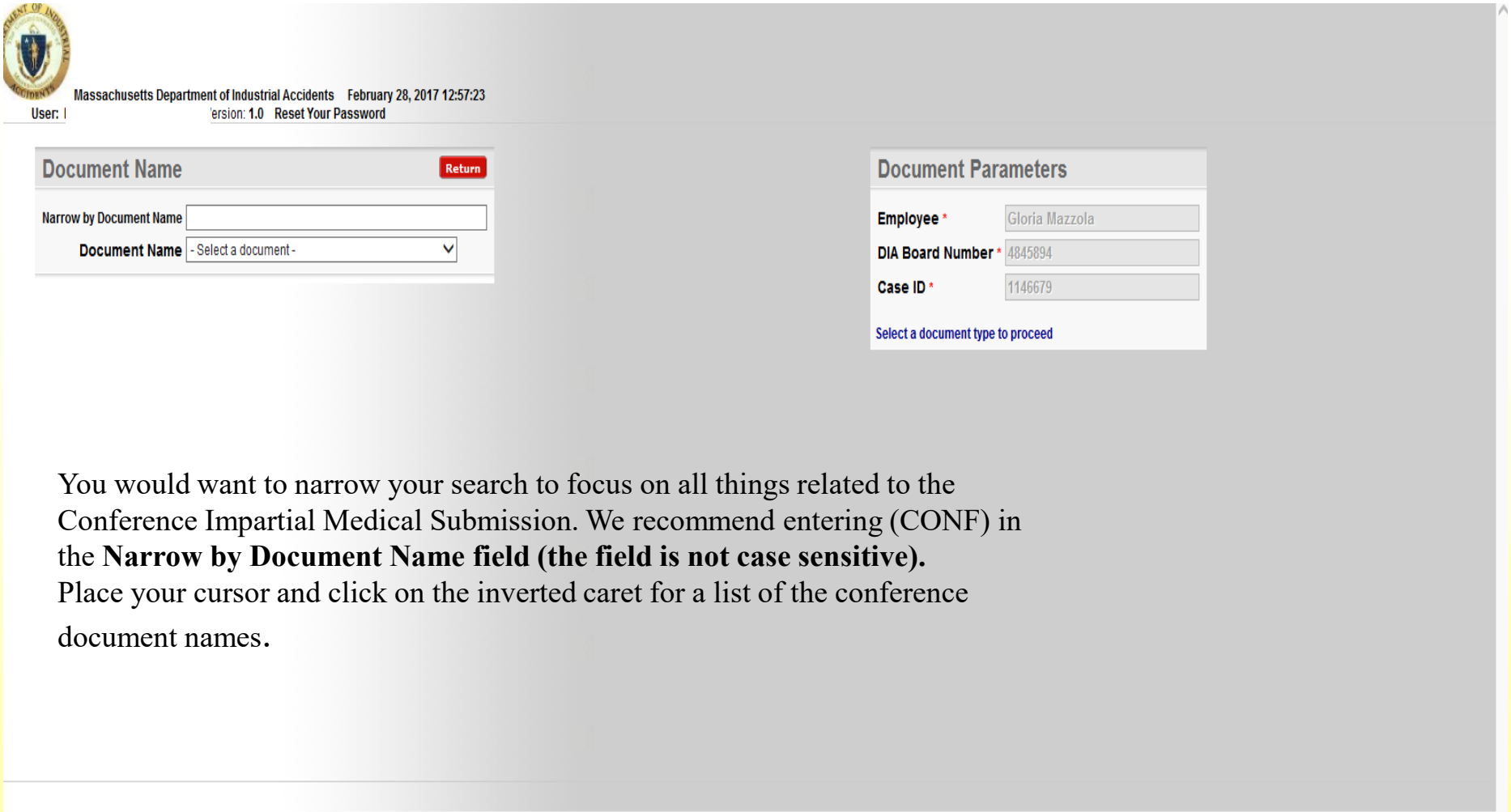
This case is not grouped

Injury List

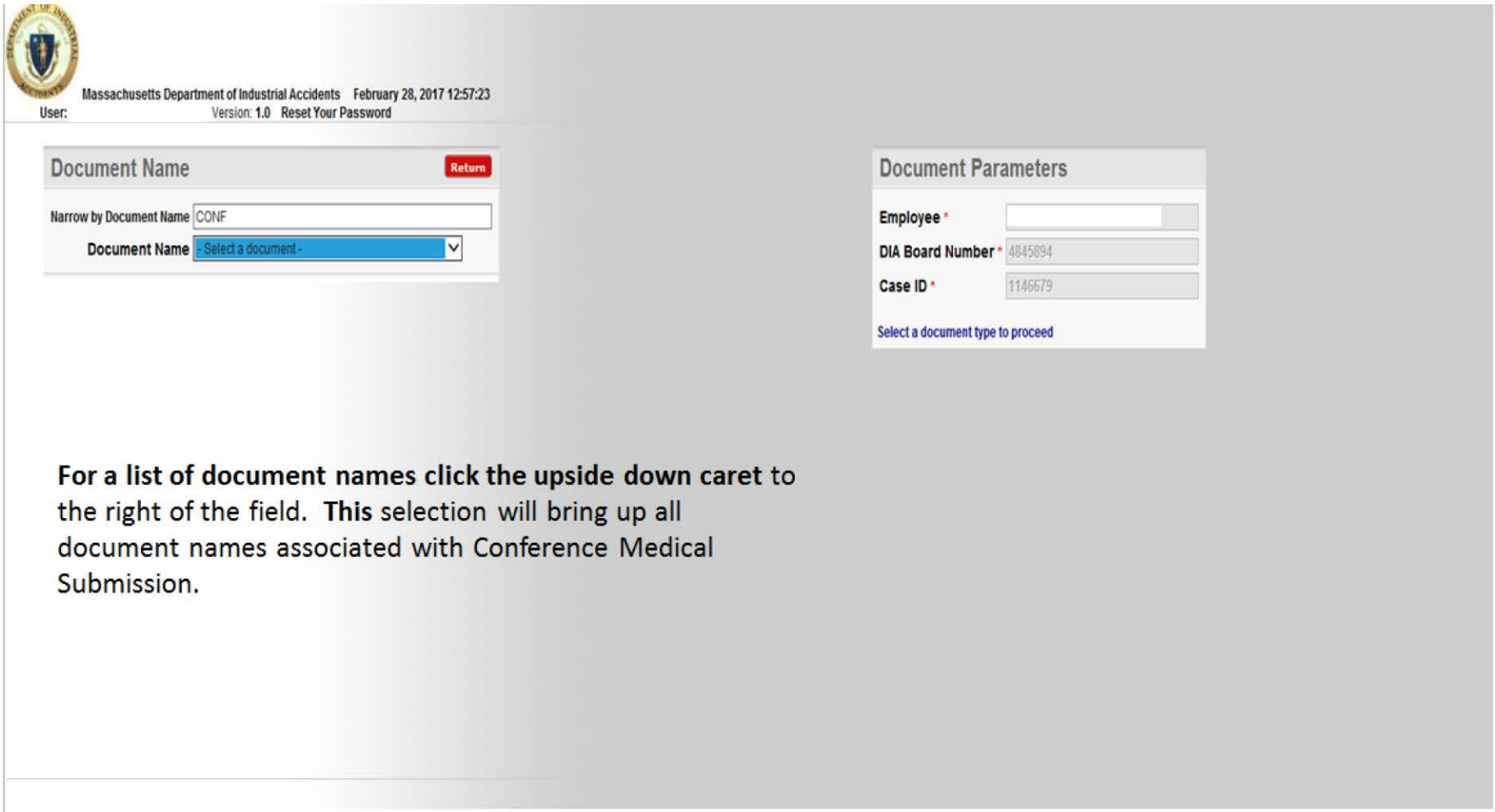
Board #	Body Part Code	Injury Code	Injury Source
	398 - UPPER EXTREMITIES, MULTIPLE	310 - SPRAINS, STRAINS	5000 - PERSONS, PLANTS, ANIMALS, AND MINERALS
	430 - CHEST, RIBS, BREASTBONE, INTERNAL ORGANS	310 - SPRAINS, STRAINS	5000 - PERSONS, PLANTS, ANIMALS, AND MINERALS
	450 - SHOULDER(S)	310 - SPRAINS,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

Attorney List

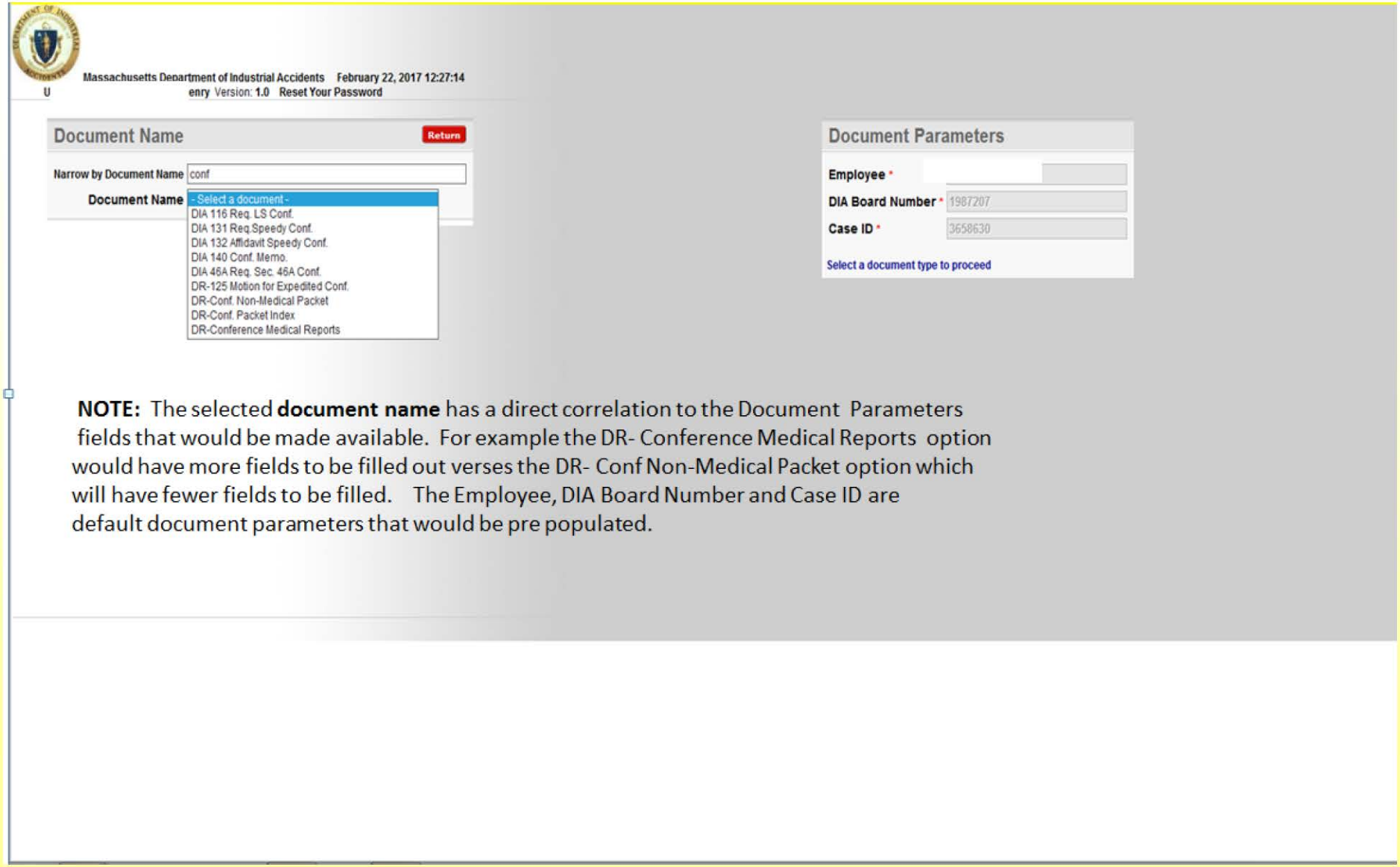
For Whom	Attorney	Law Firm	Attorney E-mail	Primary	Available
INSURER		UNKNOWN		Y	Y
EMPLOYEE		UNKNOWN		Y	Y



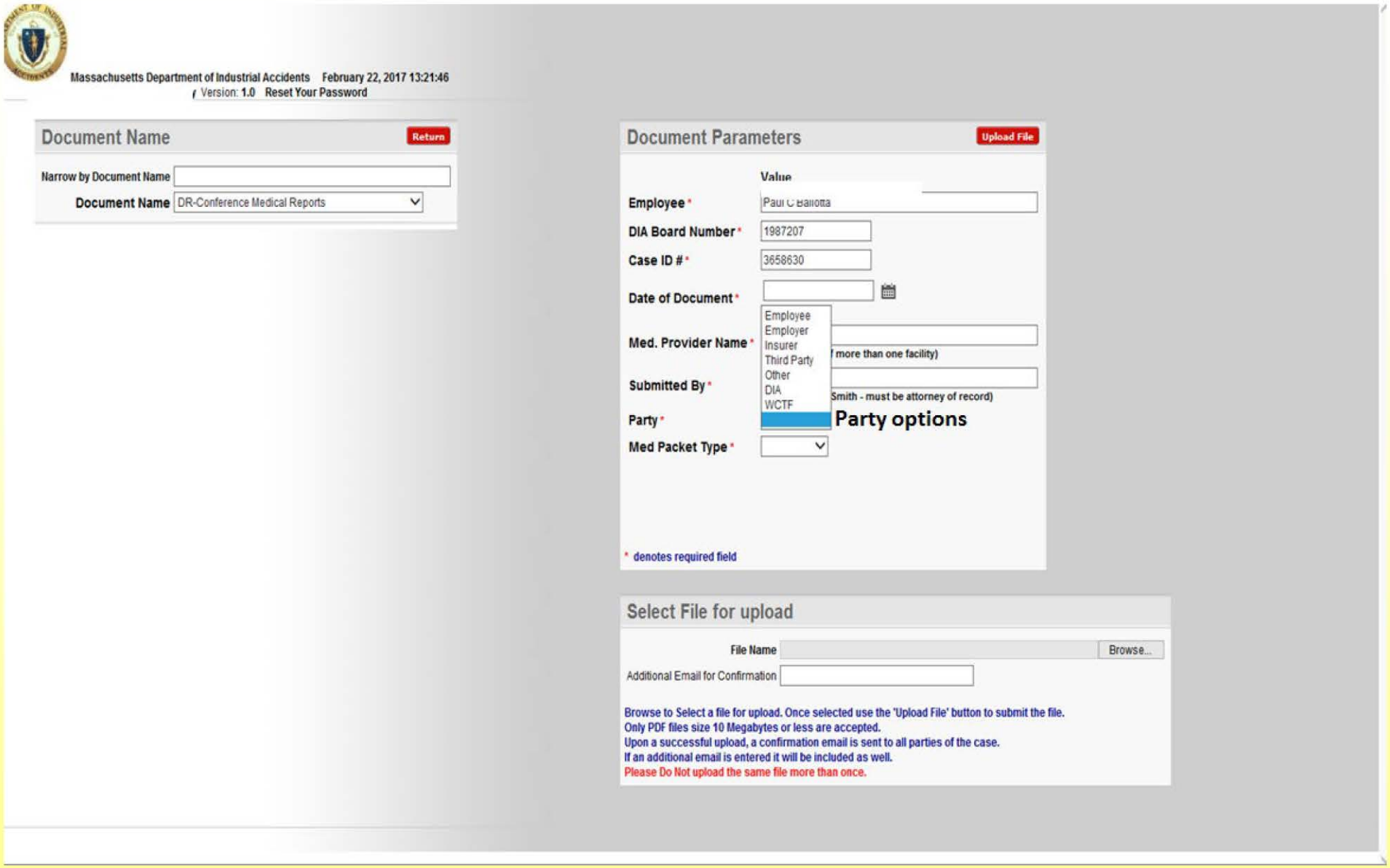
You would want to narrow your search to focus on all things related to the Conference Impartial Medical Submission. We recommend entering (CONF) in the **Narrow by Document Name field (the field is not case sensitive).** Place your cursor and click on the inverted caret for a list of the conference document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

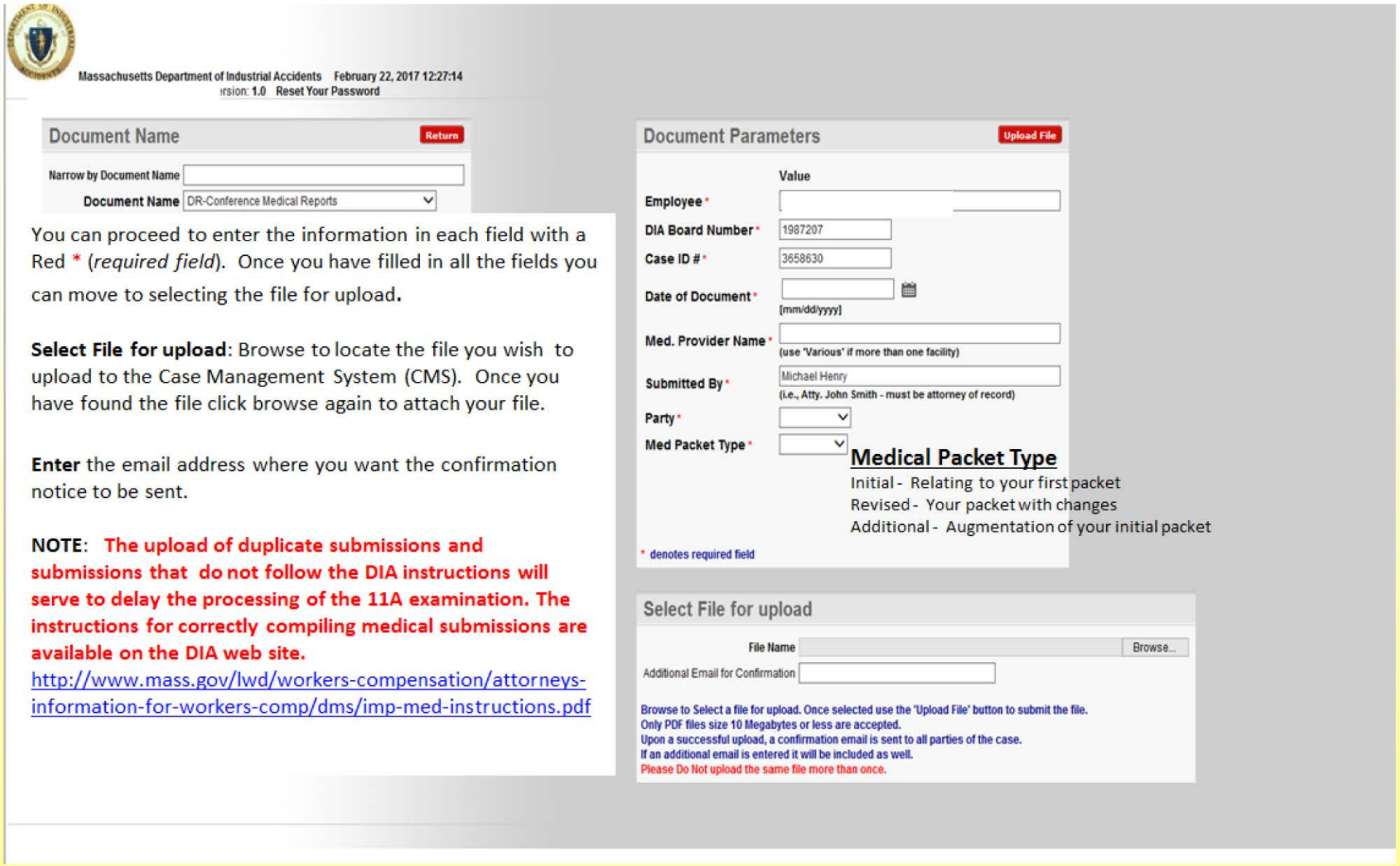


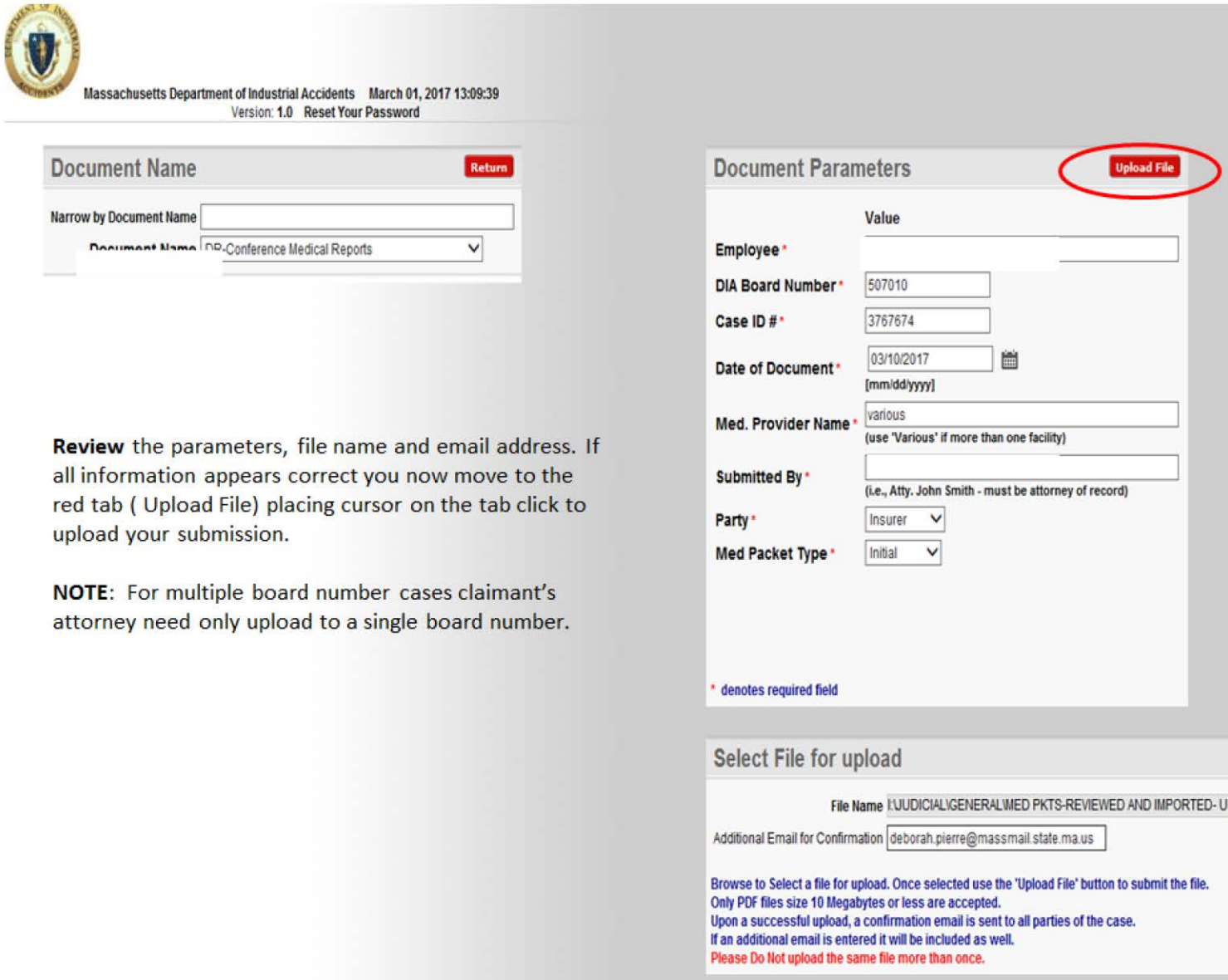
For a list of document names click the upside down caret to the right of the field. **This** selection will bring up all document names associated with Conference Medical Submission.



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 verses 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.

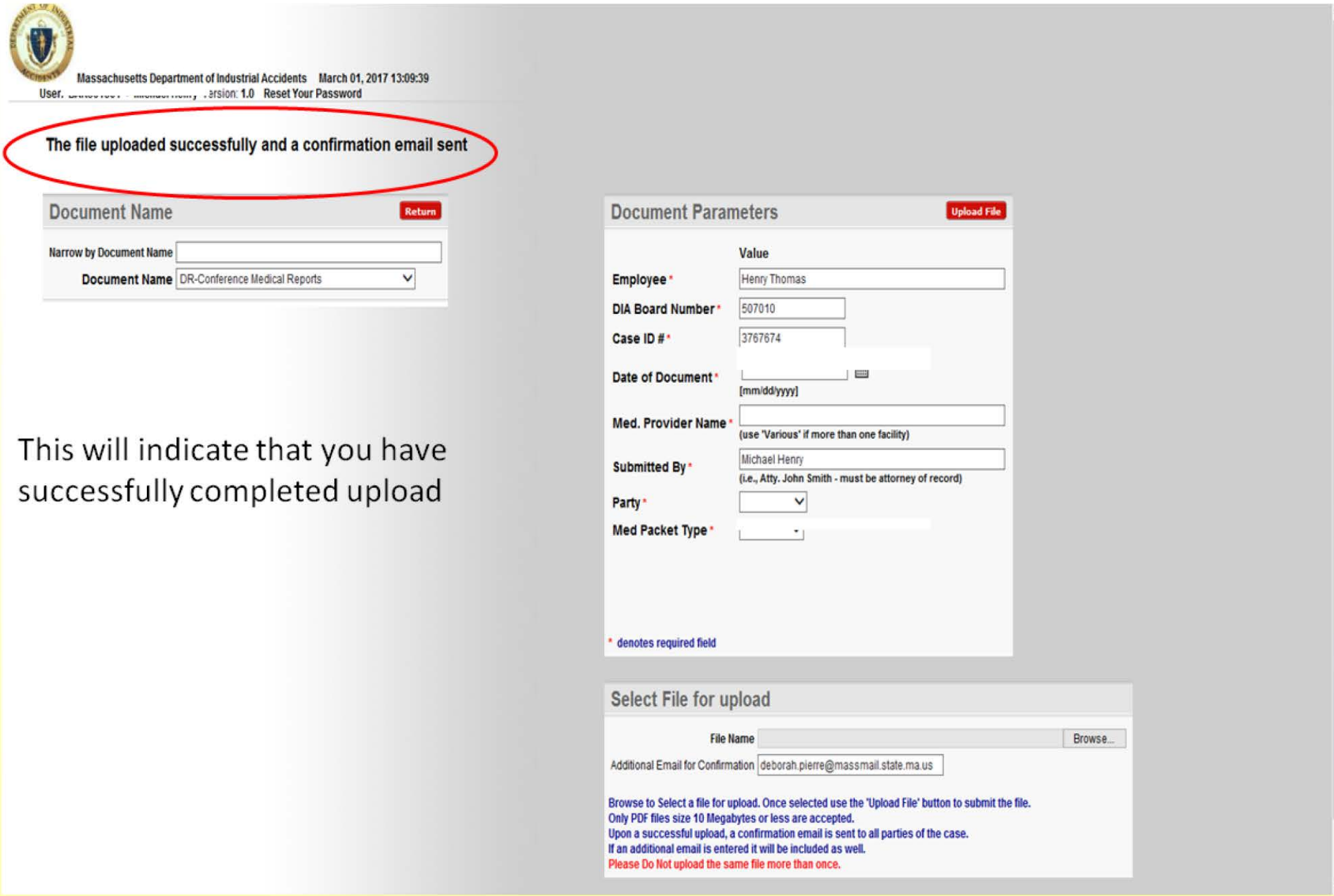

Massachusetts Department of Industrial Accidents February 22, 2017 13:21:46
Version: 1.0 Reset Your Password
Document Name
Return
Narrow by Document Name
Document Name
DR-Conference Medical Reports
Document Parameters
Upload File
Value
Employee *
Paul C Ballotta
DIA Board Number *
1987207
Case ID # *
3658630
Date of Document *
Employee
Employer
Insurer
Third Party
Other
DIA
WCTF
Med. Provider Name *
more than one facility)
Submitted By *
Smith - must be attorney of record)
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.


Massachusetts Department of Industrial Accidents February 22, 2017 12:27:14
irsion: 1.0 Reset Your Password
Document Name
Return
Narrow by Document Name
Document Name DR-Conference Medical Reports
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
Value
Employee *
DIA Board Number * 1987207
Case ID # * 3658630
Date of Document *
[mm/dd/yyyy]
Med. Provider Name *
(use "Various" if more than one facility)
Submitted By * Michael Henry
(i.e., Atty. John Smith - must be attorney of record)
Party *
Med Packet Type *
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.



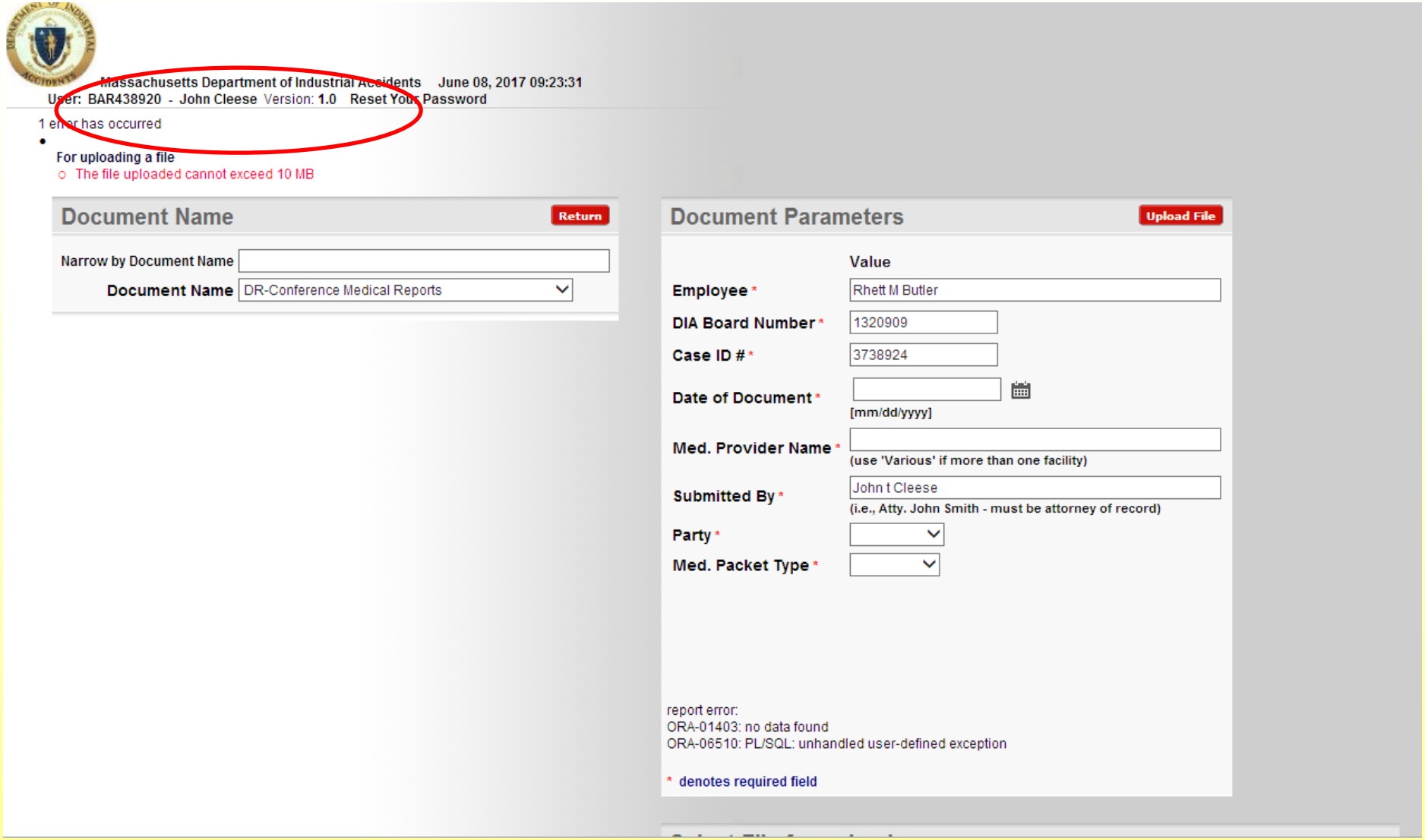
Review the parameters, file name and email address. If all information appears correct you now move to the red tab (Upload File) placing cursor on the tab click to upload your submission.

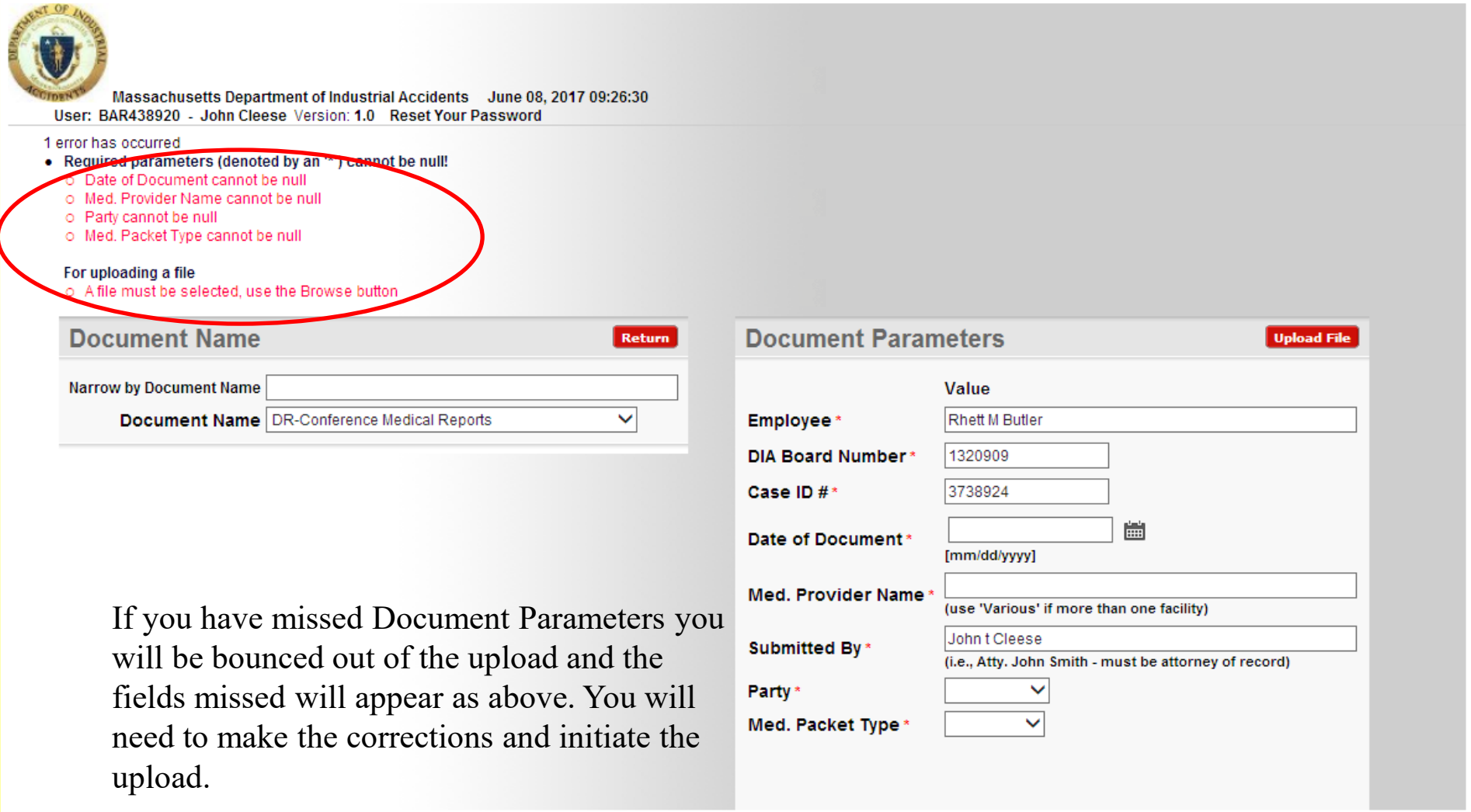
NOTE: For multiple board number cases claimant's attorney need only upload to a single board number.



This will indicate that you have successfully completed upload

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





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.