How to object to your summary rating

A summary rating is a document issued by the Disability Evaluation Unit that turns a doctor’s report about your injury into a permanent disability rating. Summary ratings are given out after all qualified medical evaluator (QME) exams and after treating doctor exams, when requested. See I&A guide 2 for more information on requesting a QME exam.

Complete this form if you believe your summary rating is wrong. This form can also be completed at http://www.dir.ca.gov/dwc/FORMS/EAMS%20Forms/DEU/DEU103.pdf.

There are only four reasons to file this request, so follow the instructions carefully. If your reason isn’t within one of the four, your request will be denied and your case will be delayed. Disagreeing with the QME or your doctor’s conclusion is not a reason to object to the summary rating.

You must submit your request within 30 days of receiving the rating.

Along with the form, attach copies of:

1. The summary rating determination
2. The QME or your doctor’s report
3. Any other information that supports your request.

Keep a copy of the request for your records and send the original to:

Administrative Director - Division of Workers’ Compensation
P. O. Box 420603
San Francisco, CA 94142
Attn: Summary rating reconsideration

You must complete the proof of service at the bottom of the form and you must send a copy to the insurance company.

✓ Request for Reconsideration of Summary Rating by the Administrative Director
✓ Proof of Service

If you need help, call an Information and Assistance (I&A) office, or attend a workshop for injured workers. The local I&A phone numbers are attached to this guide. You can get information on a local workshop from the I&A office or on the Web at www.dwc.ca.gov.
The information contained in this guide is general in nature and is not intended as a substitute for legal advice. Changes in the law or the specific facts of your case may result in legal interpretations different than those present here.

When sending documents to a district office, please make sure they are not folded or stapled. Send them in a large manila envelope. Please see the EAMS OCR forms handbook for further instructions.
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<tr>
<th>District Office</th>
<th>Address</th>
<th>Phone Number</th>
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<tr>
<td><strong>ANAHEIM, 92806-2131</strong></td>
<td>1065 N PacificCenter Drive, Suite 170</td>
<td>(714) 414-1800</td>
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<td>Information &amp; Assistance Unit</td>
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<td><strong>Bakersfield, 93301-1929</strong></td>
<td>1800 30th Street, Suite 100</td>
<td>(661) 395-2514</td>
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<td>**Eureka, 95501-0481 * Satellite office * **</td>
<td>100 “H” Street, Suite 202</td>
<td>(707) 441-5723</td>
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<td><strong>Fresno, 93721-2219</strong></td>
<td>2550 Mariposa Street, Suite 4078</td>
<td>(559) 445-5355</td>
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<td><strong>Los Angeles, 90013-1105</strong></td>
<td>320 W 4th Street, Suite 200</td>
<td>(213) 576-7389</td>
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<td><strong>Marina del Rey, 90292-6902</strong></td>
<td>4720 Lincoln Boulevard, 2nd and 3rd floors</td>
<td>(310) 482-3858</td>
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<td>(510) 622-2861</td>
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<td>1901 N Rice Avenue, Suite 100</td>
<td>(805) 485-3528</td>
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<td><strong>Pomona, 91768-1653</strong></td>
<td>732 Corporate Center Drive</td>
<td>(909) 623-8568</td>
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<td><strong>Redding, 96002</strong></td>
<td>250 Hemsted Drive, 2nd Floor, Ste. B</td>
<td>(530) 225-2047</td>
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<td><strong>Riverside, 92501-3337</strong></td>
<td>3737 Main Street, Suite 300</td>
<td>(951) 782-4347</td>
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<td><strong>Sacramento, 95834-2962</strong></td>
<td>160 Promenade Circle, Suite 300</td>
<td>(916) 928-3158</td>
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<td><strong>Salinas, 93906-2204</strong></td>
<td>1880 N Main Street, Suites 100 &amp; 200</td>
<td>(831) 443-3058</td>
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<td>(909) 383-4522</td>
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<td><strong>San Diego, 92108-4424</strong></td>
<td>7575 Metropolitan Drive, Suite 202</td>
<td>(619) 767-2082</td>
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<td><strong>San Francisco, 94102-7014</strong></td>
<td>455 Golden Gate Avenue, 2nd Floor</td>
<td>(415) 703-5020</td>
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<td>100 Paseo de San Antonio, Suite 241</td>
<td>(408) 277-1292</td>
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<td>605 W Santa Ana Boulevard, Bldg 28, Suite 451</td>
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<td>**Santa Barbara, 93101-7538 * Satellite office * **</td>
<td>411 E Canon Perdido Street, Suite 2</td>
<td>(805) 884-1988</td>
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<td>50 “D” Street, Suite 420</td>
<td>(707) 576-2452</td>
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<td><strong>Stockton, 94202-2314</strong></td>
<td>31 E Channel Street, Suite 344</td>
<td>(209) 948-7980</td>
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<td><strong>Van Nuys, 91401-337</strong></td>
<td>6150 Van Nuys Boulevard, Suite 105</td>
<td>(818) 901-5374</td>
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Rev. 4/15
This form may be used by an unrepresented employee or his or her employer to request that the Administrative Director determine whether a permanent disability rating issued by the Disability Evaluation Unit should be reconsidered pursuant to Labor Code section 4061(g).

A request for reconsideration may be granted if it is shown that the Qualified Medical Evaluator (QME) or Primary Treating Physician (PTP) has failed to address all issues, failed to completely address issues, failed to follow the medical evaluation procedures promulgated by the Administrative Director, or if the rating was incorrectly calculated. This procedure is applicable only to injuries occurring on or after 1/1/91. Please verify that you sent a copy of this request to the other party (employee or claims administrator) by filling out the proof of service below after reading the instructions on the reverse side.

*This request must be submitted within thirty (30) days of receipt of the rating.*

**SEND TO:** Administrative Director  
Division of Workers' Compensation  
Attn: Summary Rating Reconsideration  
P.O. Box 420603  
San Francisco, CA 94142

**INCLUDE:**
1. This completed form;
2. Other information supporting the request.

---

**Employee**

First Name

MI

Last Name

Street Address 1/PO Box (Please leave blank spaces between numbers, names or words)

Street Address 2/PO Box (Please leave blank spaces between numbers, names or words)

International Address (Please leave blank spaces between numbers, names or words)

City

State

Zip Code

---

**Employer / Adjusting Agency**

Name (Please leave blank spaces between numbers, names or words)

Street Address 1/PO Box (Please leave blank spaces between numbers, names or words)

City

State

Zip Code
Reconsideration of Summary Rating is being requested by:

☐ Injured worker ☐ Employer/Adjusting Agency

Name

PROOF OF SERVICE BY MAIL (Instructions on next page)

On _______________, I served a copy of this Request for Reconsideration of Summary Rating on

_________________________________________________________

Address ____________________________________________

City __________________________ State ___ Zip Code ______

by placing a true copy enclosed in a sealed envelope with postage fully prepaid, and deposited in the U.S. Mail. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature

DWC-AD form103 (DEU) Page 2 (Rev. 11/2008) DEU103
INSTRUCTIONS FOR COMPLETING THE PROOF OF SERVICE BY MAIL

Complete the Proof of Service By Mail

PROOF OF SERVICE BY MAIL (SAMPLE)

On ____________ MM/DD/YYYY I served a copy of this Request for Reconsideration of Summary Rating on ____________________________

(name of employee or claims administrator)

________________________________________________________

Address/PO Box (Please leave blank spaces between numbers, names or words)

City State Zip Code

by placing a true copy enclosed in a sealed envelope with postage fully prepaid, and deposited in the U.S. Mail. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature ____________________________________________

# 1

# 2

# 3

# 4

1) List on line #1 the date on which you mailed this form.

2) If you are the Injured Employee, list on line #2 the name of the Insurance Carrier or Claims Adjusting Agency handling your case. If you are the Insurance Carrier/Claims Adjusting Agency, list the name of the Injured Employee.

3) List on line #3 the mailing address for the Insurance Carrier/Claims Adjusting Agency or Injured Employee you listed on line #2.

4) Sign your name on line #4.
DIVISION OF WORKERS’ COMPENSATION
REQUEST FOR RECONSIDERATION OF SUMMARY RATING
BY THE ADMINISTRATIVE DIRECTOR

This form may be used by an unrepresented employee or his or her employer to request that the Administrative Director determine whether a permanent disability rating issued by the Disability Evaluation Unit should be reconsidered pursuant to Labor Code section 4061(g).

A request for reconsideration may be granted if it is shown that the Qualified Medical Evaluator (QME) or Primary Treating Physician (PTP) has failed to address all issues, failed to completely address issues, failed to follow the medical evaluation procedures promulgated by the Administrative Director, or if the rating was incorrectly calculated. This procedure is applicable only to injuries occurring on or after 1/1/91. Please verify that you sent a copy of this request to the other party (employee or claims administrator) by filling out the proof of service below after reading the instructions on the reverse side.

This request must be submitted within thirty (30) days of receipt of the rating.

SEND TO: Administrative Director
Division of Workers’ Compensation
Attn: Summary Rating Reconsideration
P.O. Box 420603
San Francisco, CA 94142

INCLUDE:
(1) This completed form;
(2) Other information supporting the request.

Employee

YOUR FIRST NAME
First Name

YOUR LAST NAME
Last Name

YOUR MAILING ADDRESS
Street Address 1/PO Box (Please leave blank spaces between numbers, names or words)

Street Address 2/PO Box (Please leave blank spaces between numbers, names or words)

International Address (Please leave blank spaces between numbers, names or words)

YOUR CITY
City

Employer / Adjusting Agency

CLAIMS ADMINISTRATOR - USE UNIFORM ASSIGNED NAME
Name (Please leave blank spaces between numbers, names or words)

CLAIMS ADMINISTRATOR ADDRESS
Street Address 1/PO Box (Please leave blank spaces between numbers, names or words)

CLAIMS ADMINISTRATOR CITY
City
Reason(s) for Request: (Check reason and explain below. Attach additional sheets if necessary.)

☐ QME/PTP failed to address all issues  ☐ QME/PTP failed to completely address issues

☐ Evaluation procedures not followed by QME/PTP  ☐ Rating was incorrectly calculated

Explanation

[List Reasons Why You Are Objecting to the Rating Issued]

Reconsideration of Summary Rating is being requested by:

☐ Injured worker  ☐ Employer/Adjusting Agency

Name

Proof of Service by Mail (Instructions on next page)

On [DATE MAILED], I served a copy of this Request for Reconsideration of Summary Rating on [NAME OF CLAIMS ADMINISTRATOR]

Address [CLAIMS ADMINISTRATOR ADDRESS]

[CLAIMS ADMINISTRATOR CITY]

City State Zip Code

by placing a true copy enclosed in a sealed envelope with postage fully prepaid, and deposited in the U.S. Mail. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Your Signature

Signature

DWC-AD form103 (DEU) Page 2 (Rev. 11/2008)
INSTRUCTIONS FOR COMPLETING THE PROOF OF SERVICE BY MAIL

Complete the Proof of Service By Mail

PROOF OF SERVICE BY MAIL (SAMPLE)

On ________________________________  # 1

I served a copy of this Request for Reconsideration of Summary Rating on

_________________________________________  # 2

(name of employee or claims administrator)

_________________________________________  # 3

Address/PO Box (Please leave blank spaces between numbers, names or words)

City ___________________________________ State _______ Zip Code ____________

by placing a true copy enclosed in a sealed envelope with postage fully prepaid, and deposited in the U.S. Mail. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature ___________________________________________  # 4

1) List on line #1 the date on which you mailed this form.

2) If you are the Injured Employee, list on line #2 the name of the Insurance Carrier or Claims Adjusting Agency handling your case. If you are the Insurance Carrier/Claims Adjusting Agency, list the name of the Injured Employee.

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