

Prosper Updates

Administrator Training

- Disability
- Transmittal
- 91A

Disability Administrator Training Topics

- Home page
 - Disability MP and Transmittals
 - 91-A
 - Memos
 - Tabs
 - Tasks
 - Notifications
 - E-Mails

My Recommendation

Log in Daily

Overview

- Disability Home
 - Medical Panel Request status
 - PROSPER Medical Panel Processing
- Start Medical Panel/Involuntary Medical Panel
 - Forms
 - Medical Records
 - Under Review
 - Withdraw/Deny

Help

- For Log-in and Password Issues
 - Contact the Help Desk
- Medical Panel Submissions
 - Contact the Disability Unit
- Specific Transmittal Questions
 - Contact Ellen Furtado
- Specific 91 A issues
 - Contact Sandy King



Home Page

TAUNTON Massachusetts Public Employee Retirement Administration Commission **Hello, Paul** Sign Out

Home Tasks

Compliance

Disability

Notifications

Medical Panel Request has been put under review.

268A Term Pledge for Peter is due by 4/24/2017.

Home - Taunton

PERAC Memos

Search: [] All Years ▾

| | | | | | |
|---|--|---|---|--|--|
| Memo #6/2017 2017 Mandatory Retirement... | Memo #9/2017 2017 Buyback And Make... | Memo #2/2017 2017 The Binding Effect ... | Memo #3/2017 2017 2017 Limits Under C.. | Memo #4/2017 2017 2017 Limits Under S.. | Memo #5/2017 2017 Cola Notice |
| Memo #1/2017 2017 Updated Public Rec.. | Memo #7/2017 2017 Actuarial Data | Memo #8/2017 2017 Continuing Membe... | Memo #10/2017 2017 Domestic Relations.. | Memo #12/2017 2017 2017 Interest Rate S.. | Memo #11/2017 2017 2017 Annuity Savin... |
| Memo #22/2016 2016 Forfeiture Of Retire... | Memo #23/2016 2016 Tobacco Company ... | Memo #24/2016 2016 Mandatory Retirement... | Memo #20/2016 2016 Reinstatement To S... | Memo #25/2016 2016 Other Post-employ... | Memo #26/2016 2016 Appropriation Data ... |
| Memo #27/2016 2016 Tobacco Company ... | Memo #28/2016 2016 2016 Disability Data | Memo #29/2016 2016 The Buyback Of Ca... | Memo #21/2016 2016 Updating Perac's W. | Memo #30/2016 2016 840 Cmr 10:10(3) & ... | Memo #17/2016 2016 Tobacco Company ... |

CME 91A Tabs have been added

Once logged in you will see your retirement board and greeting.

Memos

CAMBRIDGE

Massachusetts Public Employee Retirement Administration Commission

Hello, Ellen

Sign Out

Home

Compliance

Disability

Tasks

Consultant Certification has been assigned to you.

Placement Agent Statement has been assigned to you.

Procurement Money Manager Vendor Disclosure has been assigned to you.

Vendor Certification has been assigned to you.

Notifications

Completion of Retiree Evaluation - Unable

Appointment Confirmed

Appointment Confirmed

Appointment Confirmed

PERAC Memos

Q

All Years

Memo #15/2018
2018
Tobacco Company...

Memo #14/2018
2018
Interest Payments...

Memo #13/2018
2018
Mandatory Ethics T...

Memo #12/2018
2018
Perac V. Crab & Ot...

Memo #11/2018
2018
Investment Relate...

Memo #10/2018
2018
2018 Interest Rate...

Memo #9/2018
2018
Actuarial Data

Memo #8/2018
2018
840 Cmr 10:10(3) &...

Memo #7/2018
2018
Ncpers 2018 State...

Memo #6/2018
2018
Buyback And Make...

Memo #5/2018
2018
Mandatory Retirem...

Memo #4/2018
2018
Tobacco Company...

Memo #3/2018
2018
Cola Notice

Memo #2/2018
2018
2018 Limits Under...

Memo #1/2018
2018
2018 Limits Under...

Memo #38/2017
2017
2017 Disability Data

Memo #37/2017
2017
3(8)(c) Reimburse...

Memo #36/2017
2017
Information Neede...

Memo #35/2017
2017
Forfeiture Of Retir...

Memo #34/2017
2017
Administrator's Tr...

Memo #32/2017
2017
Tobacco Company...

Memo #31/2017
2017
Appropriation Data...

Memo #30/2017
2017
Mandatory Retirem...

Memo #29/2017
2017
Vendor Disclosures

Memo #28/2017
2017
Selection Of Fifth...

Memo #27/2017
2017
Reinstatement To...

Memo #26/2017
2017
Access To Prosner

Memo #25/2017
2017
The Repeal Of G.L...

Memo #24/2017
2017
Cost Of Living Incr...

Memo #23/2017
2017
Mtrs C. 32. Section...

Memos are listed with the most recent first. A search function and year selection is available for locating specific memos.

Tabs

TAUNTON Massachusetts Public Employee Retirement Administration Commission Hello, Paul J Slivinski Sign Out

Home Tasks

Compliance Notifications

Medical Panel Request has been put under review.

268A Term Pledge for Peter H Corr is due by 4/24/2017.

268A Term Pledge for Gill E Enos is due by 4/24/2017.

Annual Eligibility for Dennis M Smith is due by 4/24/2017.

Annual Eligibility for Barry J Amaral is due by 4/24/2017.

Disability

Home - Taunton

PERAC Memos

Search: [] Q All Years ▼

| | | | | | |
|---|--|---|---|---|--|
| Memo #6/2017 2017 Mandatory Retirem... | Memo #9/2017 2017 Buyback And Make... | Memo #2/2017 2017 The Binding Effect ... | Memo #3/2017 2017 2017 Limits Under C... | Memo #4/2017 2017 2017 Limits Under S... | Memo #5/2017 2017 Cola Notice |
| Memo #1/2017 2017 Updated Public Rec... | Memo #7/2017 2017 Actuarial Data | Memo #8/2017 2017 Continuing Membe... | Memo #10/2017 2017 Domestic Relations... | Memo #12/2017 2017 2017 Interest Rate S... | Memo #11/2017 2017 2017 Annuity Savin... |
| Memo #22/2016 2016 Forfeiture Of Retire... | Memo #23/2016 2016 Tobacco Company ... | Memo #24/2016 2016 Mandatory Retirem... | Memo #20/2016 2016 Reinstatement To S... | Memo #25/2016 2016 Other Post-employ... | Memo #26/2016 2016 Appropriation Data ... |
| Memo #27/2016 2016 Tobacco Company ... | Memo #28/2016 2016 2016 Disability Data | Memo #29/2016 2016 The Buyback Of Ca... | Memo #21/2016 2016 Updating Perac?s W... | Memo #30/2016 2016 840 Cmr 10:10(3) & ... | Memo #17/2016 2016 Tobacco Company ... |

Administrators can have permission for Compliance, Disability, 91a depending on your user access. Tabs will show based on the permission given. Choosing a Tab will open that specific application

Tasks

ZZTEST PERAC Massachusetts Public Employee Retirement Administration Commission Hello, Chuck Zztestadm Sign Out

Tasks

- Vendor Certification has been assigned to you.
- Vendor Disclosure has been assigned to you.
- Placement Agent Statement has been assigned to you.
- Consultant Certification has been assigned to you.
- CME Member information for Pasty Cornish is due by 5/19/2017

Notifications

- Appointment Complete
- Appointment Confirmed
- Appointment Scheduled

Home - Zztest PERAC

PERAC Memos

| | | | | | |
|---|--|---|---|--|---|
| Memo #17/2017 2017 Mandatory Retirem... | Memo #16/2017 2017 Tobacco Company... | Memo #15/2017 2017 Sts/Istar Event | | | |
| Memo #11/2017 2017 2017 Annuity Savin... | Memo #10/2017 2017 Domestic Relation... | Memo #9/2017 2017 Buyback And Make... | | | |
| Memo #5/2017 2017 Cola Notice | Memo #4/2017 2017 2017 Limits Under... | Memo #3/2017 2017 2017 Limits Under... | Memo #2/2017 2017 The Binding Effect... | Memo #1/2017 2017 Updated Public Re... | Memo #30/2016 2016 840 Cmr 10:10(3) &... |
| Memo #29/2016 2016 The Buyback Of Ca... | Memo #28/2016 2016 2016 Disability Data | Memo #27/2016 2016 Tobacco Company... | Memo #26/2016 2016 Appropriation Data... | Memo #25/2016 2016 Other Post-employ... | Memo #24/2016 2016 Mandatory Retirem... |

Tasks will remain on the list until the task is completed!

Also on the Home Page are current Tasks and Notifications. Tasks are items that need an action to be taken.

Task Page

ZZTEST PERAC

Massachusetts Public Employee Retirement Administration Commission

Hello, Chuck ZztetadmSign Out

Home

Compliance

Disability

Tasks

Vendor Certification has been assigned to you.

Vendor Disclosure has been assigned to you.

Placement Agent Statement has been assigned to you.

Consultant Certification has been assigned to you.

CME Member information for Pasty Cornish is due by 5/19/2017

Notifications

Appointment Complete

Appointment Confirmed

Appointment Scheduled

Disability Transmittal Complete

Appointment Complete

Appointment Complete

Appointment Complete

Back

Member Information Request for Pasty Cornish

Current Information Form

Name of Retirement Board

Zztest PERAC

SSN

Member Last Name*

Member First Name*

M.I.

Suffix

***-**-2002

Cornish

Pasty

Street Address*

City*

State*

Zip*

123 Pasty Ave #4

Wausau

WI

54403

Phone #*

Email

(715) 555-1212

Date of Birth

Date of Hire

Job Title

Date of Retirement

1/12/1960

RepoMan

5/5/2012

Type of Disability

Employer Name (current)

Employer Title (current)

EmpNamestuff

Repo

Employer Street Address (current)

City

State

Zip

123 EmpStreet

Empville

WI

54401

This retired member was awarded benefits based on the following incapacitation and/or impairment:

Pasty Cornish had too much corn.

Submit

Selecting a specific task will bring you to that task. Once a task is complete it will disappear from the Task list . The task will remain on the home page until completed.

Board Task-Task Page

BOSTON

Massachusetts Public Employee Retirement Administration Commission

Hello, Michael

Sign Out

Home

Tasks

Compliance

Disability

91A

Members

Task Overview

Disability Transmittal

Board Action Requests
6

CME

Member Information Requests
0

Suspension Requests
0

91A

Salary Verifications
2

Termination Requests
71

Excess Requests
0

Disability Transmittal - Board Action Requests

| Name | Status Date |
|------------|-------------|
| Gilbert, . | 8/22/2018 |
| Lamar | 9/26/2018 |
| James | 10/5/2018 |
| Christine | 10/5/2018 |
| David | 10/4/2018 |
| Kenneth, . | 9/28/2018 |

Alternate View
Board will be able to review
Cases based upon the task.

The task tab allows you to manage tasks based on process. When you select a specific task type, Board Action Request for the Disability Transmittal process, a list of the members in that process with that task will be displayed in a list. Selecting a specific member name brings you to the task that needs to be completed. This view is especially helpful when there are a large number of tasks for more than one process.

Notifications

The screenshot displays the Taunton PERAC system interface. The top navigation bar includes the 'TAUNTON' logo, the full name of the 'Massachusetts Public Employee Retirement Administration Commission', the user name 'Hello, Paul', and a 'Sign Out' link. The left sidebar contains navigation links for 'Home', 'Tasks', 'Compliance', and 'Disability'. The 'Notifications' link is highlighted with a red box and contains five items:

- Medical Panel Request has been put under review.
- 268A Term Pledge for Peter is due by 4/24/2017.
- 268A Term Pledge for Gill is due by 4/24/2017.
- Annual Eligibility for Dennis is due by 4/24/2017.
- Annual Eligibility for Barry is due by 4/24/2017.

The main content area, titled 'Home - Taunton', features a 'PERAC Memos' section with a search bar and a filter set to 'All Years'. Below this is a grid of 24 memo cards, each containing a memo number, year, and title. A large red callout box is overlaid on the right side of the memo grid, stating: 'Notifications only show for 30 days!'.

Notifications are items that are primarily informational, but may need action by you or another Board Member. Notifications show for 30 days only.

Notification Page

The screenshot shows a web application interface for the Massachusetts Public Employee Retirement Administration Commission. The top navigation bar is dark blue with the text "TAUNTON" on the left, "Massachusetts Public Employee Retirement Administration Commission" in the center, and "Hello, Paul ." and "Sign Out" on the right. A left sidebar contains icons and labels for "Home", "Compliance", and "Disability". The main content area has a "Tasks" section with a "Back" button and a "Notifications" section. The "Notifications" section lists several items, with the first one, "Medical Panel Request has been put under review.", highlighted by a red rectangle. The main content area also displays a message: "Dear Paul Slivinski, Your Medical Panel Request for Roberta Johnson has been put Under Review. The following questions were asked: Need more details on the job description and the attachment for the Employers Statement only had 2 of the 3 pages.."

TAUNTON Massachusetts Public Employee Retirement Administration Commission Hello, Paul . Sign Out

Tasks

Back

Dear Paul Slivinski,

Your Medical Panel Request for Roberta Johnson has been put Under Review. The following questions were asked: Need more details on the job description and the attachment for the Employers Statement only had 2 of the 3 pages..

Notifications

Medical Panel Request has been put under review.

268A Term Pledge for Peter is due by 4/24/2017.

268A Term Pledge for Gill I is due by 4/24/2017.

Annual Eligibility for Dennis is due by 4/24/2017.

Annual Eligibility for Barry I is due by 4/24/2017.

Selecting a notification will display the full notification.

Email & Notifications

- Medical Panel request under review
- Appointment Scheduled/Confirmed/Cancelled
- Medical Panel Results
- Withdrawal/Deny acknowledgement

The screenshot shows the PERAC website interface. The header includes the state name, the commission name, and the user's name. A sidebar on the left lists navigation options: Home, Disability, and Medical Panel Results. The main content area displays a notification from Paul F. Walker, stating that the medical panel review is complete and the certificates are in order. It encourages the retirement board to review the attached reports and provides a link to view the certificate. A large red box with the text 'Check Prosper Daily' is overlaid on the right side of the screenshot.



perac-mailing@per.state.ma.us

to me

Dear Marce

An appointment on 6/7/2018 at 01:30 PM for Paul I has been scheduled with William Donahue, M. D. at 123 Test ave testville MA, 11111. For your convenience, follow this link to print off the directions: <https://www.google.com/maps/dir/543+Lunn's+Way,+Plymouth,+MA+02360/123+Test+ave,+testville,+MA+11111/am=1>

CONFIDENTIALITY NOTICE This electronic message and any attachments are intended only for the addressee(s) and contains information that may be privileged and confidential. If you are not the intended recipient, please do not disseminate, distribute or copy this e-mail. If you have received this e-mail by mistake, please notify the sender immediately by e-mail. This e-mail and any files transmitted with it are confidential and intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Thank you.

These are examples of the Disability notifications. They will remain available for review for 30 days only.

Disability Home

ZZTEST PERAC

Massachusetts Public Employee Retirement Administration Commission

Hello, Chuck Zztestadm Sign Out

Home

Compliance

Disability

Disability Home

Start Medical Panel Request

Start Involuntary Panel Request

Start Disability Transmittal

+ Member Medical Panel Requests

+ Member Disability Transmittals

+ Member g1A Status: 2016

On the right side of the box you will see a history link.

Once the member has completed the Disability process, the file contents will move over to history.

You will be able to view from this link.

The Disability Home page is set up in 2 sections, Top 3 boxes will start a process, the 3 horizontal lines will contain your cases, history and information.

Medical Panel Requests

BERKSHIRE COUNTY RETIREMENT BOARD

Massachusetts Public Employee Retirement Administration Commission

Hello Board D Admin1 Sign Out

Home

Disability

Disability Home

Start Medical Panel Request

Start Involuntary Panel Request

Start Disability Transmittal

Member Medical Panel Requests

| Member Name | Request Date | Employer | Current Status |
|--------------|-----------------|----------|--------------------|
| Test1 Joint | Thu Sep 01 2016 | Co Name | Pending Scheduling |
| Test2 Joint | Thu Sep 01 2016 | Co Name | Panel Complete |
| Test3 Joint | Thu Sep 01 2016 | Co Name | Pending Scheduling |
| Test4 Joint | Thu Sep 01 2016 | Co Name | Request Submitted |
| Test5 Joint | Thu Sep 01 2016 | Co Name | Panel Complete |
| Test1 Single | Thu Sep 01 2016 | Co Name | Request Submitted |
| Test2 Single | Thu Sep 01 2016 | Co Name | Request Submitted |

Member Disability Transmittals

As you can see this will provide the member name, Date of Panel request, the employer and the current status.

Medical Panel Page

STATE

Massachusetts Public Employee Retirement Administration Commission

Hello, Theresa KerriganSign Out

Home

Disability

Medical Panel Request

Request Information

Member Name:

Lisa

Social Security #:

***_**-0000

Application Date:

7/18/2017

Panel Type:

Joint

Disability Type:

Voluntary

Voluntary Accidental

Appointment Type:

Standard Appointment

Board:

Retirement Board

Medical Condition:

Lea

Status Information

Request Submitted:

8/28/2017

Request Under Review:

Pending Scheduling:

10/16/2017

Scheduling Hold:

Appointment Scheduled:

10/16/2017

Appointment Confirmed:

11/2/2017

Appointment Complete:

11/10/2017

Results Distributed

12/5/2017

Forms

Complete

Disability Application

✓

Employer's Statement

✓

Treating Physician's Statement

✓

Physician List

✓

Medical Records

✓

Injury Report

✓

1

Official Job Description

✓

1

Appointments & Certificates

| Date | Time | Vendor | Doctor(s) | Specialty | Location | Certificate |
|-----------|---------|--------|---|---|-----------------|----------------------|
| 11/9/2017 | 4:30 PM | QME | Jay Ellis Laurence Cohen John Golberg | Orthopedic Orthopedic Neurology/Neuro Surgery | Springfield, MA | View |

To view or print
certificate(s) and
narrative(s) open this link

Medical Panel Request Page. Member information, Status of the Request, Forms submitted to PERAC. When appointments are scheduled they will update this page , When certificate/narratives are completed they will be available here as well.

PROSPER Processing

- What has not changed
 - Role of Board and PERAC
 - Information provided to the physicians
- What has changed
 - Documents will be uploaded by the Retirement Board and submitted at the time of Request
 - PROSPER will make records available to MD's at date of schedule
 - No mailing 3 copies of records

Start Medical Panel Request

The screenshot shows the BERKSHIRE system interface. The top navigation bar includes the BERKSHIRE logo, the text 'Massachusetts Public Employee Retirement Administration Commission', and user information 'Hello, Board D Admin1' with a 'Sign Out' link. A left sidebar contains icons for 'Home', 'Disability', and 'Documents'. The main content area features three buttons: 'Start Medical Panel Request', 'Start Involuntary Panel Request', and 'Start Disability Transmittal'. A red arrow points from the text 'Voluntary Involuntary' to the 'Start Medical Panel Request' button, which is also highlighted with a red rectangular border. Below the buttons are three expandable sections: '+ Member Medical Panel Requests', '+ Member Disability Transmittals', and '+ Member g1A Status: 2016'.

These buttons will only be enabled for Administrators.
Board members and chairs will not be able to start this process.
Selecting either of these will open the member information page for the member information to be entered.

Enter Member Information

BERKSHIRE COUNTY RETIREMENT BOARD Massachusetts Public Employee Retirement Administration Commission Hello Board D Admin1 Sign Out

Home Compliance Finance Disability

Medical Panel Request
Back

Disability Information

☐ Check if this panel request is for an accidental death only:
Choose all that apply: * ☐ Ordinary Disability ☐ Accidental Disability
Is this request to an Appeal or Court Decision: *

* NOTE: If multiple Accidental Disability selections are necessary, create a Medical Panel request for each selection.

Member Contact Information

Social Security # * Member
The retirement board hereby re... who applied for disability retire...
Application Date *
mm/dd/yyyy

This member has claimed total incapacity based on the following medical condition(s):*

Knee Please describe in detail

**Important!
Verify SSN before
entering!**

**Must complete the
whole page to save
the information.**

You must complete **all** fields.

Court Decisions must be attached if applicable.

Presumptions will appear in Drop Down if you choose Accidental.

Once all questions are completed a Form checklist will be created based upon the information you entered.

Enter Body part and Diagnosis (from Treating Physician's Statement)

Required Forms

| | Ordinary | Accidental | 9 Accidental Death | Involuntary Ordinary | Involuntary Accidental | heart presumptior | lung presumptions | Cancer presumption |
|---------------------------------------|----------|------------|--------------------|----------------------|------------------------|-------------------|-------------------|--------------------|
| Documents | | | | | | | | |
| Application for Disability Retirement | R | R | | | | R | R | R |
| Treating Physicians Statement | R | R | | | | R | R | R |
| Regional Medical Panel Selection Form | R | R | | | | R | R | R |
| Injury Reports | | R | | | | | | |
| Employers statement | R | R | | R | R | R | R | R |
| Official job description | R | R | | R | R | R | R | R |
| Pre-employment Physical | | | | | | R | R | R |
| Admin Court Decisions (if applicable) | R | R | | | | R | R | R |
| Medical Records | R | R | | R | R | R | R | R |
| HRD file | | | | | | | | |
| Statement of Facts | | | R | R | R | | | |
| Death Certificate | | | R | | | | | |
| Medical Panel Reports | | | R | | | | | |

Form checklist

BERKSHIRE COUNTY RETIREMENT BOARD

Massachusetts Public Employee Retirement Administration Commission

Hello Board D Admin1

Sign Out

Home

Compliance

Finance

Disability

Back

Medical Panel Request Board Admin: Board D Admin1

Request Information

Social Security #

Member

***-**-g888

james E rowe

| Forms | Assigned | Complete | Attachments |
|--------------------------------|------------------------|----------|-------------|
| Disability Application | Board Disability Admin | — | |
| Employer's Statement | Board Disability Admin | — | |
| Treating Physician's Statement | Board Disability Admin | — | |
| Physician List | Board Disability Admin | — | |
| Medical Records | Board Disability Admin | — | |

Save

Submit

A list of required Forms based upon this application will populate. The Red Complete button will remain until the form is uploaded. You are required to open and complete each section.

Medical Panel Request

The screenshot shows the 'Medical Panel Request' form in the ZZTEST PERAC system. The form is titled 'Medical Panel Request' and includes a 'Back' button. The 'Request Information' section displays the Social Security # '***-**-5634' and the Disability Type 'Ordinary Disability'. The 'Forms' section lists various forms, including 'Employer's Statement', which is currently selected. The 'Employer's Statement' form is a modal window with a title bar 'Employer's Statement' and a close button. It contains the following information: Board: Zztest PERAC, Member: sfdgsdf sfdgsd, Social Security #: ***-**-5634, and Application Type: Application for Ordinary Disability. The form has two main sections: 'Employer's Statement Form (please attach) *' and 'Employer's Statement Info *'. The first section has a text area for the employer statement form and a red circle around the 'Add Attachment' link. The second section has a text area for the essential duties and a 'Date Employment Began*' field. At the bottom of the form are 'Cancel' and 'Submit' buttons. A red box highlights the 'Attachment' pop-up window, which shows 'No file selected' and a 'Browse...' button. A red arrow points from the 'Add Attachment' link to the 'Attachment' pop-up window. A red box with white text says 'Make sure you scroll down in the pop up boxes , to make sure you have completed all fields. Must be pdf.' A blue box at the bottom of the page says 'Each section will need to be completed by the administrator. Answer all of the questions . Followed by attaching the relevant document.'

ZZTEST PERAC

Massachusetts Public Employee Retirement Administration Commission

Hello, Chuck Zztestadm Sign Out

Home

Compliance

Disability

Back

Medical Panel Request

Request Information

Social Security # ***-**-5634 Disability Type Ordinary Disability

Member sfdgsdf sfdgsd

Forms

Disability Application

Employer's Statement

Treating Physician's Statement

Physician List

Medical Records

Appeals or Court Decisions

Injury Report

Official Job Description

Employer's Statement

Board: Zztest PERAC

Member: sfdgsdf sfdgsd

Social Security #: ***-**-5634

Application Type: Application for Ordinary Disability

Employer's Statement Form (please attach) *

Please upload the employer statement form.

Add Attachment

Employer's Statement Info *

Please enter the essential duties that the applicant is required to perform in his or her current position. (From Question 1 of Employer's Statement Pertaining to Member's Application for Disability Retirement.)

Date Employment Began*

Cancel Submit

Attachment

No file selected Browse...

Make sure you scroll down in the pop up boxes , to make sure you have completed all fields. Must be pdf.

Each section will need to be completed by the administrator. Answer all of the questions . Followed by attaching the relevant document.

Medical Records

- By Facility/physician Date Range
- File size for Prosper is <15MB (approx. 200 pages)
- Pdf format
- Name of file
- Facility(physician) 2015-2017 part 1
- Facility(physician) 2015-2017 part 2
- Example
 - Mass General Hosp 2012-2017 part 1
 - Mass General Hosp 2012-2017 part 2
 - Dr. Doctor 2003-2017
 - Get Well Physical Therapy Jan-June 2012

IMPORTANT!

Make sure to include date ranges.

Last 5 years of medical records.

Medical Panel Request

STATE

Massachusetts Public Employee Retirement Administration Commission

Hello, Theresa | Sign Out

Home

Disability

Back

Involuntary Medical Panel Request

Request Information

Social Security #

***-**-0000

isability Type

Ordinary Disability

Member

Karen Rowe

History

| Forms | Assigned | Complete | Attachments |
|------------------------------------|------------------|----------|-------------|
| Employer's Statement | Disability Admin | — | |
| Medical Records | Disability Admin | — | |
| Involuntary Retirement Application | Disability Admin | — | |
| Other Documents | | | |
| Injury Report | | | |

Withdraw

Deny

Submit

Do not include medical records!

Other Documents DO NOT get sent to the Dr.'s, please make sure any medical records are attached to the Medical Records section!!

Medical Panel Request

BERKSHIRE COUNTY RETIREMENT BOARD

Massachusetts Public Employee Retirement Administration Commission

Hello Board D Admin1

Sign Out

Home

Compliance

Finance

Disability

Back

Medical Panel Request Board Admin: Board D Admin1

Request Information

Social Security #

Member

***-**-9888

james E rowe

| Forms | Assigned | Complete | Attachments |
|--------------------------------|------------------------|----------|-------------|
| Disability Application | Board Disability Admin | — | |
| Employer's Statement | Board Disability Admin | — | |
| Treating Physician's Statement | Board Disability Admin | — | |
| Physician List | Board Disability Admin | — | |
| Medical Records | Board Disability Admin | — | |

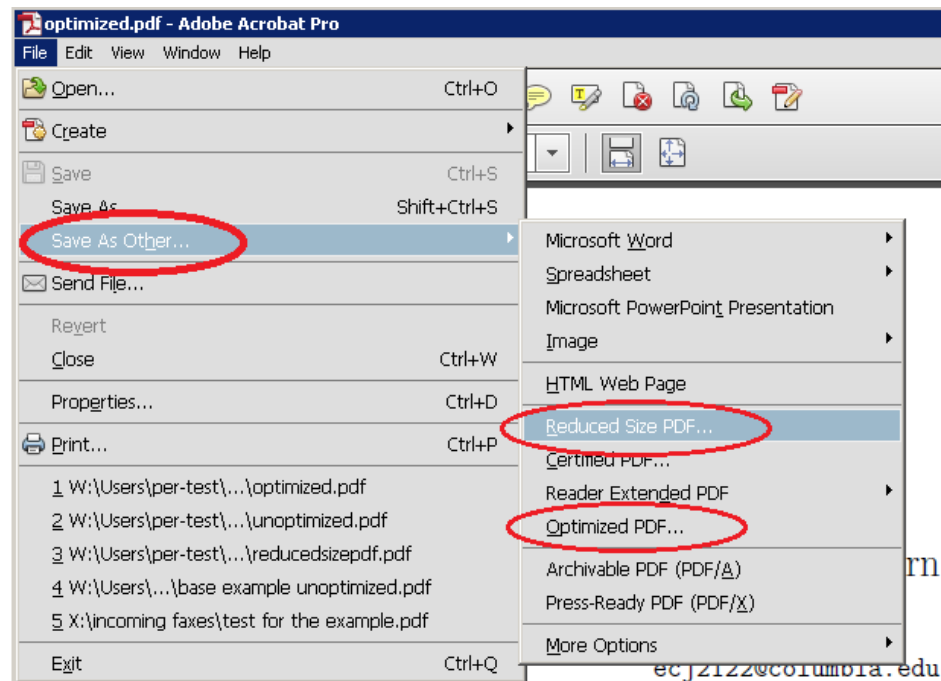
Save

Submit

Please provide a complete list of all physicians to avoid having to re-schedule panels.

Scanning Guidelines

- Incorrectly configured scanners or scanning software can create a file significantly larger than it should be (remember, all files must be < 15MB)
- Not every scanner and its software have the same options. The following options are recommendations*:
 - **Scan with a DPI setting of 300**
 - **Scan documents as black and white (not color or greyscale)**
 - **As a general rule, aim for less than 200 pages if possible**
 - **(Acrobat) save as “Optimized PDF”**
 - **(Acrobat) save as “Reduced Size PDF”**



* IMPORTANT: Refer to your local IT staff for scanning support. PERAC cannot provide technical support for scanners or related software.

Medical Panel Request

Employer's Statement

 **ERROR:**

- There are some errors, please correct them below:
- The field Essential Duties is required.
- The field Employment Began is required.

Board:

Zztest PERAC

Member:

sfdgsdf sdfgsd

Social Security #:

***-**-5634

Application Type:

Application for Ordinary Disability

—

Employer's Statement Form (please attach) *

Please upload the employer statement form.

Add Attachment

If required information is missing an error message will appear.

Medical Panel Request

BERKSHIRE COUNTY RETIREMENT BOARD

Massachusetts Public Employee Retirement Administration Commission

Hello, Board D Admin1 Sign Out

Home

Disability

Back

Medical Panel Request Board Admin: Board D Admin1

Request Information

Social Security # ***-**-2342
Member Renee Member1

| Forms | Assigned | Complete | Attachments |
|--------------------------------|------------------------|----------|-------------|
| Disability Application | Board Disability Admin | ✓ | 1 |
| Employer's Statement | Board Disability Admin | ✓ | 1 |
| Treating Physician's Statement | Board Disability Admin | ✓ | 1 |
| Physician List | Board Disability Admin | ✓ | |
| Medical Records | Board Disability Admin | ✓ | 1 |

Save

Submit

Once all forms are complete and documents attached the request can be submitted.

Medical Panel Request

BERKSHIRE COUNTY RETIREMENT BOARD

Massachusetts Public Employee Retirement Administration Commission

Hello, Board D Admin1Sign Out

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Medical Panel Request Board Admin: Board D Admin1

Request Information

Social Security # ***-**-2342
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|--|------------------------|----------|-------------|
| Disability Application | Board Disability Admin | ✓ | 1 |
| Employer's Statement | Board Disability Admin | ✓ | 1 |
| Treating Physician's Statement | Board Disability Admin | ✓ | 1 |
| Physician List | Board Disability Admin | ✓ | |
| Medical Records | Board Disability Admin | ✓ | 1 |

By entering my name, checking the Electronic Signature box, and clicking on the buttons, I certify under the penalty of perjury that the information provided herein is true and complete to the best of my knowledge

| First Name * | MI | Last Name * | Suffix |
|--------------|----|-------------|--------|
| Board | D | Admin1 | |

The electronic signature must match the name Board D Admin1.

☒ I acknowledge that I am electronically signing this form *

This form was signed and submitted on 9/30/2016 at 8:58 AM by Board D Admin1

The administrator is required to electronically sign the request before submission to PERAC. It is expected that the board will submit the request for a medical panel when a complete medical record has been obtained. You cannot add additional medical's once the request has been submitted to PERAC.

Medical Panel Request

STATE

Massachusetts Public Employee Retirement Administration Commission

Hello, Theresa Kerrigan

Sign Out

Home

Disability

| Forms | Assigned | Complete | Attachments |
|--|------------------|----------|-------------|
| Back | Disability Admin | ✓ | 1 |
| Application | | | |
| Employer's Statement | Disability Admin | ✓ | 1 |
| Treating Physician's Statement | Disability Admin | ✓ | 1 |
| Physician List | Disability Admin | ✓ | |
| Medical Records | Disability Admin | ✓ | 1 |
| Injury Report | Disability Admin | | |
| Official Job Description | Disability Admin | | |

By entering my name, checking the Electronic Signature box, and clicking on the buttons, I certify under the penalty knowledge.

| | | | |
|--------------------|-----------|-------------------|---------------|
| First Name* | MI | Last Name* | Suffix |
| Theresa | | Kerrigan | |

The electronic signature must match the name Theresa Kerrigan

☒ I acknowledge that I am electronically signing this form*

✓ **COMPLETE:** This form was signed and submitted on 6/7/2018 at 11:55 AM by Theresa Kerrigan

Once submitted you cannot add documents (such as additional medicals)

Once the request has been submitted to PERAC a complete banner will appear to confirm

MP Under Review

BERKSHIRE COUNTY RETIREMENT BOARD

Massachusetts Public Employee Retirement Administration Commission

Hello, Board D Admin

Sign Out

Home

Disability

Documents

Back

ALERT:

Perac D User1 on 2/20/2017 at 12:06 PM

Dear Board Admin,

Your Medical Panel Request has been put Under Review. The following questions were asked: Please provide additional information on the member's Injury report. The report does not provide enough detail on how the member was involved.

Medical Panel Request

Request Information

Social Security #

***-**-4573

Member

David Peterson

| Forms | Assigned | Complete | |
|--------------------------------|------------------------|-------------|--------------|
| Disability Application | Board Disability Admin | <div></div> | |
| Employer's Statement | Board Disability Admin | <div></div> | |
| Treating Physician's Statement | Board Disability Admin | <div></div> | <div>1</div> |
| Physician List | Board Disability Admin | <div></div> | |
| Medical Records | Board Disability Admin | <div></div> | <div>1</div> |
| Injury Report | Board Disability Admin | <div></div> | <div>1</div> |
| Official Job Description | Board Disability Admin | <div></div> | <div>1</div> |

Submit

You will receive a notification on your home page.
Go to Member list
Open the Case

If there is any missing fields or additional information needed by PERAC the request can be put under review. A notification will be sent with specifics about what information is needed.

MP deny/withdraw

BERKSHIRE COUNTY RETIREMENT BOARDMassachusetts Public Employee Retirement Administration CommissionHello Board D Admin1Sign Out

HomeComplianceFinanceDisability

Back

Medical Panel Request Board Admin: Board D Admin1

Request Information

Social Security #
Member****-**-g888
james E rowe

| Forms | Assigned | Complete |
|--------------------------------|------------------------|----------|
| Disability Application | Board Disability Admin | - |
| Employer's Statement | Board Disability Admin | - |
| Treating Physician's Statement | Board Disability Admin | - |
| Physician List | Board Disability Admin | - |
| Medical Records | Board Disability Admin | - |

SaveSubmit

WithdrawDeny

Before submitting
After submitting

Medical Panel requests that have NOT been submitted to PERAC can be Withdrawn or Denied at the board level at any time.
If the request was already submitted to PERAC, please send letter/notification to remove from PERAC.

Withdraw/Deny

Request not submitted to PERAC

The screenshot shows the 'Disability Transmittal Request' page in the ZZTEST PERAC system. A modal dialog titled 'Disability Transmittal Withdrawal' is open, displaying the following information:

- Board: Zttest PERAC
- Member: Seth Brojeski
- Social Security #: ***-**-4386
- Application Type: Application for Medical Panel

The dialog includes a section for 'Withdrawal Letter (please attach)' with a prompt 'Please upload the full document' and an 'Add Attachment' link. At the bottom of the dialog are 'Cancel' and 'Submit' buttons.

The background page shows the 'Request Information' section with the text 'Accidental Disability Transmittal Request for:' and 'Social Security #: ***-**-4386'. Below this is a table titled 'Disability Transmittal Documents' with columns for 'Forms', 'Assigned', 'Complete', and 'Attachments'. The table lists several forms, including 'Description of Essential Duties', 'Employer Statement', and 'Letter from Employer Terminating Position', all of which are marked as 'Complete' with a red minus sign in the 'Complete' column.

The screenshot shows the 'Disability Transmittal Request' page in the ZZTEST PERAC system. A green banner at the top of the page reads: 'COMPLETE: This Disability Transmittal was canceled on 11/30/2017 at 8:43 AM by Chuck Zttestadm'. Below the banner, the 'Request Information' section displays 'Accidental Disability Transmittal Request for:' and 'Social Security #: ***-**-4386'.

The 'Disability Transmittal Documents' section shows a table with columns for 'Forms', 'Assigned', 'Complete', and 'Attachments'. The table lists several forms, including 'Description of Essential Duties', 'Employer Statement', and 'Letter from Employer Terminating Position', all of which are marked as 'Complete' with a red minus sign in the 'Complete' column.

A Withdrawal or Denial letter has to be attached. PERAC receives the letter for review, forms that have been completed and or attached will be discarded. Once the letter has been submitted, a complete banner will appear verifying the submission has been cancelled.

Withdraw/Deny

Request not submitted to PERAC

ZZTEST PERAC

Massachusetts Public Employee Retirement Administration Commission

Hello, Chuck ZztestadmSign Out

Home

Compliance

Disability

Documents

Panel Request

Involuntary Panel Request

Disability Transmittal

+ Member Medical Panel Requests

+ Member Disability Transmittals

+ Member CME Reviews

+ Member g1A Status: 2016

Note

Additional processing lines

- Withdrawal/Denial

| Member Name | Process | Cancellation Type | Date | Acknowledgement Date |
|----------------|------------------------|-------------------|------------|----------------------|
| Aaron Rodgers | Medical Panel | Withdraw | 11/29/2017 | 11/29/2017 |
| Coburn Jules | Medical Panel | Withdraw | 10/13/2017 | 10/13/2017 |
| Karen rowe | Medical Panel | Withdraw | 11/29/2017 | |
| Seth Brojeski | Disability Transmittal | Withdraw | 11/30/2017 | |
| Sharman Shyama | Medical Panel | Withdraw | 10/11/2017 | 10/11/2017 |
| Test Ordinary | Disability Transmittal | Withdraw | 10/13/2017 | 10/13/2017 |

Once the Withdraw or Deny has been submitted, the member will move from the Medical Panel Request section to the Withdraw/Denial section. Once PERAC has acknowledged the Withdraw or Deny, the date will display in the Acknowledgement Date column.

Withdraw/Deny

Request submitted to PERAC

ZZTEST PERAC Massachusetts Public Employee Retirement Administration Commission Hello, Chuck Zztestadm Sign Out

+ Member Medical Panel Requests

+ Member Disability Transmittals

+ Member CME Reviews

+ Member g1A Status: 2016

- Withdrawal/Denial

| Member Name ▲ | Process | Cancellation Type | Date | Acknowledgement Date |
|-----------------|------------------------|-------------------|------------|----------------------|
| Sharma Shyama | Medical Panel | Withdraw | 10/11/2017 | 10/11/2017 |
| Stacy Anderson | Disability Transmittal | Withdraw | 11/30/2017 | 11/30/2017 |
| Test Ordinary | Disability Transmittal | Withdraw | 10/13/2017 | 10/13/2017 |
| TestDT Deny | Disability Transmittal | Deny | 10/11/2017 | 10/23/2017 |
| TestDT Withdraw | Disability Transmittal | Withdraw | 10/11/2017 | |
| Traves Wilfred | Medical Panel | Withdraw | 10/20/2017 | 10/20/2017 |

Once PERAC receives and processes the Withdraw letter, the member will move from the Disability Transmittal section to the Withdrawal/Denial section.

Scheduled Appointment

BOSTON Massachusetts Public Employee Retirement Administration Commission Hello, Michael Sign Out

Home Compliance Disability

Disability Home

Start Medical Panel Request Start Involuntary Panel Request Start Disability Transmittal

Member Medical Panel Requests

| Member Name | Request Date |
|-------------|--------------|
| Ruben | 12/12/2016 |
| Kevin | 7/19/2017 |
| Madelyn | 3/23/2017 |
| David | 4/24/2018 |
| Roy | 7/17/2017 |
| Christine | 6/19/2017 |
| Kenya | 5/23/2016 |

Appointments & Certificates

| Date | Time | Vendor | Doctor(s) | Specialty | Location | Certificate |
|-----------|---------|-----------------------|---|---|---------------|-------------|
| 6/29/2018 | 1:30 PM | Thomas Sciascia, M.D. | Michele Masi Melvyn Lurie Thomas Sciascia | Neurology/Neuro Surgery Neurology/Neuro Surgery Psychiatric | Cambridge, MA | |

You will see the action on the Home page as a Notification Status change on Process Line and Apt. details in the Member Screen

For member appointments that have been scheduled, the dates and times can be seen in the member information.

Certificate Results

BOSTON Massachusetts Public Employee Retirement Administration Commission

Home
Compliance
Disability

**You will see the action on the Home page as a Notification
Status change on Process line
And Certificate on Apt. details in the Member Screen**

Appointment C
Results Distribu

Complete

Treating Physician's Statement

Physician List

Medical Records

Official Job Description

Appointments & Certificates

| Date | Time | Vendor | Doctor(s) | Specialty | Location | Certificate |
|-----------|---------|-------------|---|--|------------|----------------------|
| 4/25/2018 | 1:00 PM | Awtry, M.D. | Robert Ellison Madhusadan Thakur Eric Awtry | Cardiology Cardiology Cardiology | Boston, MA | View |

Certificate

Did the medical panel receive and review medical records identified on the transmittal of background information to a regional medical panel form prior to rendering a medical opinion in this case?

☒ Yes ☐ No

Please list any records not listed on the transmittal of background information to a regional medical panel form, which the panel reviewed.

Is the member mentally or physically incapable of performing the essential duties of his or her job as described in the current job description?

☒ Yes ☐ No

Is said incapacity likely to be permanent?

☒ Yes ☐ No

Was there a dissenting opinion?

☐ Yes ☒ No

Regional Medical Panel Certificate & Narrative History

Certificate 1

Narrative 1

Additional Information (optional)

Close

Certificate Results can be viewed by selecting the member from the list then clicking on the 'View' link. A pop-up with the information will appear along with the paper forms. Selecting the paper icons will open the saved forms in a new tab.