Division of Workers' Compensation

EAMS Electronic Adjudication Management System

CA Department of Industrial Relations

EAMS e-forms Trial Participant Training
March 4, 2011

Attendance

- ONE EMAIL FROM EITHER THE PRIMARY OR THE ALTERNATE ADMINISTRATOR
- PUT YOUR UAN – QUASI-UAN AND YOUR NAME IN THE SUBJECT LINE
- SEND TO: CRU@DIR.CA.GOV
- FAILURE TO DO SO BY 9:25 A.M. WILL PREVENT YOU FROM E-FILING

Agenda

- Introduction
- Overview of the e-forms Trial
- e-form Filing
- EAMS Help Desk
- The Unprocessed Document Queue
- Tips & Tricks from Current e-form Users
- Q&A

Q & A Process

- Write down your questions – leave room for answers
- Note your main question – ask it first
- Press *1 if you want to ask a question
  - Our Moderator will be connecting you in order
- Each administrator will be able to ask 1 question initially
  - If you have more, press *1 to get back in the queue
- Listen carefully to each question
  - Many of yours will be answered as we go
- If you have more, press *1 to get back in the queue

Overview of the e-forms Trial

- Purposes of trial
- Test e-forms functionality in EAMS
- Reduce paper flow into system
- Expedite form filing
- Refine proposed regulations
- First round began September 22, 2008 & this is Round 13
- Ends when e-forms regulations become effective

Attendance

- ONE EMAIL FROM EITHER THE PRIMARY OR THE ALTERNATE ADMINISTRATOR
- PUT YOUR UAN – QUASI-UAN AND YOUR NAME IN THE SUBJECT LINE
- SEND TO: CRU@DIR.CA.GOV
- FAILURE TO DO SO BY 9:25 A.M. WILL PREVENT YOU FROM E-FILING

Website links

- Main EAMS Page
  - www.dwc.ca.gov/eams
- Uniform Assigned Name (UAN) Online Database
  - http://www.dir.ca.gov/DWC/eams/EAMS-LC/EAMS_ClaimsAdmins_Reps.htm
- Public Case Information Search
  - Information http://www.dir.ca.gov/dwc/eams/EAMS_PublicInformationSearch.htm
  - Search https://eams.dwc.ca.gov/WebEnhancement/
- At the bottom of the EAMS main page is a section titled “Working In EAMS” where you will find the links to the UAN and the EAMS Case Number Lookup Tool as well

NEW – Web Access

- Here NOW!
- First place to look to prepare for your filing
- Search case information on all cases
  - Search by Case Number or Injured Worker
  - Results include:
    - Case Participants with address (not injured worker_
    - Body Parts
    - Current WCJ, Venue (Case Location), Case Number
    - Next Hearing Date
    - Will show if there is DEU Product and if case is archived
    - Case Events

Trial Registration

- Organization
- Person
- User
- Administrator
- Alternate administrator

Logons

- Username
- Password
- Only 1 person in your office can be logged in at a time

e-forms Only

- For duration of participation
- Except documents completed at District Office or otherwise specified, e.g. DOR for satellite District Office, Regular DOR if e-form filing not successful, DOR for asbestos cases

Civil Code Section 1798 Compliance

- Maintain reasonable security procedures and practices
- Promptly disclose any breach OR potential breach
  - To resident whose information compromised
  - To DWC

Administrator and Alternate Responsibilities

- Enforce contract conditions
- Retain verification of completion of CBT
- Security, procedures, training and supervision
- Report and disclose actual or potential breach
- First level support
- Assist and participate with DWC

Uniform Assigned Names

- Court administrator regulation section 10217 (b)
- Claims administrators' offices
- Representatives' offices
- Name = name/location combination
- Assigned by DWC
- Posted on Website & updated daily

Uniform Assigned Names – cont'd

- Don't make up your own
- Use only those from the online database list
- Use for ALL case participants that have a UAN
  - Law firms
  - Lien claimant representatives' offices
  - CLAIMS ADMINISTRATORS' OFFICES
- Must list their address exactly as listed in the database
- If you don't have a UAN for an entity that should, get it <u>before</u> you file – don't just leave it blank
- If you have a problem with an entity getting them to register, email CRU@DIR.CA.GOV

Registration

- Central Registration Unit (CRU)
- E-mail CRU@DIR.CA.GOV
- Fax 1-888-822-9309
- New offices and **changes**
- Preferred method of service
- Change in **Handling Location**
- Remember, it is not just your UAN, but also the UAN for all other such entities on the e-Form

EAMS claims administrator and representatives' offices - Windows Internet Explorer

DIR http://www.dir.ca.gov/dwc/EAMS/EAMS-LC/EAMS_ClaimsAdmins_Reps.htm

zenith insurance company

Edit View Favorites Tools Help

Favorites remodelista Home design an... MSN My MSN MSN Money MSN Entertainment MSNBC Free Hotmail DIR Informational Intranet Bing™ Traffic

DIR DWC EAMS representatives' ... DIR DWC EAMS claims adminis...

Page Safety

Welcome to the California
DEPARTMENT OF INDUSTRIAL RELATIONS

Labor Law | Cal/OSHA | Workers' Comp | Apprenticeship | Statistics & Research | Mediation | Boards | Media

ed Worker | Employer | EAMS | A - Z Index | I&A | Claims Adjudication | DEU | Medical Unit | RRTW | Special Funds

NT TO . . .

arch for an active
rkers' comp case
ow my rights
ow what to do when I get
t on the job
d a fact sheet or I&A
ide
d a form
d a publication
d a report
d a DWC office
ntact DWC
rticipate in DWC
emaking
rticipate in a DWC forum
rticipate in a WCAB
um

S

orkers' Compensation
peals Board
mmission on Health
d Safety and Workers'
mpensation
partment of Insurance

Division of Workers' Compensation - Electronic Adjudication Management System (EAMS) claims administrators' offices and representatives' offices

EAMS Electronic Adjudication Management System

Click to search claims administrators' offices or representatives' offices

Choose one

Database search instructions

Download tab-separated files for claims administrators' offices or representatives' offices

UEBTF office listing

Uniform assigned names for claims administrators' offices and representatives' offices

Forms filed in the Electronic Adjudication Management System (EAMS) automatically create new workers' compensation case files or open existing case files. Part of this automated process involves associating the related parties to their cases. To ensure that parties are properly associated to cases in EAMS, a uniform naming convention was created for claims administrators and representatives by the DWC. Claims administrators are insurance carriers who self-administer claims, third party administrators, and self-insured self-administered employers. Representatives are attorney and non-attorney representatives.

Uniform names for claims administrators' offices and representatives' offices are assigned by the DWC.

Anyone filing a form in EAMS—be they an injured worker, a claims administrator, an attorney, a lien claimant or other—must use the uniform assigned name to identify the claims administrator or representative in the case for which they are filing. The other case parties do not currently have uniform assigned names.

The naming convention

Claims administrators' offices are assigned a name for each office, not a name for each entity for which claims are administered. To fit within the available space, names have been abbreviated. Law firm names include no more than the first two principals' last names. Sole practitioners are listed by their first name and then last name, unless they use only their last name as their trade name, or always use their first initial.

VC EAMS claims administrators' offices search - Windows Internet Explorer

DIR http://www.dir.ca.gov/DWC/EAMS/EAMS-LC/EAMSClaimsAdmins.asp

zenith insurance company

Edit View Favorites Tools Help

Favorites remodelista Home design an... MSN My MSN MSN Money MSN Entertainment MSNBC Free Hotmail DIR Informational Intranet Bing™ Traffic

DIR DWC EAMS representatives' ... DIR DWC EAMS claims adminis...

Page Safety

R Labor Law Cal/OSHA Workers' Comp Apprenticeship Statistics & Research Mediation Boards Media

red Worker Employer EAMS A - Z Index I&A Claims Adjudication DEU Medical Unit RRTW Special Funds

ANT TO . . .

Search for an active workers' comp case

Know my rights

Know what to do when I get urt on the job

Find a fact sheet or I&A uide

Find a form

Find a publi

Find a rep t

Find a DW ffice

Contact DWC

Participate in DWC ulemaking

Partici m

Partici

orum

Get results

KS

Workers' Compensation Appeals Board

Commission on Health nd Safety and Workers' Compensation

Department of Insurance

Employment Development Department

DWC EAMS - claims administrators' offices search

Back to claims administrators' offices and representatives' offices page.

Type in search criteria

The best way to search is with the 5-digit ZIP Code for the mailing address of the claims administrator's office.

Claims' administrators' search criteria Submit Search Clear Form

EAMS No	Name	Addr 1	Addr 2	City	State	zip
	zenith					

List of claims administrators' offices

EAMS No	Name	Address Line 1	Address Line 2	City	State	ZIP	Phone	Service	Updated
3760076	ZENITH FRESNO	PO BOX 12546		FRESNO	CA	93778	(800) 508-9910	US Mail	2/3/2009 10:13:00 AM
5031246	ZENITH ORANGE	PO BOX 9055		VAN NUYS	CA	91409	(714) 705-2300	US Mail	2/18/2009 9:51:00 AM
4395865	ZENITH PLEASANTON	PO BOX 8002		PLEASANTON	CA	94588		US Mail	8/17/2008 6:02:00 PM
4396356	ZENITH SACRAMENTO	1601 RESPONSE RD	STE 200	SACRAMENTO	CA	95815		US Mail	8/17/2008 6:02:00 PM
4293520	ZENITH SAN DIEGO	7676 HAZARD CENTER DR	STE 1200	SAN DIEGO	CA	92108		US Mail	8/17/2008 6:02:00 PM
4833077	ZENITH WOODLAND HILLS	PO BOX 9055		VAN NUYS	CA	91409	(818) 713-1000	US Mail	10/10/2008 1:54:00 PM

Record count: 6

DWC EAMS representatives' offices search - Windows Internet Explorer

http://www.dir.ca.gov/DWC/EAMS/EAMS-LC/EAMSReps.asp

DIR Labor Law Cal/OSHA Workers' Comp Apprenticeship Statistics & Research Mediation Boards Media

Injured Worker | Employer | EAMS | A - Z Index | I&A | Claims Adjudication | DEU | Medical Unit | RRTW | Special Funds

I WANT TO . . .

- Search for an active workers' comp case
- Know my rights
- Know what to do when I get hurt on the job
- Find a fact sheet or I&A guide
- Find a form
- Find a publi
- Find a re
- Find a D office
- Contact DW
- Participate in DWC rulemaking
- Partici m
- Partici forum

Get results

LINKS

- Workers' Compensation Appeals Board
- Commission on Health and Safety and Workers' Compensation
- Department of Insurance
- Employment Development Department
- State Compensation

DWC EAMS - representatives' offices search

Back to claims administrators' offices and representatives' offices page.

Type in search criteria

The best way to search is with the 5-digit ZIP Code for the mailing address of the representative's office.

Representatives' search criteria Submit Search Clear Form

EAMS No	Name	Addr 1	Addr 2	City	State	zip
	hanna					

List of representatives' offices

EAMS No	Name	Address Line 1	Address Line 2	City	State	ZIP	Phone	Service	Updated
4225982	FRANCESCA HANNAN VENTURA	PO BOX 7062		VENTURA	CA	93006	(805) 844-9653	US Mail	11/3/2008 10:22:00 AM
4995983	HANNA BROPHY BAKERSFIELD	PO BOX 12488		OAKLAND	CA	94604	(661) 397-1212	US Mail	8/26/2008 11:16:00 AM
4538047	HANNA BROPHY FRESNO	PO BOX 12488		OAKLAND	CA	94604	(559) 435-9823	US Mail	8/26/2008 11:18:00 AM
4995984	HANNA BROPHY LOS ANGELES	PO BOX 12488		OAKLAND	CA	94604		US Mail	8/26/2008 11:18:00 AM
4435415	HANNA BROPHY OAKLAND	PO BOX 12488		OAKLAND	CA	94604	(510) 839-1180	US Mail	4/3/2009 9:12:00 AM
6592258	HANNA BROPHY ORANGE	PO BOX 12488		OAKLAND	CA	94604	(714) 598-4050	US Mail	12/17/2008 9:50:00 AM
4660719	HANNA BROPHY REDDING	PO BOX 12488		OAKLAND	CA	94604	(530) 223-6010	US Mail	8/26/2008 11:19:00 AM

http://www.dir.ca.gov/dwc/FORMS/EAMS%20Forms/ADJ/DWCForm10214c.pdf
Edit Go To Favorites Help
Employer Search DWC EAMS claims administrator and representatives' offices Case Search
Employer Search | DWC EAMS claims adminis... | DWC EAMS representativ... | State Bar of CA :: Daphn... | http://www.dir.ca.go...
2 / 9 124% Find
Please fill out the following form. You cannot save data typed into this form.
Please print your completed form if you would like a copy for your records.

Insurance Carrier Information (if known and if applicable - include even if carrier is adjusted by claims administrator)

UAN not required here

ZENITH INSURANCE COMPANY
Insurance Carrier Name (Please leave blank spaces between numbers, names or words)

309 HACIENDA DR 200
Insurance Carrier Street Address/PO Box (Please leave blank spaces between numbers, names or words)

PLEASANTON	CA	94588
City	State	Zip Code

Claims Administrator Information (if known and if applicable)

UAN always required here

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

PO BOX 8002
Street Address/PO Box (Please leave blank spaces between numbers, names or words)

Edit Go To Favorites Help
Favorites remodelista Home design an... MSN My MSN MSN Money MSN Entertainment MSNBC Free Hotmail DIR Informational Intranet Bing™ Traffic
DIR DWC EAMS representatives' ... DIR http://www.dir.ca.gov/d... Page
2 / 9 116% Find

Applicant's Attorney or Authorized Representative:

☑ Law Firm/Attorney ☐ Non Attorney Representative

First Name

Last Name

4332459
Law Firm Number

MAL CAMERON PLEASANTON
Law Firm Name

UAN always required here

PO BOX 1539
Address/PO Box (Please leave blank spaces between numbers, names or words)

PLEASANTON
City

CA
State

94566
Zip Code

Defendant's Attorney or Authorized Representative:

☐ Law Firm/Attorney ☐ Non Attorney Representative

First Name

DIR http://www.dir.ca.gov/dwc/FORMS/EAMS%20Forms/ADJ/DWCForm10214c.pdf
zenith insurance company
Edit Go To Favorites Help
Favorites remodelista Home design an... MSN My MSN MSN Money MSN Entertainment MSNBC Free Hotmail DIR Informational Intranet Bing™ Traffic
DIR DWC EAMS representatives' ... DIR http://www.dir.ca.gov/d... Page Safe
2 / 9 116% Find

City State Zip Code

Defendant's Attorney or Authorized Representative:

☑ Law Firm/Attorney ☐ Non Attorney Representative

First Name

Last Name

Law Firm Number

HANNA BROPHY OAKLAND

Law Firm Name

UAN always required here

PO BOX 12488

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

OAKLAND

City

CA

State

94604

Zip Code

Insurance Carrier Information (if known and if applicable - include even if carrier is adjusted by claims administrator)

ZENITH INSURANCE COMPANY

S Signature

- Proper format:

S FIRSTNAME LASTNAME

S JOHN JONES

- Do NOT use any slashes/dashes
- Do NOT forget to type the person’s name

S Signature – cont'd

- Only to be used on e-forms – NEVER on an OCR form
- A representatives' office filing for the IW or lien claimant, only **your** S signature goes on the e-form
- Must use on the e-form
- May use on:
  - Proof of Service
  - 10770.5 Verification
  - 10770.6 Verification
- Do **not** use on e-form settlement documents

Wet Signature

- This is an actual signature on a document
- You CANNOT use a GIF, JPEG, digital signature or a signature stamp – it MUST be an actual signature
- Examples of where a “wet” signature is required:
  - Petitions, Objections
  - Signed OCR Settlement Documents that you scan and attach
  - Documents requiring IW or employer signature

Signatures: Two Versions

- **Version I**: Forms that require only one signature:

- Prepare the e-Form — attach the following to the e-Form:
  - Document(s) per filing package requirements
  - Proof of Service – be sure to use proof of service document title – ADJ – LEGAL DOCS – PROOF OF SERVICE

- **DON'T FORGET THE S SIGNATURE ON THE FORM**

in the format: S JOHN JONES

E-forms - S signature only

- Application for Adjudication of Claim
- Answer to Application for Adjudication of Claim
- Declaration of Readiness to Proceed
- Declaration of Readiness to Proceed - Expedited
- EDD Golden Rod – 2581
- Notice and Request for Allowance of Lien
- Petition to Terminate Liability for TD
- Request for Reimbursement of Accommodation Expense
- Request for Dispute Resolution before the AD
- Request for Dispute Resolution
- Request for Summary Rating – QME RU-101
- Request for Reconsideration of Summary Rating by AD
- Request for Summary Rating Determination - PTP

Signatures: Two Versions – cont'd

- **Version II**: Forms requiring two or more signatures:

- Prepare the e-form — attach the following to the e-form
  - Signed version of OCR form
  - Any additional attachments that are necessary
  - Proof of Service

- What about forms requiring only one signature, but not your signature?
  - Use Version II
  - Example: Employee's disability questionnaire or Notice of Offer of Regular Work, which require the injured worker's or employer's signature

E-forms – 2 or more signatures

- **Application for Subsequent Injuries Fund Benefits**
- **Compromise and Release**
- **Compromise and Release Dependency Claim**
- **Stipulation with Award (Death)**
- **Stipulations with Request for Award**
- **Third Party Compromise and Release**
- **Notice of Offer of Modified or Alternative Work**
- **Voucher (IW only)**
- **Notice of Offer of Regular Work (employer/IW only)**
- **Employee's Permanent Disability Questionnaire (IW only)**
- **Application for Discretionary Payments from the UEBTF (IW only)**

e-forms with No signature Line

- **Request for Consultative Rating**
- **General Public Request for Information**
- **Unstructured e-Form**

Division of Workers' Compensation

EAMS Electronic Adjudication Management System

CA Department of Industrial Relations

Search for your case

Search for your case

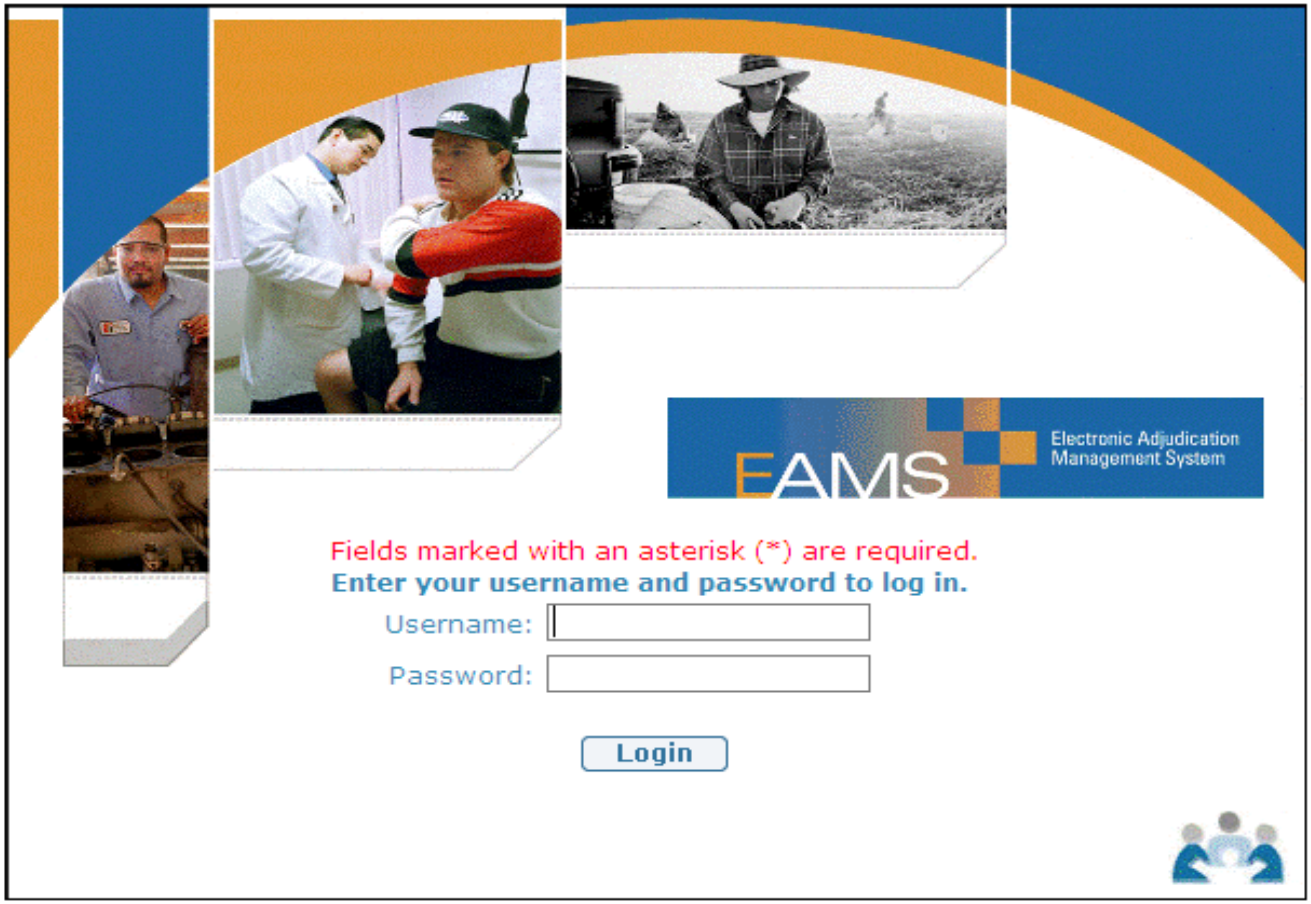
- There are two methods to find your case
  - By EAMS Case Number
  - By Person Search

https://ieams.dwc.ca.gov/eams/logon.jsp

File Edit View Favorites Tools Help

MSN.com | Login page

Page Tools



This site requires JRE 1.6.0 or higher

This site best viewed with Microsoft Internet Explorer 6.0+

Help | Contact Us | Site Map | Disclaimer | Accessibility

Copyright © 2008 State of California

External Home Page

External User Search for Information - Windows Internet Explorer

https://eamstsap1:9110/Curam/en_US/DWCExternalUser_searchInformationPage.do

File Edit View Favorites Tools Help

Links Employer Search | DWC EAMS claims administrator and representatives' offices | Case Search

Login page | DWC EAMS claims administra... | DWC EAMS representatives'... | External User Search for ...

EAMS Electronic Adjudication Management System

Skip to main content

Home | Inbox | My Calendar | My Cases | Search | Log Out

Convdr5: Build Number 0530

navigation
- External User Search
- eForms

recent items

External User Search for Information

Search Criteria

Case Number:		Legacy Case Reference:	
Date Of Injury:		Participant Type:	Person

Search Reset

Search Results

Case Number	Injured Worker	Date Of Injury	Case Type	Date Opened	Status	Archived

Done | Local intranet | 100%

Search by EAMS Case Number

External User Search for Information - Windows Internet Explorer

https://eams.dwc.ca.gov/external/en_US/DWCExternalUser_searchInformationPage.do

File Edit View Favorites Tools Help

Favorites | Employer Search | DWC EAMS claims administr... | Case Search | Registration | Get More Add-ons

Login page | DWC EAMS claims administra... | DWC EAMS representatives' ... | External User Search for ...

Page Safety Tools

EAMS Electronic Adjudication Management System

Skip to main content

Home | Inbox | My Calendar | My Cases | Search | Log Out

EEAMS App 2: Build Number 0030

navigation
- External User Search
- eForms

recent items

External User Search for Information

Search Criteria

Case Number: ADJ7423481

Legacy Case Reference:

Date Of Injury:

Participant Type: Person

Search Reset

Search Results

Case Number	ed Worker	Date Of Injury	Case	Date Opened	Status	Archived

Enter the EAMS ADJ Case Number

Then Click Search

Done | Trusted sites | 100%

Search by EAMS Case Number – cont'd

External User Search for Information (messages present) - Windows Internet Explorer

https://eams.dwc.ca.gov/external/en_US/DWCExternalUser_searchInformationAction.do#error-messages

File Edit View Favorites Tools Help

Favorites | Employer Search | DWC EAMS claims administr... | Case Search | Registration | Get More Add-ons

Login page | DWC EAMS claims administra... | DWC EAMS representatives' ... | External User Search for ...

Page Safety Tools

navigation
- External User Search
- eForms

recent items

External User Search for Information

No case could be found which matched the search criteria.

Search Criteria

Case Number:	ADJ1234567	Legacy Case Reference:	
Date of Injury:		Participant Type:	Person

Search Reset

Search Results (Number of Items:

Case Number	Injured Worker	Date Of Injury	Case Type	Date Opened	Status	Archived

If you are not a case participant, you will get this message

Done | Trusted sites | 100%

Search by EAMS Case Number – cont'd

External User Search for Information - Windows Internet Explorer

https://eams.dwc.ca.gov/external/en_US/DWCExternalUser_searchInformationAction.do

File Edit View Favorites Tools Help

Favorites | Employer Search | DWC EAMS claims administr... | Case Search | Registration | Get More Add-ons

Login page | DWC EAMS claims administra... | DWC EAMS representatives' ... | External User Search for ...

Page Safety Tools

EAMS Electronic Adjudication Management System

Skip to main content

Home | Inbox | My Calendar | My Cases | Search | Log Out

EEAMS App 2: Build Number 0030

navigation
- External User Search
- eForms

recent items

External User Search for Information

If you are a case participant, you will receive these search results.

Search Criteria

Case Number:	ADJ7423481	Legacy Case Reference:	
Date Of Injury:		Participant Type:	Person

Search | Reset

Search Results (Number of Items: 1)

Case Number	Injured Worker	Date Of Injury	Case Type	Date Opened	Status	Archived
ADJ7423481	DOLORES ESTRADA		Product Delivery	9/1/2010	Active	Active - Not archived

Click on the ADJ Case Number to see case information

See Reference Guide for steps to take If this field says "Archived"

Trusted sites | 100%

ADJ Home Page

Adjudication Product Delivery Home: ADJ4428318 - Windows Internet Explorer

https://ieams.dwc.ca.gov/eams/en_US/DWCADJProductDelivery_homePage.do?caseID=8756636&__o3rpu=IC_homePage.do%3FcaseID%3D8756635

File Edit View Favorites Tools Help

Links Employer Search | DWC EAMS claims administrator and representatives' offices | Case Search

DWC EAMS claims administra... | DWC EAMS representatives' ... | Adjudication Product Deli...

EAMS Electronic Adjudication Management System

Skip to main content

Home | Inbox | My Calendar | My Cases | Search | Log Out

EAMS App 2: Build Number 0026

navigation

- Home
- Hearing Case
- Communications
- Events
- Financials
- Liens
- Notes
- Orders
- Penalties
- PD/TD/Other Benefits
- Part of Body
- Related Cases
- Status History
- Tasks
- User Roles
- External User Request For Action

recent items

- INT4428318
- ADJ4428318
- INT1489381
- ADJ1489381
- APP2806916
- ADJ2806916
- INT4354068
- ADJ4354068
- APP5772579
- MYRA HIGUERA - 620141029

INT [redacted] ADJ

Adjudication Product Delivery Home: [redacted]

Edit

Manage

Restore to Inactive	Add Applicant	Transmit To Recon
Close Case	Add Defendant	Transmit to DO: Judge Action Required
Inactivate Case	Reject DOR	Transmit to DO: No Judge Action Required

Case Details

Product Name:	ADJ - DWC District Office	Case Reference:	[redacted]
Primary Client:	[redacted]	Legacy Case ID:	[redacted]
Start Date:	8/18/1992	Status:	Active
Priority:	Low	End Date:	
Owner:	Janet Coulter [Change]	Occupation:	
Occupation Code:		Cause Of Injury:	
Lien:	Yes	Location:	AHM-ADJ [Change]
Pro Per:	No	Related Cases:	No
Master Case:	No	Date Of Settlement:	

Applicant and Defendant

Applicant	Role	Action
LOGOS LANGUAGE SANTA ANA	Other Employer	Delete
KLEMPNER & KLEMPNER	Lien Claimant	Delete
LAURA SALAS INTERPRETING	Lien Claimant - Interpreter	Delete
[redacted]	Injured Worker	Delete
KAISER PERMANENTE, SO CAL DIV.	Lien Claimant - Medical Provider	Delete
TIMOTHY A. ROWE, HEARING REP.	Lien Claimant - Medical Provider	Delete
RONALD WINTERS	Legacy Law Firm	Delete
EDD SDI SAN BERNARDINO	Lien Claimant	Delete
CRUCIBION CORP	Lien Claimant - Medical	Delete

Defendant	Role	Action
UGA SERVICE CORP INS DIV	Legacy Insurance Company	Delete
KNOTTS SCARY FARM	Employer	Delete
FERRELL WEBER ANAHEIM	Legacy Law Firm	Delete

Search by person

- There are three methods:
  - By Alternate ID – generally SSN
  - By Name alone – best if by name and DOB
  - By EAMS Reference Number (ERN)

Search by person

External User Search for Information - Windows Internet Explorer

https://eams.dwc.ca.gov/external/en_US/DWCExternalUser_searchInformationPage.do

File Edit View Favorites Tools Help

Favorites | Employer Search | DWC EAMS claims administr... | Case Search | Registration | Get More Add-ons

Login page | DWC EAMS claims administra... | DWC EAMS representatives' ... | External User Search for ...

Page Safety Tools

EAMS Electronic Adjudication Management System

Skip to main content

Home | Inbox | My Calendar | My Cases | Search | Log Out

EEAMS App 2: Build Number 0030

navigation
- External User Search
- eForms

recent items

External User Search for Information

Search Criteria

Case Number:		Legacy Case Reference:	
Date Of Injury:		Participant Type:	Person

Search Reset

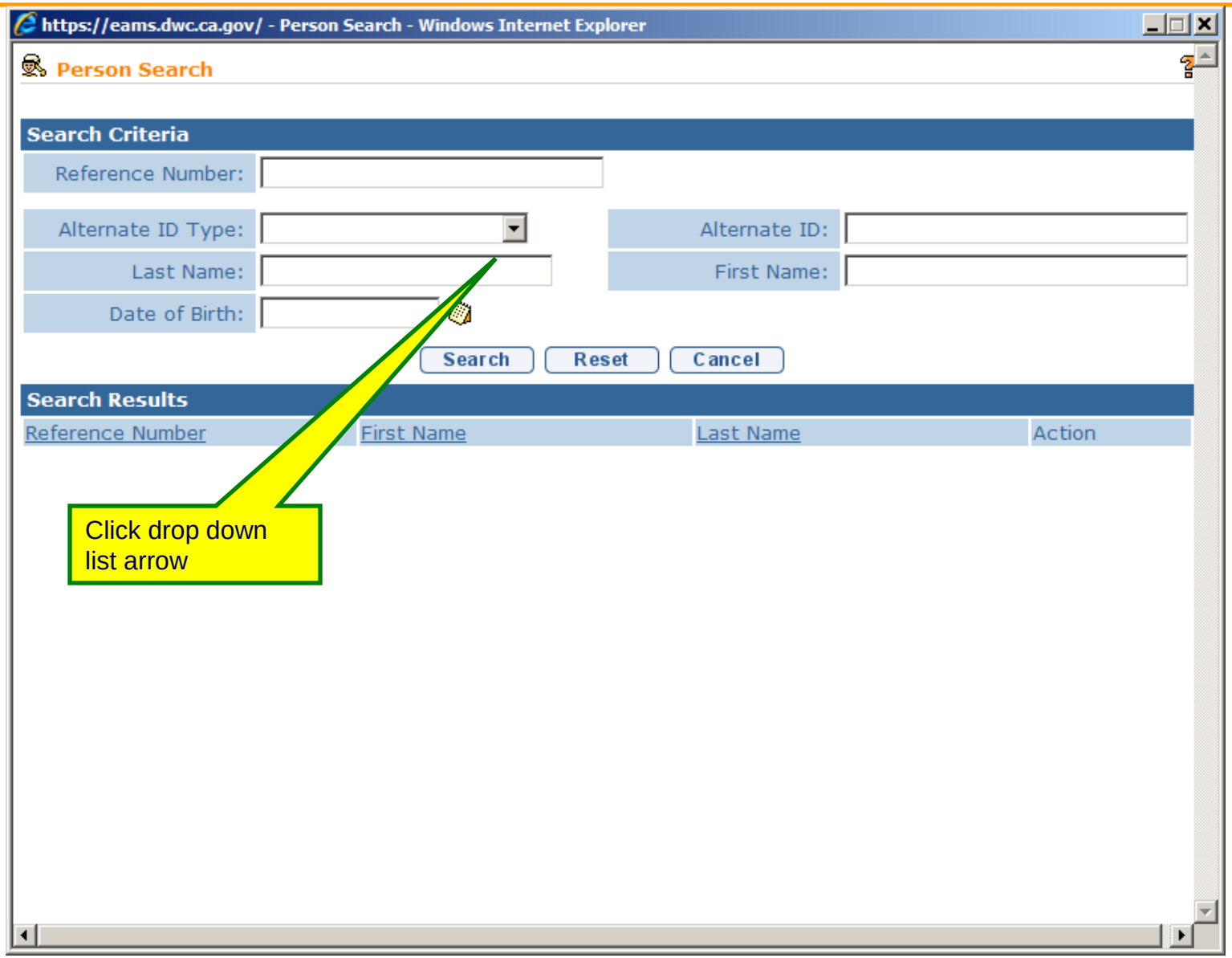
Search Results

Case Number	Injured Worker	Date Of Injury	Case Type	Date Opened	Status	Archived

Click on the Magnifying Glass

Trusted sites 100%

Search by person – by Alternate ID (SSN)



Search by person – by Alternate ID (SSN) – cont'd

https://eams.dwc.ca.gov/ - Person Search - Windows Internet Explorer

Person Search

Search Criteria

Reference Number:

Alternate ID Type:

Alternate ID:

Last Name:

First Name:

Date of Birth:

FEIN
Interpreter Number
NPI Number
QME Number
Social Security Number
State Bar Number
Tax ID Number
UEF/SIF Biller Number

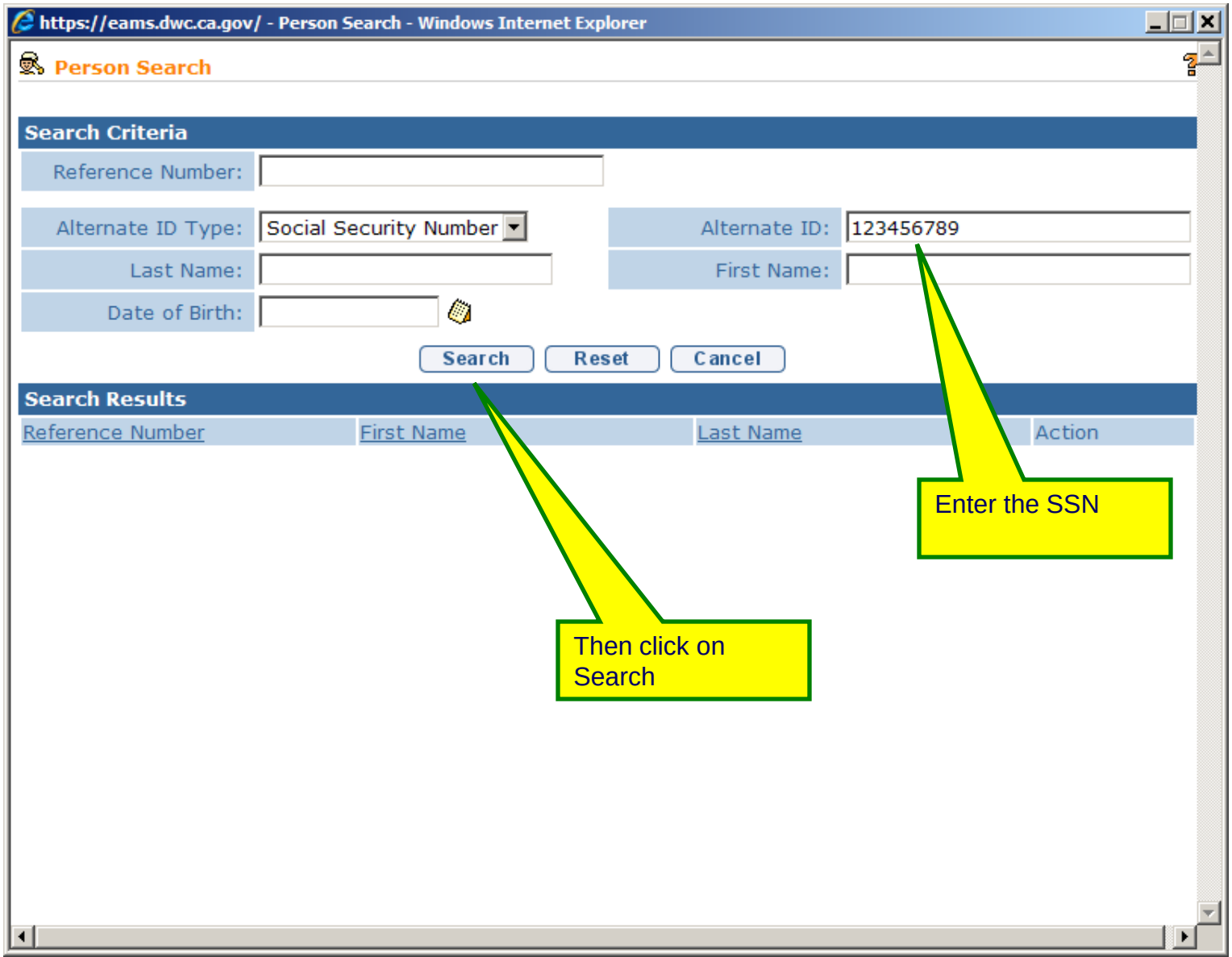
Reset Cancel

Search Results

Reference Number | Last Name | Action

Then click on Social Security Number

Search by person – by Alternate ID (SSN) – cont'd



Search by person – by Alternate ID (SSN) – cont'd

https://eams.dwc.ca.gov/ - Person Search - Windows Internet Explorer

Person Search

Search Criteria

Reference Number:

Alternate ID Type: Social Security Number

Alternate ID:

Last Name:

First Name:

Date of Birth:

Search | Reset | Cancel

Search Results (Number of Items: 1)

Reference Number	First Name	Last Name	Action
2050409	DOLORES	ESTRADA	Select

Then click on Select

Search by person – by Alternate ID (SSN) – cont'd

External User Search for Information - Windows Internet Explorer

https://eams.dwc.ca.gov/external/en_US/DWCExternalUser_searchInformationPage.do

File Edit View Favorites Tools Help

Favorites | Employer Search | DWC EAMS claims administr... | Case Search | Registration | Get More Add-ons

Adjudication Product Deliver... | DWC EAMS claims administra... | DWC EAMS representatives' ... | External User Search for ...

Page Safety Tools

EAMS Electronic Adjudication Management System

Skip to main content

Home | Inbox | My Calendar | My Cases | Search | Log Out

EEAMS App 2: Build Number 0030

navigation
- External User Search
- eForms

recent items

External User Search for Information

Search Criteria

Case Number:		Legacy Case Reference:	
Date Of Injury:		Participant Type:	Person DOLORES ESTRADA

Search Reset

Search Results

Case Number	Injured Worker	Date Of Injury	Case Type	Date Opened	Status	Archived

Then click on Search

Trusted sites 100%

Search by person – by Alternate ID (SSN) – cont'd

External User Search for Information (messages present) - Windows Internet Explorer

https://eams.dwc.ca.gov/external/en_US/DWCExternalUser_searchInformationAction.do#error-messages

File Edit View Favorites Tools Help

Favorites | Employer Search | DWC EAMS claims administr... | Case Search | Registration | Get More Add-ons

Login page | DWC EAMS claims administra... | DWC EAMS representatives' ... | External User Search for ...

Page Safety Tools

navigation
- External User Search
- eForms

recent items

External User Search for Information

No case could be found which matched the search criteria.

Search Criteria

Case Number:	ADJ1234567	Legacy Case Reference:	
Date of Injury:		Participant Type:	Person

Search Reset

Search Results (Number of Items:

Case Number	Injured Worker	Date Of Injury	Case Type	Date Opened	Status	Archived

If you are not a case participant, you will get this message

Done | Trusted sites | 100%

Search by person – by Alternate ID (SSN) – cont'd

External User Search for Information - Windows Internet Explorer

https://eams.dwc.ca.gov/external/en_US/DWCExternalUser_searchInformationAction.do

File Edit View Favorites Tools Help

Favorites | Employer Search | DWC EAMS claims administr... | Case Search | Registration | Get More Add-ons

Login page | DWC EAMS claims administra... | DWC EAMS representatives' ... | External User Search for ...

Page Safety Tools

EAMS Electronic Adjudication Management System

Skip to main content

Home | Inbox | My Calendar | My Cases | Search | Log Out

EEAMS App 2: Build Number 0030

navigation
- External User Search
- eForms

recent items

External User Search for Information

If you are a case participant, you will receive these search results.

Search Criteria

Case Number:	ADJ7423481	Legacy Case Reference:	
Date Of Injury:		Participant Type:	Person

Search | Reset

Search Results (Number of Items: 1)

Case Number	Injured Worker	Date Of Injury	Case Type	Date Opened	Status	Archived
ADJ7423481	DOLORES ESTRADA		Product Delivery	9/1/2010	Active	Active - Not archived

Click on the ADJ Case Number to see case information

See Reference Guide for steps to take If this field says "Archived"

Trusted sites | 100%

ADJ Home Page

Adjudication Product Delivery Home: ADJ4428318 - Windows Internet Explorer

https://ieams.dwc.ca.gov/eams/en_US/DWCADJProductDelivery_homePage.do?caseID=8756636&__o3rpu=IC_homePage.do%3FcaseID%3D8756635

File Edit View Favorites Tools Help

Links Employer Search | DWC EAMS claims administrator and representatives' offices | Case Search

DWC EAMS claims administra... | DWC EAMS representatives' ... | Adjudication Product Deli...

EAMS Electronic Adjudication Management System

Skip to main content

Home | Inbox | My Calendar | My Cases | Search | Log Out

EAMS App 2: Build Number 0026

navigation

- Home
- Hearing Case
- Communications
- Events
- Financials
- Liens
- Notes
- Orders
- Penalties
- PD/TD/Other Benefits
- Part of Body
- Related Cases
- Status History
- Tasks
- User Roles
- External User Request For Action

recent items

- INT4428318
- ADJ4428318
- INT1489381
- ADJ1489381
- APP2806916
- ADJ2806916
- INT4354068
- ADJ4354068
- APP5772579
- MYRA HIGUERA - 620141029

INT [redacted] ADJ

Adjudication Product Delivery Home: [redacted]

Edit

Manage

Restore to Inactive	Add Applicant	Transmit To Recon
Close Case	Add Defendant	Transmit to DO: Judge Action Required
Inactivate Case	Reject DOR	Transmit to DO: No Judge Action Required

Case Details

Product Name:	ADJ - DWC District Office	Case Reference:	[redacted]
Primary Client:	[redacted]	Legacy Case ID:	[redacted]
Start Date:	8/18/1992	Status:	Active
Priority:	Low	End Date:	
Owner:	Janet Coulter [Change]	Occupation:	
Occupation Code:		Cause Of Injury:	
Lien:	Yes	Location:	AHM-ADJ [Change]
Pro Per:	No	Related Cases:	No
Master Case:	No	Date Of Settlement:	

Applicant and Defendant

Applicant	Role	Action
LOGOS LANGUAGE SANTA ANA	Other Employer	Delete
KLEMPNER & KLEMPNER	Lien Claimant	Delete
LAURA SALAS INTERPRETING	Lien Claimant - Interpreter	Delete
[redacted]	Injured Worker	Delete
KAISER PERMANENTE, SO CAL DIV.	Lien Claimant - Medical Provider	Delete
TIMOTHY A. ROWE, HEARING REP.	Lien Claimant - Medical Provider	Delete
RONALD WINTERS	Legacy Law Firm	Delete
EDD SDI SAN BERNARDINO	Lien Claimant	Delete
CRUCIBION CORP	Lien Claimant - Medical	Delete

Defendant	Role	Action
UGA SERVICE CORP INS DIV	Legacy Insurance Company	Delete
KNOTTS SCARY FARM	Employer	Delete
FERRELL WEBER ANAHEIM	Legacy Law Firm	Delete

Search by person

External User Search for Information - Windows Internet Explorer

https://eams.dwc.ca.gov/external/en_US/DWCExternalUser_searchInformationPage.do

File Edit View Favorites Tools Help

Favorites | Employer Search | DWC EAMS claims administr... | Case Search | Registration | Get More Add-ons

Login page | DWC EAMS claims administra... | DWC EAMS representatives' ... | External User Search for ...

Page Safety Tools

EAMS Electronic Adjudication Management System

Skip to main content

Home | Inbox | My Calendar | My Cases | Search | Log Out

EEAMS App 2: Build Number 0030

navigation
- External User Search
- eForms

recent items

External User Search for Information

Search Criteria

Case Number:		Legacy Case Reference:	
Date Of Injury:		Participant Type:	Person

Search Reset

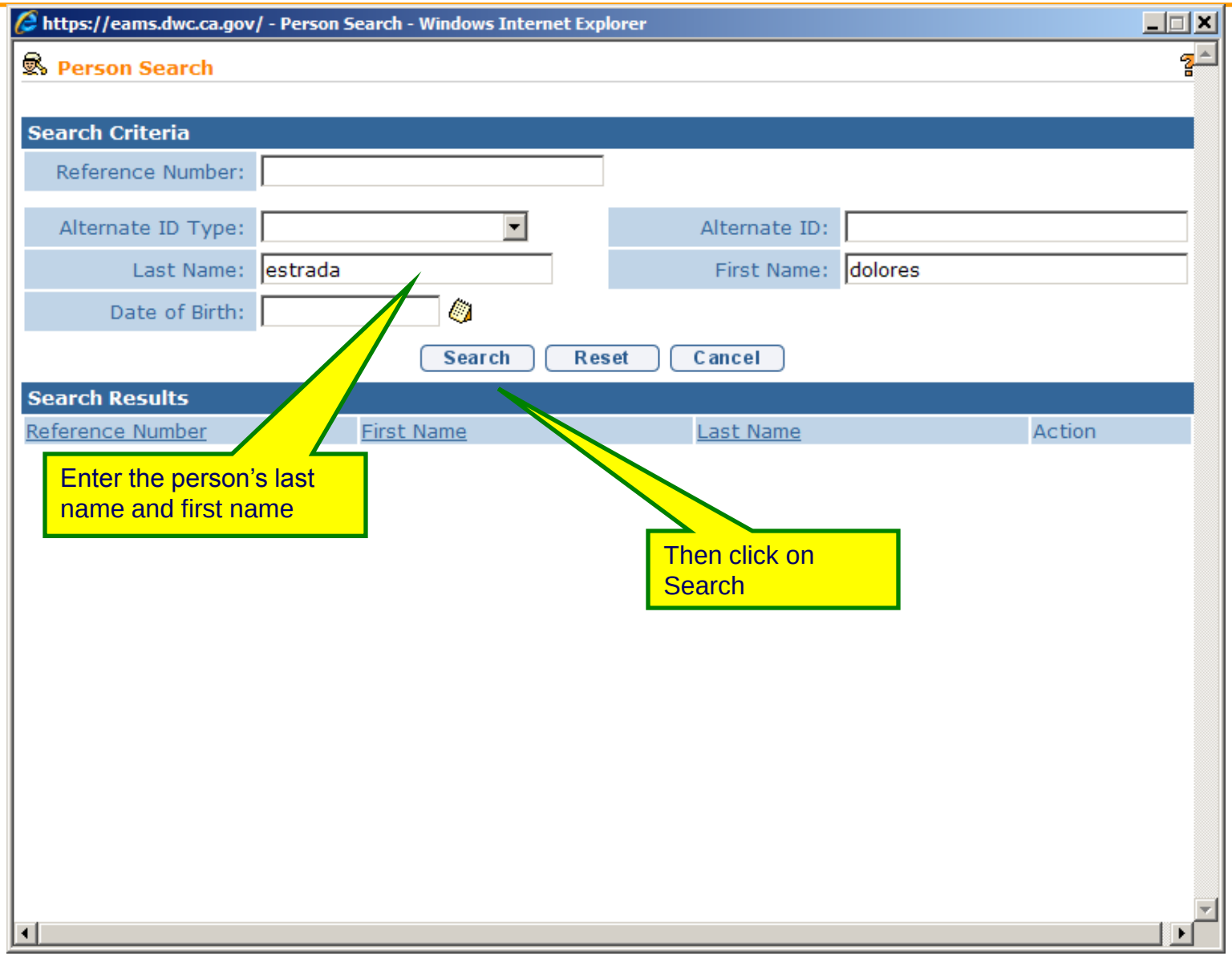
Search Results

Case Number	Injured Worker	Date Of Injury	Case Type	Date Opened	Status	Archived

Click on the Magnifying Glass

Trusted sites 100%

Search by person – by Name



Search by person – by Name – cont'd

https://eams.dwc.ca.gov/ - Person Search - Windows Internet Explorer

Person Search

Search Criteria

Reference Number:

Alternate ID Type: | Alternate ID:

Last Name: estrada | First Name: dolores

Date of Birth:

Search | Reset | Cancel

Search Results (Number of Items: 12)

Reference Number	First Name	Last Name	Action
993049	DOLORES	ESTRADA	Select
1118953	DOLORES	ESTRADA	Select
1302711	DOLORES	ESTRADA	Select
1435935	DOLORES	ESTRADA	Select
1528890	DOLORES	ESTRADA	Select
1703039	DOLORES	ESTRADA	Select
1789050	DOLORES	ESTRADA	Select
2050409	DOLORES	ESTRADA	Select
2380088	DOLORES	ESTRADA	Select
2685786	DOLORES	ESTRADA	Select
3175607	DOLORES	ESTRADA	Select
2685786	DOLORES LOLA	ESTRADA MORENO	Select

Search by person – by Name – cont'd

https://eams.dwc.ca.gov/ - Person Search - Windows Internet Explorer

Person Search

Search Criteria

Reference Number:

Alternate ID Type: | Alternate ID:

Last Name: estrada | First Name: dolores

Date of Birth:

Search | Reset | Cancel

Search Results (Number of Items: 1)

Reference Number	First Name	Last Name	Action
2050409	DOLORES	ESTRADA	Select

Here, we entered the DOB with her last and first name to better refine our search

Then click on Select

Search by person – by Name – cont'd

External User Search for Information - Windows Internet Explorer

https://eams.dwc.ca.gov/external/en_US/DWCExternalUser_searchInformationPage.do

File Edit View Favorites Tools Help

Favorites | Employer Search | DWC EAMS claims administr... | Case Search | Registration | Get More Add-ons

Adjudication Product Deliver... | DWC EAMS claims administra... | DWC EAMS representatives' ... | External User Search for ...

Page Safety Tools

EAMS Electronic Adjudication Management System

Skip to main content

Home | Inbox | My Calendar | My Cases | Search | Log Out

EEAMS App 2: Build Number 0030

navigation
- External User Search
- eForms

recent items

External User Search for Information

Search Criteria

Case Number:		Legacy Case Reference:	
Date Of Injury:		Participant Type:	Person DOLORES ESTRADA

Search Reset

Search Results

Case Number	Injured Worker	Date Of Injury	Case Type	Date Opened	Status	Archived

Then click on Search

Trusted sites 100%

Search by person – by Name – cont'd

External User Search for Information (messages present) - Windows Internet Explorer

https://eams.dwc.ca.gov/external/en_US/DWCExternalUser_searchInformationAction.do#error-messages

File Edit View Favorites Tools Help

Favorites | Employer Search | DWC EAMS claims administr... | Case Search | Registration | Get More Add-ons

Login page | DWC EAMS claims administra... | DWC EAMS representatives' ... | External User Search for ...

Page Safety Tools

navigation
- External User Search
- eForms

recent items

External User Search for Information

No case could be found which matched the search criteria.

Search Criteria

Case Number:	ADJ1234567	Legacy Case Reference:	
Date of Injury:		Participant Type:	Person

Search Reset

Search Results (Number of Items:

Case Number	Injured Worker	Date Of Injury	Case Type	Date Opened	Status	Archived

If you are not a case participant, you will get this message

Done | Trusted sites | 100%

Search by person – by Name – cont'd

External User Search for Information - Windows Internet Explorer

https://eams.dwc.ca.gov/external/en_US/DWCExternalUser_searchInformationAction.do

File Edit View Favorites Tools Help

Favorites | Employer Search | DWC EAMS claims administr... | Case Search | Registration | Get More Add-ons

Login page | DWC EAMS claims administra... | DWC EAMS representatives' ... | External User Search for ...

Page Safety Tools

EAMS Electronic Adjudication Management System

Skip to main content

Home | Inbox | My Calendar | My Cases | Search | Log Out

EEAMS App 2: Build Number 0030

If you are a case participant, you will receive these search results.

navigation
- External User Search
- eForms

recent items

External User Search for Information

Search Criteria

Case Number:	ADJ7423481	Legacy Case Reference:	
Date Of Injury:		Participant Type:	Person

Search | Reset

Search Results (Number of Items: 1)

Case Number	Injured Worker	Date Of Injury	Case Type	Date Opened	Status	Archived
ADJ7423481	DOLORES ESTRADA		Product Delivery	9/1/2010	Active	Active - Not archived

Click on the ADJ Case Number to see case information

See Reference Guide for steps to take If this field says "Archived"

Trusted sites | 100%

ADJ Home Page

Adjudication Product Delivery Home: ADJ4428318 - Windows Internet Explorer

https://ieams.dwc.ca.gov/eams/en_US/DWCADJProductDelivery_homePage.do?caseID=8756636&__o3rpu=IC_homePage.do%3FcaseID%3D8756635

File Edit View Favorites Tools Help

Links Employer Search | DWC EAMS claims administrator and representatives' offices | Case Search

DWC EAMS claims administra... | DWC EAMS representatives' ... | Adjudication Product Deli...

EAMS Electronic Adjudication Management System

Skip to main content

Home | Inbox | My Calendar | My Cases | Search | Log Out

EAMS App 2: Build Number 0026

navigation

- Home
- Hearing Case
- Communications
- Events
- Financials
- Liens
- Notes
- Orders
- Penalties
- PD/TD/Other Benefits
- Part of Body
- Related Cases
- Status History
- Tasks
- User Roles
- External User Request For Action

recent items

- INT4428318
- ADJ4428318
- INT1489381
- ADJ1489381
- APP2806916
- ADJ2806916
- INT4354068
- ADJ4354068
- APP5772579
- MYRA HIGUERA - 620141029

INT [redacted] ADJ

Adjudication Product Delivery Home: [redacted]

Edit

Manage

Restore to Inactive	Add Applicant	Transmit To Recon
Close Case	Add Defendant	Transmit to DO: Judge Action Required
Inactivate Case	Reject DOR	Transmit to DO: No Judge Action Required

Case Details

Product Name:	ADJ - DWC District Office	Case Reference:	[redacted]
Primary Client:	[redacted]	Legacy Case ID:	[redacted]
Start Date:	8/18/1992	Status:	Active
Priority:	Low	End Date:	
Owner:	Janet Coulter [Change]	Occupation:	
Occupation Code:		Cause Of Injury:	
Lien:	Yes	Location:	AHM-ADJ [Change]
Pro Per:	No	Related Cases:	No
Master Case:	No	Date Of Settlement:	

Applicant and Defendant

Applicant	Role	Action
LOGOS LANGUAGE SANTA ANA	Other Employer	Delete
KLEMPNER & KLEMPNER	Lien Claimant	Delete
LAURA SALAS INTERPRETING	Lien Claimant - Interpreter	Delete
[redacted]	Injured Worker	Delete
KAISER PERMANENTE, SO CAL DIV.	Lien Claimant - Medical Provider	Delete
TIMOTHY A. ROWE, HEARING REP.	Lien Claimant - Medical Provider	Delete
RONALD WINTERS	Legacy Law Firm	Delete
EDD SDI SAN BERNARDINO	Lien Claimant	Delete
CRUCIBION CORP	Lien Claimant - Medical	Delete

Defendant	Role	Action
UGA SERVICE CORP INS DIV	Legacy Insurance Company	Delete
KNOTTS SCARY FARM	Employer	Delete
FERRELL WEBER ANAHEIM	Legacy Law Firm	Delete

Search by person

External User Search for Information - Windows Internet Explorer

https://eams.dwc.ca.gov/external/en_US/DWCExternalUser_searchInformationPage.do

File Edit View Favorites Tools Help

Favorites | Employer Search | DWC EAMS claims administr... | Case Search | Registration | Get More Add-ons

Login page | DWC EAMS claims administra... | DWC EAMS representatives' ... | External User Search for ...

Page Safety Tools

EAMS Electronic Adjudication Management System

Skip to main content

Home | Inbox | My Calendar | My Cases | Search | Log Out

EEAMS App 2: Build Number 0030

navigation
- External User Search
- eForms

recent items

External User Search for Information

Search Criteria

Case Number:		Legacy Case Reference:	
Date Of Injury:		Participant Type:	Person

Search Reset

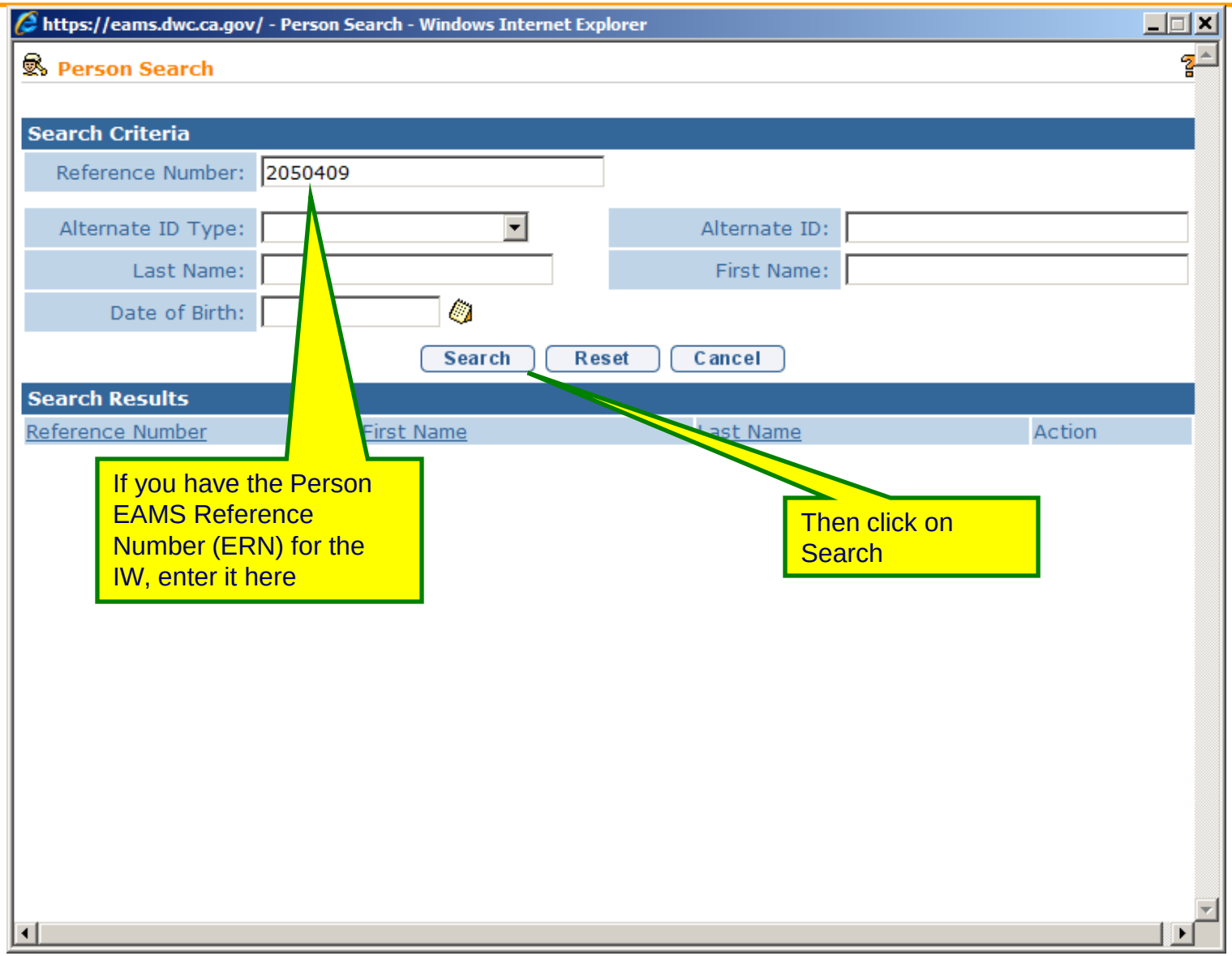
Search Results

Case Number	Injured Worker	Date Of Injury	Case Type	Date Opened	Status	Archived

Click on the Magnifying Glass

Trusted sites 100%

Search by person – by ERN



Search by person – by ERN – cont'd

https://eams.dwc.ca.gov/ - Person Search - Windows Internet Explorer

Person Search

Search Criteria

Reference Number: 2050409

Alternate ID Type:

Alternate ID:

Last Name:

First Name:

Date of Birth:

Search | Reset | Cancel

Search Results (Number of Items: 1)

Reference Number	First Name	Last Name	Action
2050409	DOLORES	ESTRADA	Select

Then click on Select

Search by person – by ERN – cont'd

External User Search for Information - Windows Internet Explorer

https://eams.dwc.ca.gov/external/en_US/DWCExternalUser_searchInformationPage.do

File Edit View Favorites Tools Help

Favorites | Employer Search | DWC EAMS claims administr... | Case Search | Registration | Get More Add-ons

Adjudication Product Deliver... | DWC EAMS claims administra... | DWC EAMS representatives' ... | External User Search for ...

Page Safety Tools

EAMS Electronic Adjudication Management System

Skip to main content

Home | Inbox | My Calendar | My Cases | Search | Log Out

EEAMS App 2: Build Number 0030

navigation
- External User Search
- eForms

recent items

External User Search for Information

Search Criteria

Case Number:		Legacy Case Reference:	
Date Of Injury:		Participant Type:	Person DOLORES ESTRADA

Search Reset

Search Results

Case Number	Injured Worker	Date Of Injury	Case Type	Date Opened	Status	Archived

Then click on Search

Trusted sites 100%

Search by person – by ERN – cont'd

External User Search for Information (messages present) - Windows Internet Explorer

https://eams.dwc.ca.gov/external/en_US/DWCExternalUser_searchInformationAction.do#error-messages

File Edit View Favorites Tools Help

Favorites | Employer Search | DWC EAMS claims administr... | Case Search | Registration | Get More Add-ons

Login page | DWC EAMS claims administra... | DWC EAMS representatives' ... | External User Search for ...

Page Safety Tools

navigation
- External User Search
- eForms

recent items

External User Search for Information

No case could be found which matched the search criteria.

Search Criteria

Case Number:	ADJ1234567	Legacy Case Reference:	
Date of Injury:		Participant Type:	Person

Search Reset

Search Results (Number of Items:

Case Number	Injured Worker	Date Of Injury	Case Type	Date Opened	Status	Archived

If you are not a case participant, you will get this message

Done | Trusted sites | 100%

Search by person – by ERN – cont'd

External User Search for Information - Windows Internet Explorer

https://eams.dwc.ca.gov/external/en_US/DWCExternalUser_searchInformationAction.do

File Edit View Favorites Tools Help

Favorites | Employer Search | DWC EAMS claims administr... | Case Search | Registration | Get More Add-ons

Login page | DWC EAMS claims administra... | DWC EAMS representatives' ... | External User Search for ...

Page Safety Tools

EAMS Electronic Adjudication Management System

Skip to main content

Home | Inbox | My Calendar | My Cases | Search | Log Out

EEAMS App 2: Build Number 0030

navigation
- External User Search
- eForms

recent items

External User Search for Information

If you are a case participant, you will receive these search results.

Search Criteria

Case Number:	ADJ7423481	Legacy Case Reference:	
Date Of Injury:		Participant Type:	Person

Search | Reset

Search Results (Number of Items: 1)

Case Number	Injured Worker	Date Of Injury	Case Type	Date Opened	Status	Archived
ADJ7423481	DOLORES ESTRADA		Product Delivery	9/1/2010	Active	Active - Not archived

Click on the ADJ Case Number to see case information

See Reference Guide for steps to take If this field says "Archived"

Trusted sites | 100%

ADJ Home Page

Adjudication Product Delivery Home: ADJ4428318 - Windows Internet Explorer

https://ieams.dwc.ca.gov/eams/en_US/DWCADJProductDelivery_homePage.do?caseID=8756636&__o3rpu=IC_homePage.do%3FcaseID%3D8756635

File Edit View Favorites Tools Help

Links Employer Search | DWC EAMS claims administrator and representatives' offices | Case Search

DWC EAMS claims administra... | DWC EAMS representatives' ... | Adjudication Product Deli...

EAMS Electronic Adjudication Management System

Skip to main content

Home | Inbox | My Calendar | My Cases | Search | Log Out

EAMS App 2: Build Number 0026

navigation

- Home
- Hearing Case
- Communications
- Events
- Financials
- Liens
- Notes
- Orders
- Penalties
- PD/TD/Other Benefits
- Part of Body
- Related Cases
- Status History
- Tasks
- User Roles
- External User Request For Action

recent items

- INT4428318
- ADJ4428318
- INT1489381
- ADJ1489381
- APP2806916
- ADJ2806916
- INT4354068
- ADJ4354068
- APP5772579
- MYRA HIGUERA - 620141029

INT [redacted] ADJ

Adjudication Product Delivery Home: [redacted]

Edit

Manage

Restore to Inactive	Add Applicant	Transmit To Recon
Close Case	Add Defendant	Transmit to DO: Judge Action Required
Inactivate Case	Reject DOR	Transmit to DO: No Judge Action Required

Case Details

Product Name:	ADJ - DWC District Office	Case Reference:	[redacted]
Primary Client:	[redacted]	Legacy Case ID:	[redacted]
Start Date:	8/18/1992	Status:	Active
Priority:	Low	End Date:	
Owner:	Janet Coulter [Change]	Occupation:	
Occupation Code:		Cause Of Injury:	
Lien:	Yes	Location:	AHM-ADJ [Change]
Pro Per:	No	Related Cases:	No
Master Case:	No	Date Of Settlement:	

Applicant and Defendant

Applicant	Role	Action
LOGOS LANGUAGE SANTA ANA	Other Employer	Delete
KLEMPNER & KLEMPNER	Lien Claimant	Delete
LAURA SALAS INTERPRETING	Lien Claimant - Interpreter	Delete
[redacted]	Injured Worker	Delete
KAISER PERMANENTE, SO CAL DIV.	Lien Claimant - Medical Provider	Delete
TIMOTHY A. ROWE, HEARING REP.	Lien Claimant - Medical Provider	Delete
RONALD WINTERS	Legacy Law Firm	Delete
EDD SDI SAN BERNARDINO	Lien Claimant	Delete
CRUCIBION CORP	Lien Claimant - Medical	Delete

Defendant	Role	Action
UGA SERVICE CORP INS DIV	Legacy Insurance Company	Delete
KNOTTS SCARY FARM	Employer	Delete
FERRELL WEBER ANAHEIM	Legacy Law Firm	Delete

Division of Workers' Compensation

EAMS Electronic Adjudication Management System

CA Department of Industrial Relations

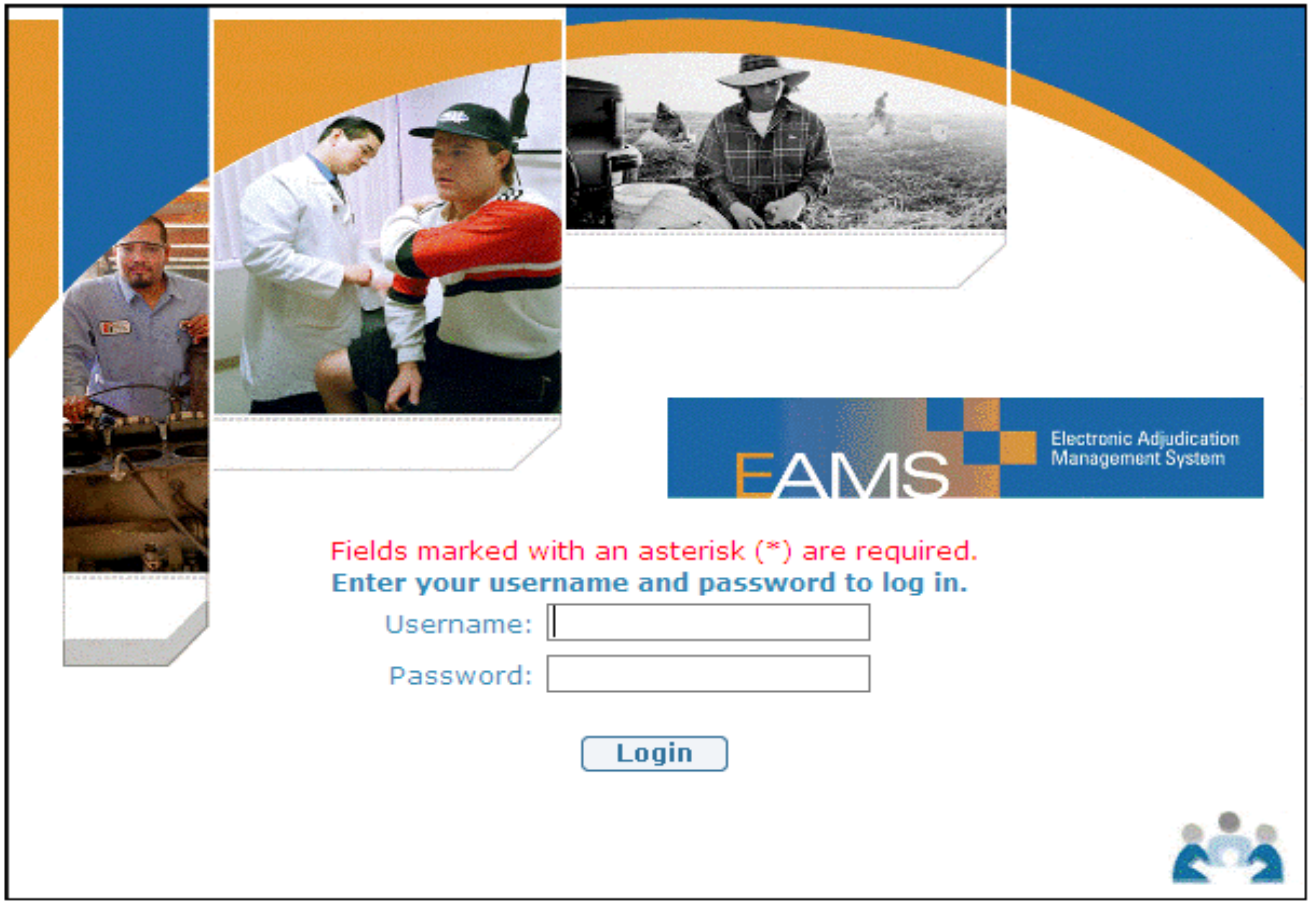
Filing e-forms

https://ieams.dwc.ca.gov/eams/logon.jsp

File Edit View Favorites Tools Help

MSN.com | Login page

Page Tools



This site requires JRE 1.6.0 or higher

This site best viewed with Microsoft Internet Explorer 6.0+

Help | Contact Us | Site Map | Disclaimer | Accessibility

Copyright © 2008 State of California

External Home Page

External User Search for Information - Windows Internet Explorer

https://eamstsap1:9110/Curam/en_US/DWCExternalUser_searchInformationPage.do

File Edit View Favorites Tools Help

Links Employer Search | DWC EAMS claims administrator and representatives' offices | Case Search

Login page | DWC EAMS claims administra... | DWC EAMS representatives'... | External User Search for ...

EAMS Electronic Adjudication Management System

Skip to main content

Home | Inbox | My Calendar | My Cases | Search | Log Out

Convdr5: Build Number 0530

navigation

External User Search

eForms

recent items

External User Search for Information

Search Criteria

Case Number:		Legacy Case Reference:	
Date Of Injury:		Participant Type:	Person

Search | Reset

Search Results

Case Number	Injured Worker	Date Of Injury	Case Type	Date Opened	Status	Archived

Click on eForms

Done | Local intranet | 100%

e-form Page

eForms: - Windows Internet Explorer

https://eamstsap1:9110/Curam/en_US/DWC_EForms_ExtUserSearchNavLinkPage.do?__o3rpu=DWCExternalUser_searchInformationPage.do

Certificate Error

File Edit View Favorites Tools Help

Links Employer Search | DWC EAMS claims administrator and representatives' offices | Case Search

Login page | DWC EAMS claims administra... | DWC EAMS representatives'... | eForms:

EAMS Electronic Adjudication Management System

Skip to main content

Home | Inbox | My Calendar | My Cases | Search | Log Out

Convdr5: Build Number 0530

navigation
- External User Search
- eForms

recent items

eForms:

eForms

Adjudication

- APPLICATION FOR ADJUDICATION
- ANSWER TO APPLICATION FOR ADJUDICATION OF CLAIM
- APPLICATION FOR SUBSEQUENT INJURIES FUND BENEFITS
- COMPROMISE RELEASE
- COMPROMISE RELEASE DEPENDENCY CLAIM
- DECLARATION OF READINESS TO PROCEED
- DOR EXPEDITED TRIAL
- GOLDEN ROD LIEN FORM (DE2581)
- NOTICE AND REQUEST FOR ALLOWANCE OF LIEN
- PETITION TO TERMINATE LIABILITY FOR TEMPORARY DISABILITY INDEMNITY
- STIPULATION WITH AWARD(DEATH)
- STIPULATIONS WITH REQUEST FOR AWARD
- THIRD PARTY COMPROMISE AND RELEASE

Vocational Rehabilitation

- DWC-AD-10005 (RTW) REQUEST FOR REIMBURSEMENT OF ACCOMMODATION EXPENSE
- DWC-AD-10133.53 (SJDB) NOTICE OF OFFER OF MODIFIED OR ALTERNATIVE WORK
- DWC-AD-10133.55 (SJDB) REQUEST FOR DISPUTE RESOLUTION BEFORE THE ADMINISTRATIVE DIRECTOR
- DWC-AD-10133.57 (SJDB) VOUCHER
- NOTICE OF OFFER OF REGULAR WORK
- NOTICE OF TERMINATION OF VOCATIONAL REHABILITATION
- REQUEST FOR DISPUTE RESOLUTION
- SETTLEMENT OF PROSPECTIVE VOCATIONAL REHABILITATION SERVICES
- VOCATIONAL REHABILITATION PLAN

Disability Evaluation Unit

- EMPLOYEE'S PERMANENT DISABILITY QUESTIONNAIRE AND REQUEST FOR SUMMARY DETERMINATION - QME REPORT
- REQUEST FOR CONSULTATIVE RATING
- REQUEST FOR RECONSIDERATION OF SUMMARY RATING BY THE AD
- REQUEST FOR SUMMARY RATING DETERMINATION - PRIMARY TREATING PHYSICIAN REPORT
- REQUEST FOR SUMMARY RATING DETERMINATION - QME REPORT

Uninsured Employment Fund

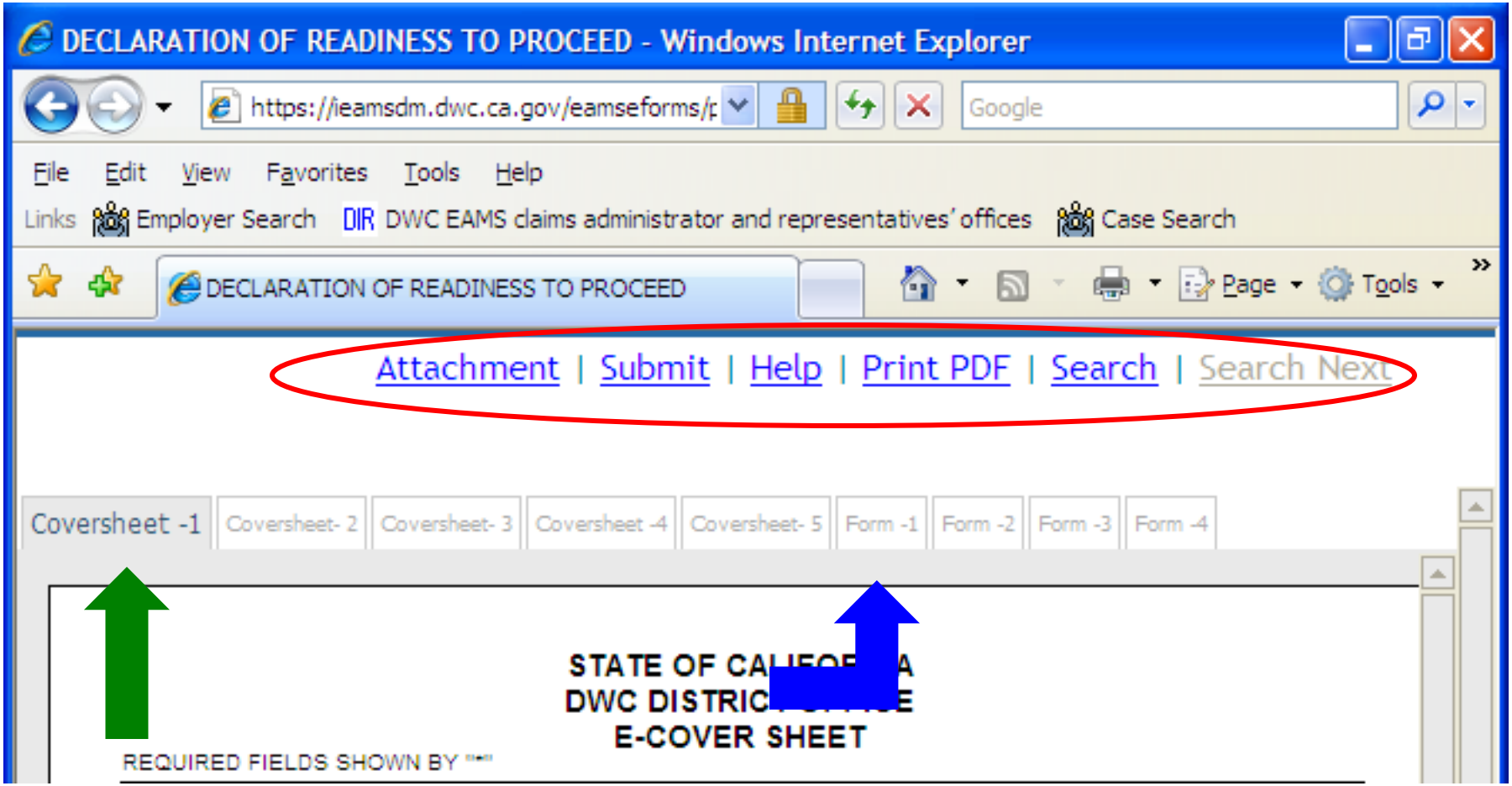
- APPLICATION FOR DISCRETIONARY PAYMENTS FROM THE UEF

DWC Miscellaneous

- GENERAL PUBLIC REQUEST FOR INFORMATION
- UNSTRUCTURED EFORM

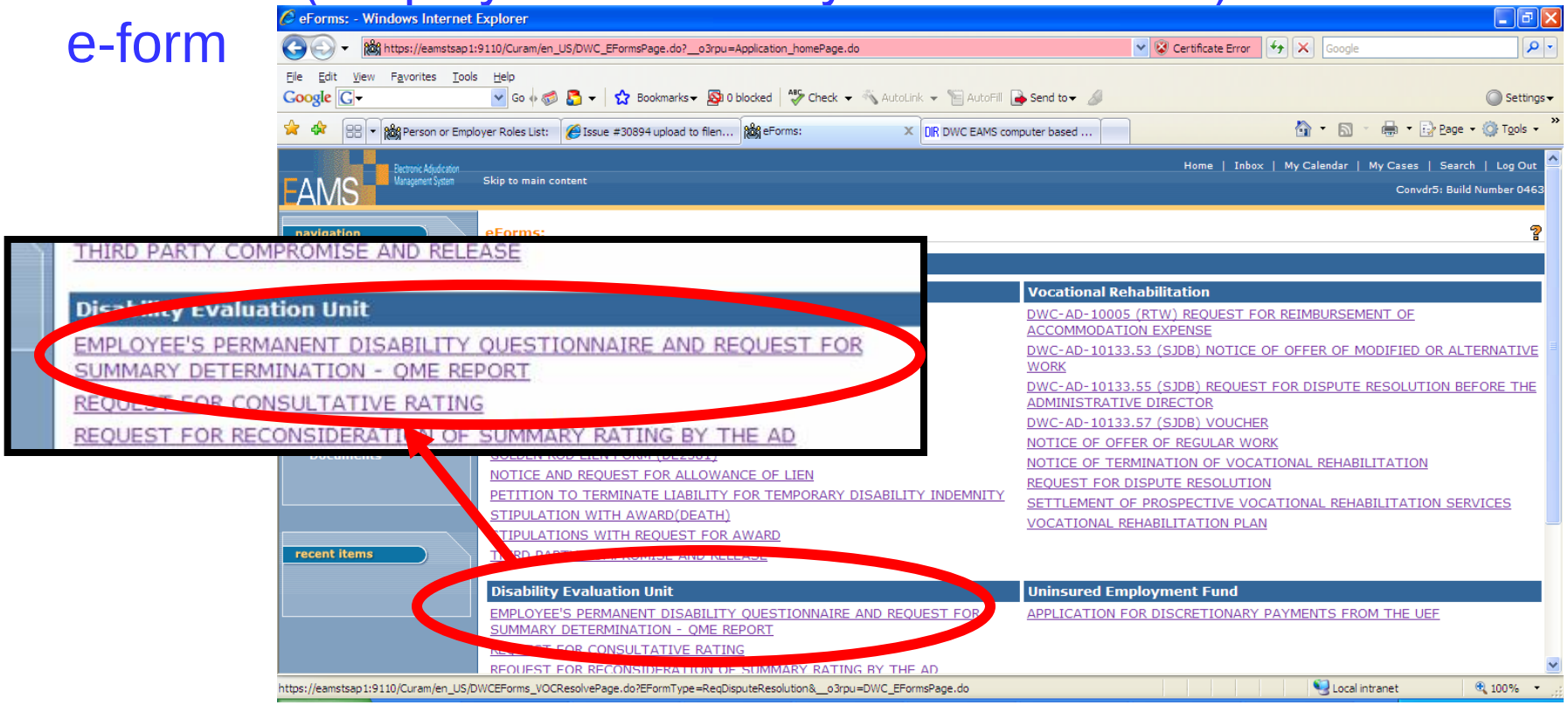
Local intranet | 100%

e-form Layout



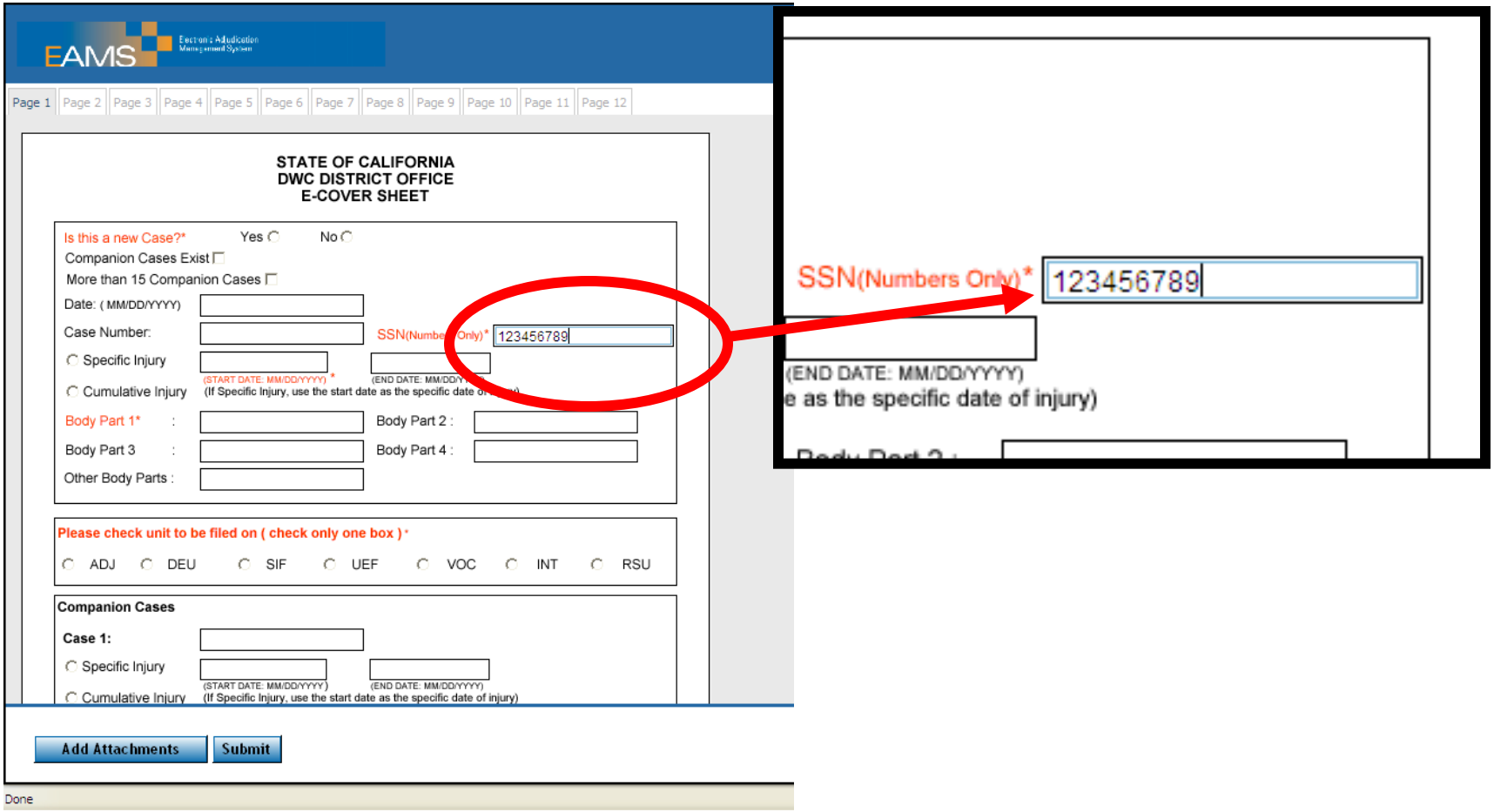
e-forms: DEU 101 and DEU 100

DEU-101 (Request for Summary Rating Determination) and DEU-100 (Employee's Disability Questionnaire) are in "one" e-form



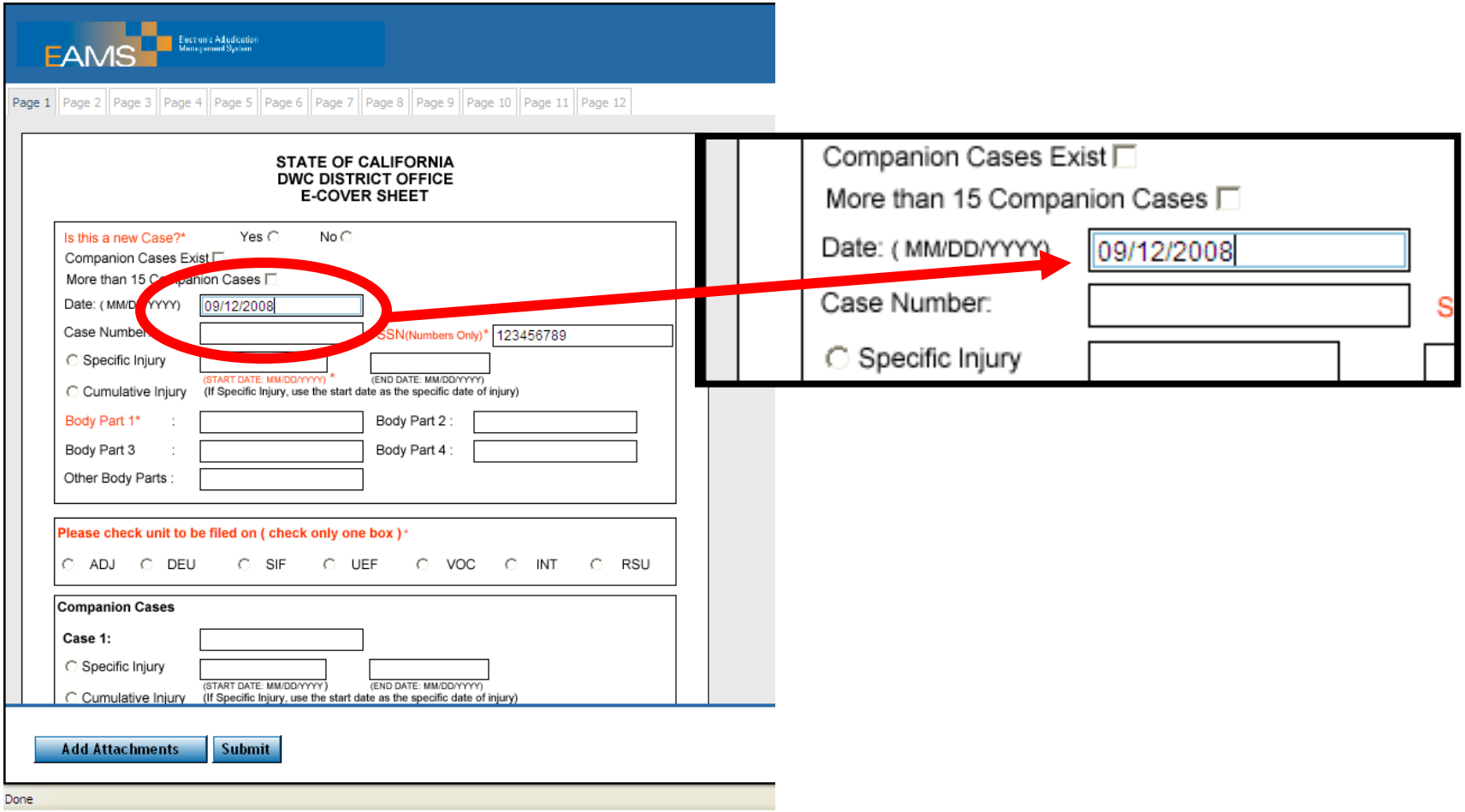
e-forms: Social Security Number

SSN – NOT a required field – but use it on case opening documents if you have it. Do not enter the dashes, just numbers



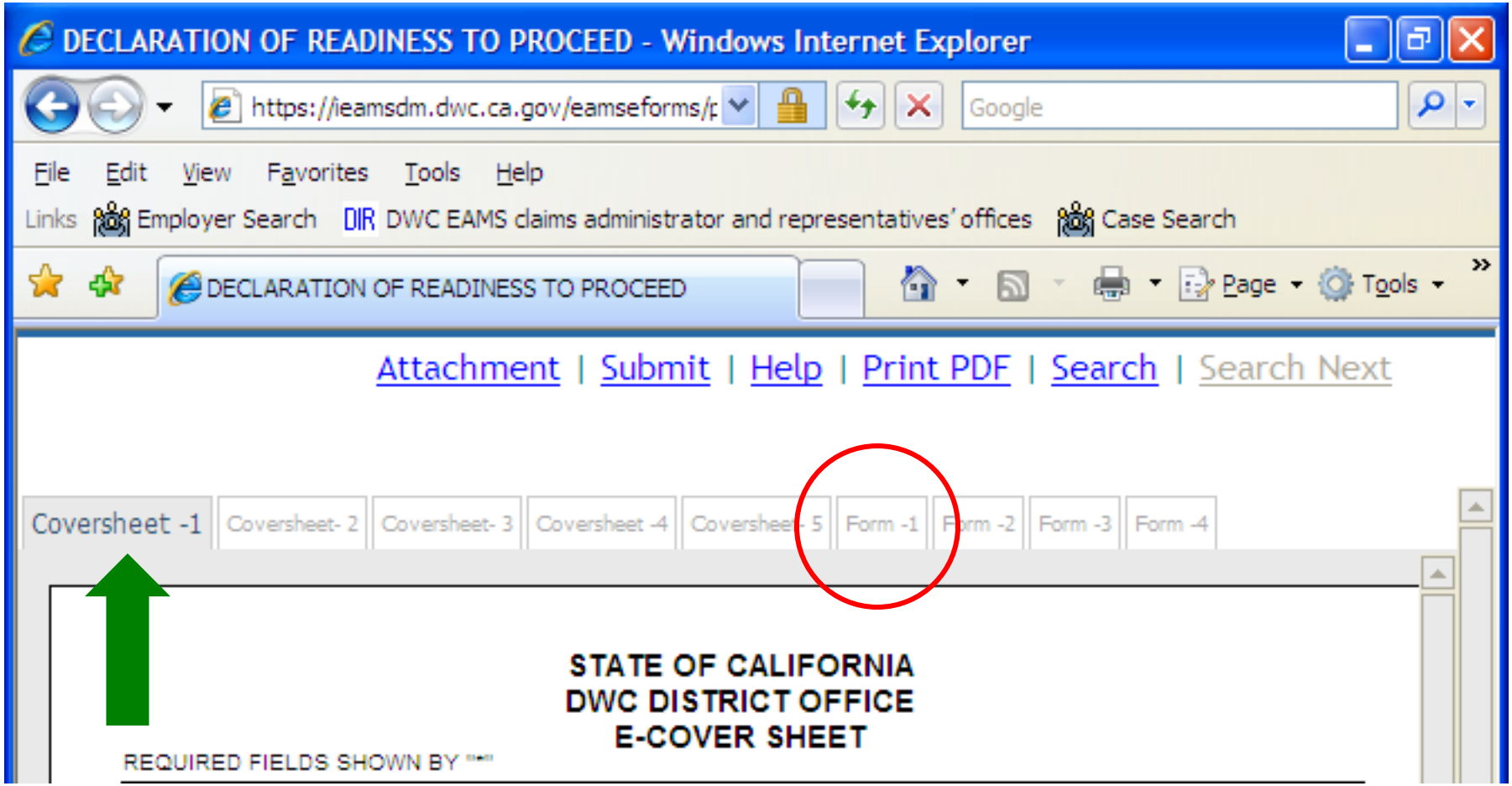
e-forms: Date Format

Dates MUST be in MM/DD/YYYY format – with leading “0” when a single digit month or day



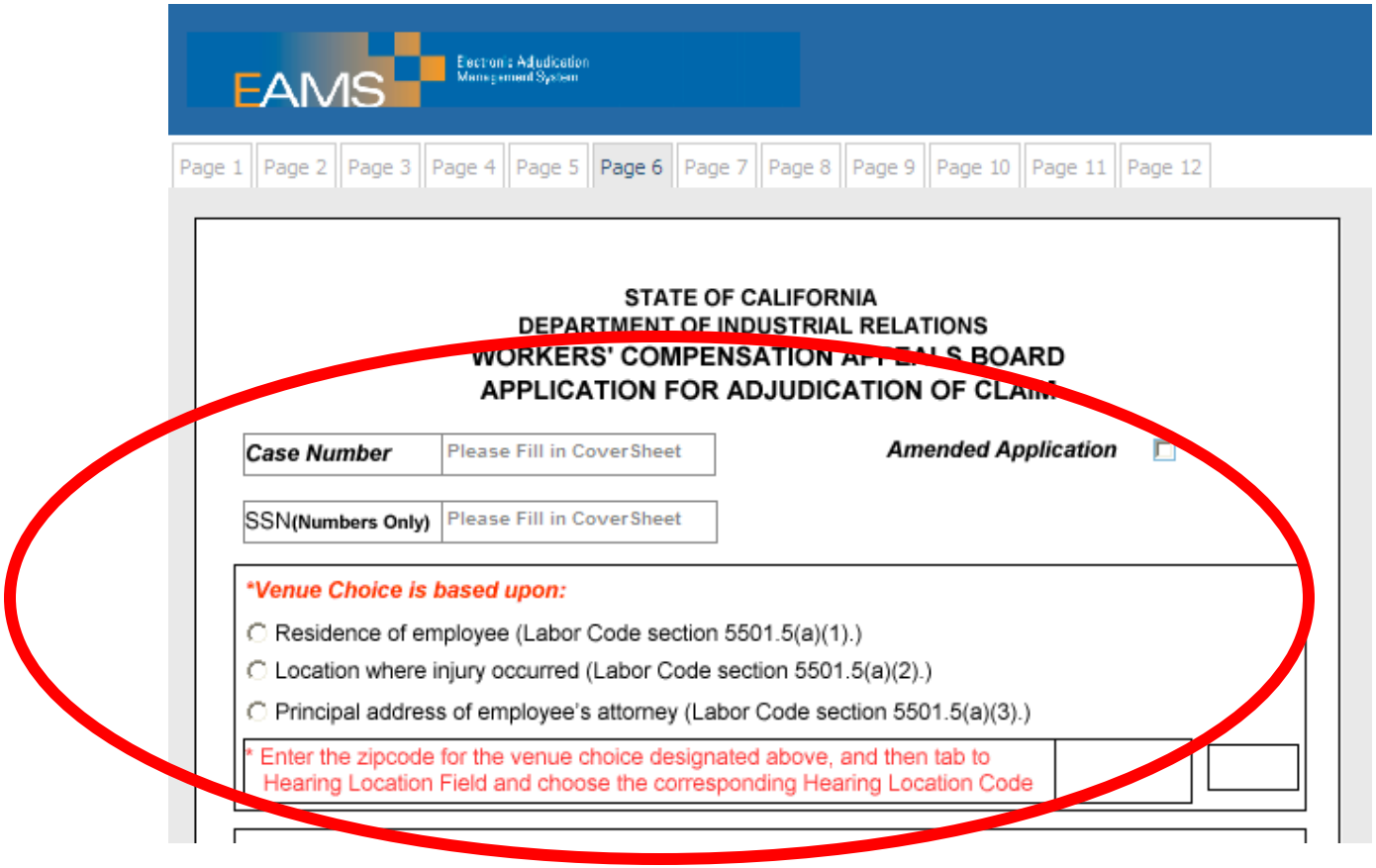
e-forms: No Companion Cases

- If there are no companion cases, fill out Coversheet 1 and then click on Form 1



e-forms: Venue Location

When filling out Form 1 (page 1) of the Application for Adjudication of Claim, C&R, or Stips the ZIP Code determines the Venue



Unstructured e-form

Unstructured Eform - Windows Internet Explorer

http://134.186.225.41/convdr5/jsp/unstructured_eform.jsp

File Edit View Favorites Tools Help

Links Employer Search DIR DWC EAMS claims administrator and representatives' offices Case Search

Unstructured Eform

Page Tools

EAMS Electronic Adjudication Management System

Master Case Number*:

Enter Case Reference: ADD

Case Reference: Case Reference DELETE

Case Type*: ---select---

Document Type*: ---select---
(You must select Case Type before selecting Doc Type)

Document Title*: ---select---
(You must select Doc Type before selecting Doc Title)

Author:

Document Date: *(mm/dd/yyyy)*

File Upload*: Browse...

Attachment

Done Trusted sites 100%

Unstructured e-form – con't

Unstructured Eform

Page Tools

EAMS Electronic Adjudication Management System

Master Case Number*:

Enter Case Reference: ADD

Case Reference: Case Reference DELETE

Case Type*: ---select---

Document Type*: ---select---
(You must select Case Type before selecting Doc Type)

Document Title*: ---select---
(You must select Doc Type before selecting Doc Title)

Author:

Document Date: *(mm/dd/yyyy)*

File U

Atta

Enter companion case number(s) ONLY & if applicable – Click ADD

If it is a document your office prepared, enter your UAN; if a medical report, the practitioner's name; if subpoenaed records, the name of the facility; if it is a document from a claims administrator office, their UAN; if it is a document from an employer, the employer's name; if it is a document from an entity with a UAN, their UAN

Unstructured e-form - con't

Unstructured Eform - Windows Internet Explorer

https://ieamsdm.dwc.ca.gov/eamseforms/WcmSignIn.jsp

File Edit View Favorites Tools Help

Links Employer Search DIR DWC EAMS claims administrator and representatives' offices Case Search

Unstructured Eform

EAMS Electronic Adjudication Management System

Master Case Number*: ADJ1234567

Enter Case Reference: ADJ9876543 ADD

Case Reference: Case Reference DELETE

Case Type*: ---select---

Document Type*: ---select---

(You must select Case Type before selecting Doc Type)

Document Title*: ---select---

(You must select Doc Type before selecting Doc Title)

Author:

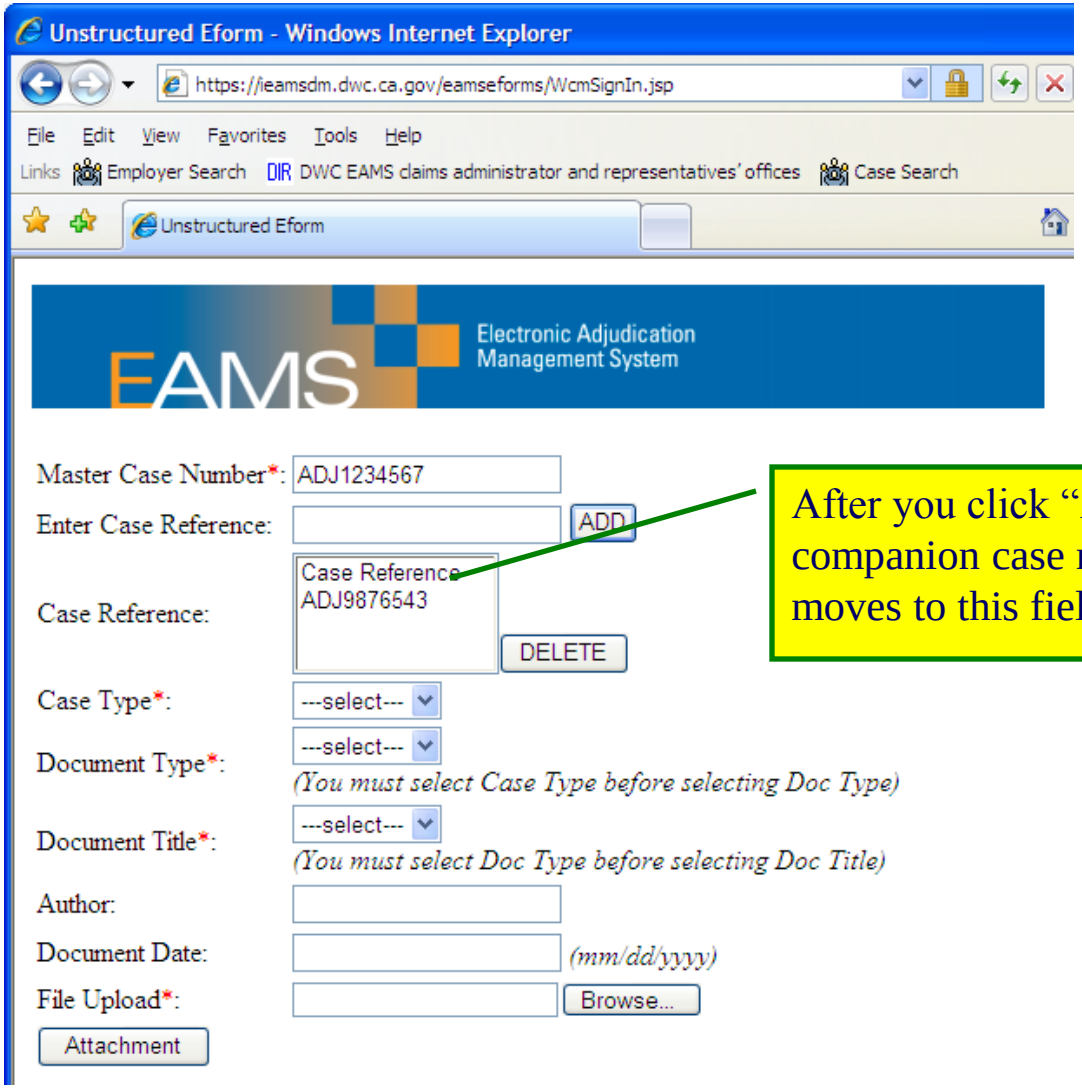
Document Date: *(mm/dd/yyyy)*

File Upload*: Browse...

Attachment

Enter **ONLY** Case Numbers Here – Do **NOT** enter IW name – this is where you add companion case number(s)

Unstructured e-form - con't



After you click "ADD" the companion case number(s) moves to this field

Unstructured e-form – con't

Unstructured Eform - Windows Internet Explorer

https://ieamsdm.dwc.ca.gov/dwceformswp/jsp/unstructured_eform.jsp?hdnContextNam

File Edit View Favorites Tools Help

Unstructured Eform

EAMS Electronic Adjudication Management System

Master Case Number*: ADJ123456789

Case Reference: Case Reference

Enter Case Reference: ADD DELETE

Case Type*: ADJ

Document Type*: LEGAL DOCS

(You must select Case Type before selecting Doc Type)

Document Title*: PETITION FOR JOINDER

(You must select Doc Type before selecting Doc Title)

Author: JOE SMITH OAKLAND

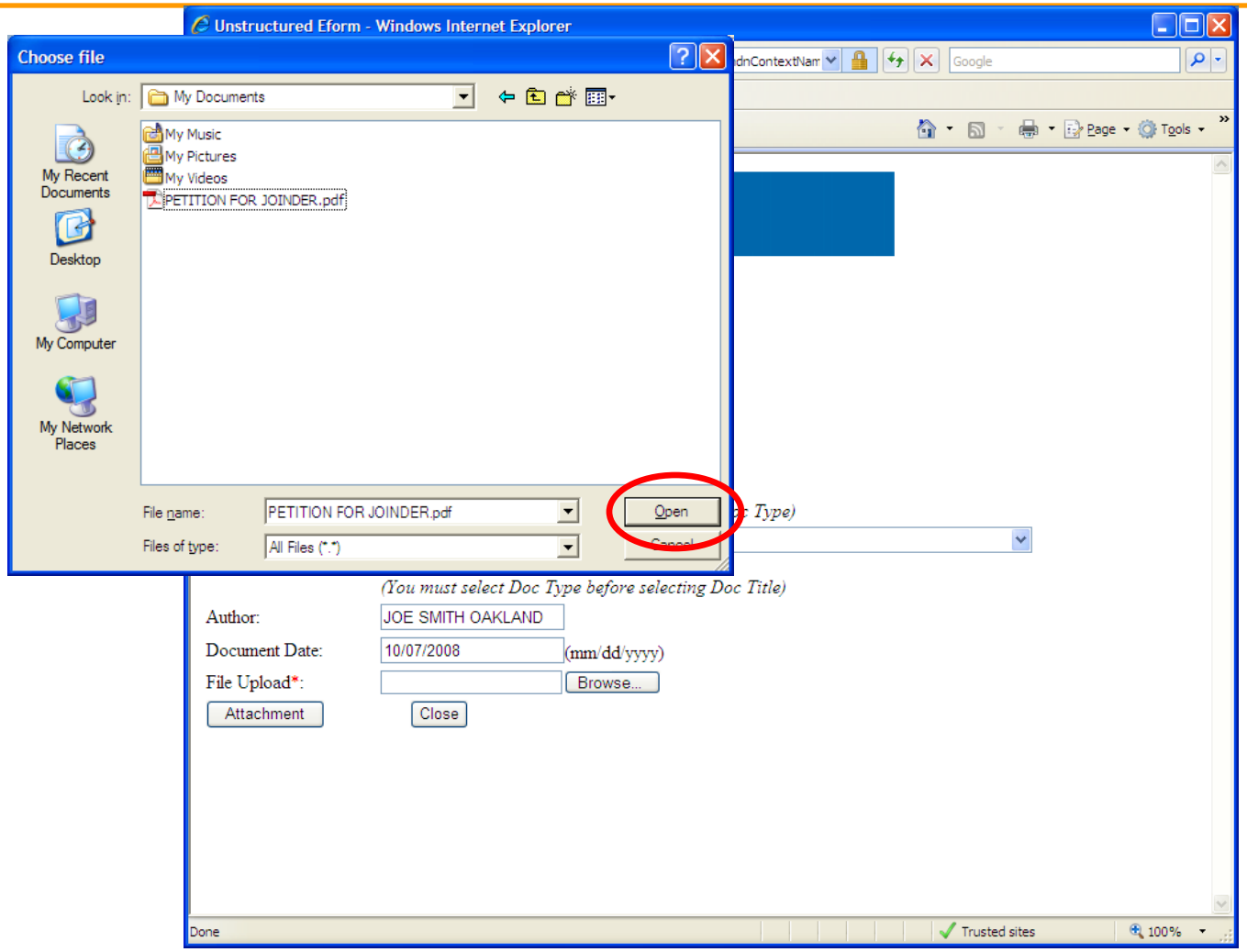
Document Date: 10/07/2008 (mm/dd/yyyy)

File Upload*: Browse...

Attachment Close

Done Trusted sites 100%

Unstructured e- form - Select File to Attach



Unstructured e- form - Attachment selected

Unstructured Eform - Windows Internet Explorer

https://leamsdm.dwc.ca.gov/dwceformswp/jsp/unstructured_eform.jsp?hdnContextNam

File Edit View Favorites Tools Help

Unstructured Eform

EAMS Electronic Adjudication Management System

Master Case Number*: ADJ123456789

Case Reference: Case Reference

Enter Case Reference: ADD DELETE

Case Type*: ADJ

Document Type*: LEGAL DOCS

(You must select Case Type before selecting Doc Type)

Document Title*: PETITION FOR JOINDER

(You must select Doc Type before selecting Doc Title)

Author: JOE SMITH OAKLAND

Document Date: 10/07/2008 (mm/dd/yyyy)

File Upload*: C:\Documents and Setting Browse...

Attachment Close

Done Trusted sites 100%

Unstructured e- form - Ready to Submit

Unstructured Eform - Windows Internet Explorer

https://ieamsdm.dwc.ca.gov/dwceformswp/attachData

File Edit View Favorites Tools Help

Unstructured Eform

EAMS Electronic Adjudication Management System

Master Case Number*:

Case Reference:

Case Reference

Enter Case Reference: ADD DELETE

Case Type*: ---select---

Document Type*: ---select---

(You must select Case Type before selecting Doc Type)

Document Title*: ---select---

(You must select Doc Type before selecting Doc Title)

Author:

Document Date: (mm/dd/yyyy)

File Upload*: Browse...

Attachment Close

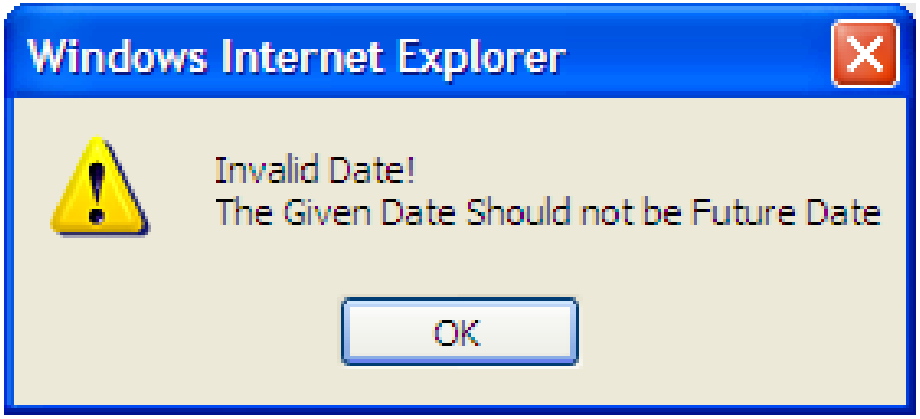
Master Case Reference	Case ID	Case Type	Document Type	Document Title	File Name	
ADJ123456789		ADJ	LEGAL DOCS	PETITION FOR JOINDER	C:\Documents and Settings\charles ellison\My Documents\PETITION FOR JOINDER.pdf	Delete

Submit

Done Trusted sites 100%

e-forms: Errors

If you enter a future date in a required field, or fail to enter any information in a required field you'll get an error message when you click Submit. Click OK and you will be redirected to the specific field to fix the error. HOWEVER, if you misspell names, addresses, etc. in a required field – your document will then go to the unprocessed document queue (UDQ) where a clerk will try to figure out what went wrong.

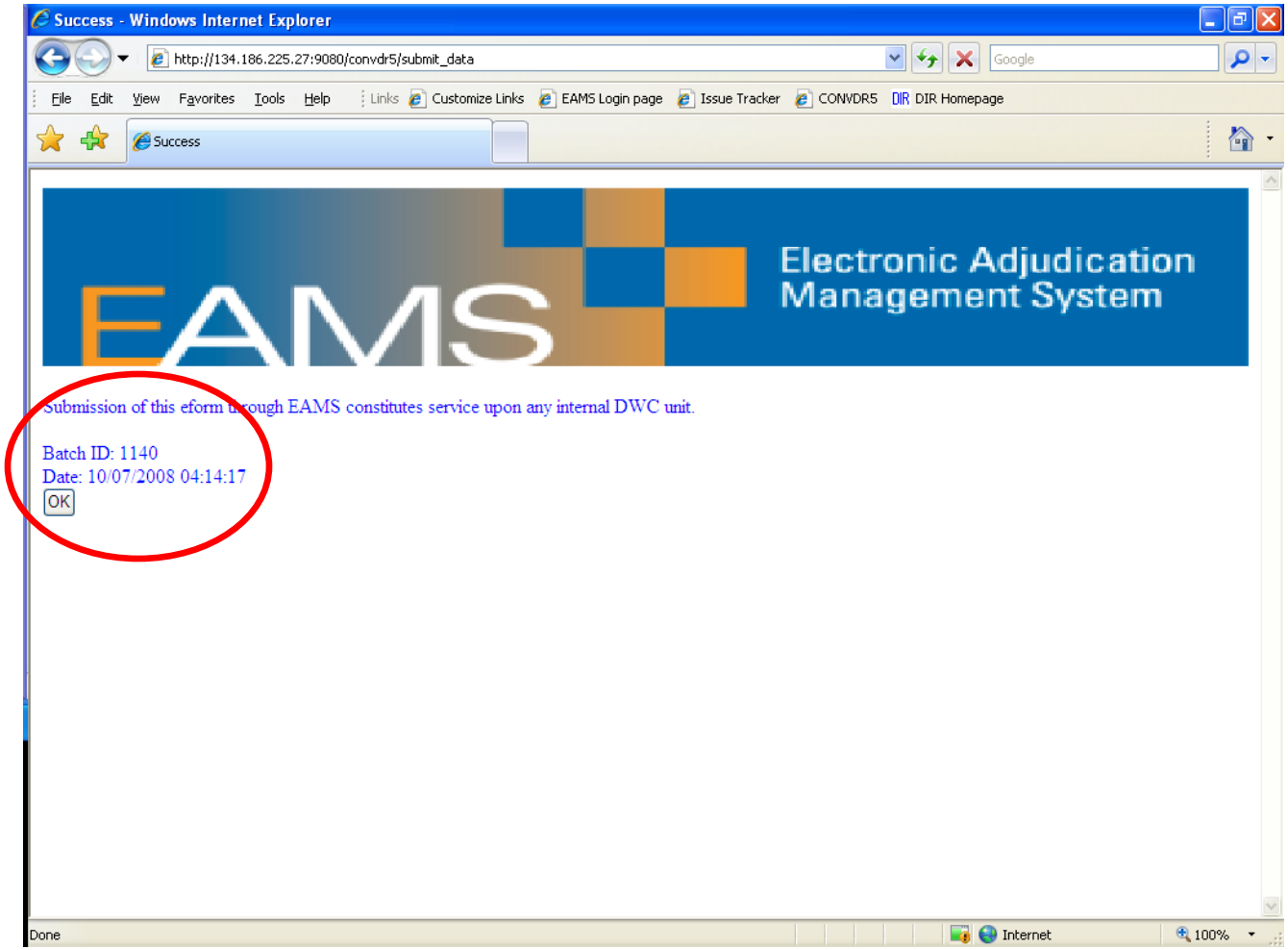


e-forms: Document Service

- When you have to serve documents to other parties you will need to print your e-form.
- Use the “print PDF” function on the form to print all at once and/or save to your hard drive
- You only need to print the pages on which you have filled in data

- **PRINT BEFORE YOU CLICK SUBMIT**

Batch ID - Success!



View Your Documents in FileNet

- Open the ADJ Home Page
- Click on the “INT” tab in the upper left – this opens the INT Home Page
- Scroll to the Case Documents Section – Click on the INITIALS – “ADJ” (if you click on the case number just below it, you will go back to the ADJ Home Page)
- FileNet opens – follow the directions in the Reference Guide – pg 47 on how to best view the documents

External Home Page

External User Search for Information - Windows Internet Explorer

https://eams.dwc.ca.gov/external/en_US/DWCExternalUser_searchInformationPage.do

File Edit View Favorites Tools Help

Favorites | Employer Search | DWC EAMS claims administr... | Case Search | Registration | Get More Add-ons

Login page | DWC EAMS claims administra... | DWC EAMS representatives' ... | External User Search for ...

Page Safety Tools

EAMS Electronic Adjudication Management System

Skip to main content

Home | Inbox | My Calendar | My Cases | Search | Log Out

EEAMS App 2: Build Number 0030

navigation
- External User Search
- eForms

recent items

External User Search for Information

Search Criteria

Case Number: ADJ7423481

Legacy Case Reference:

Date Of Injury:

Participant Type: Person

Search Reset

Search Results

Case Number	ed Worker	Date Of Injury	Case	Date Opened	Status	Archived

Enter the EAMS ADJ Case Number

Then Click Search

Done | Trusted sites | 100%

Search by EAMS Case Number – cont'd

External User Search for Information - Windows Internet Explorer

https://eams.dwc.ca.gov/external/en_US/DWCExternalUser_searchInformationAction.do

File Edit View Favorites Tools Help

Favorites | Employer Search | DWC EAMS claims administr... | Case Search | Registration | Get More Add-ons

Login page | DWC EAMS claims administra... | DWC EAMS representatives' ... | External User Search for ...

Page Safety Tools

EAMS Electronic Adjudication Management System

Skip to main content

Home | Inbox | My Calendar | My Cases | Search | Log Out

EEAMS App 2: Build Number 0030

navigation
- External User Search
- eForms

recent items

External User Search for Information

Search Criteria

Case Number:	ADJ7423481	Legacy Case Reference:	
Date Of Injury:		Participant Type:	Person

Search Reset

Search Results (Number of Items: 1)

Case Number	Injured Worker	Date Of Injury	Case Type	Date Opened	Status	Archived
ADJ7423481	DOLORES ESTRADA		Product Delivery	9/1/2010	Active	Active - Not archived

Click on the ADJ Case Number to see case information

Trusted sites 100%

ADJ Home Page

Adjudication Product Delivery Home: ADJ4428318 - Windows Internet Explorer

https://ieams.dwc.ca.gov/eams/en_US/DWCADJProductDelivery_homePage.do?caseID=8756636&__o3rpu=IC_homePage.do%3FcaseID%3D8756635

File Edit View Favorites Tools Help

Links Employer Search | DWC EAMS claims administrator and representatives' offices | Case Search

Click on "INT" tab

EAMS Electronic Adjudication Management System

Skip to main content

Home | Inbox | My Calendar | My Cases | Search | Log Out

EAMS App 2: Build Number 0026

INT [redacted] ADJ

navigation

- Home
- Hearing Case
- Communications
- Events
- Financials
- Liens
- Notes
- Orders
- Penalties
- PD/TD/Other Benefits
- Part of Body
- Related Cases
- Status History
- Tasks
- User Roles
- External User Request For Action

recent items

- INT4428318
- ADJ4428318
- INT1489381
- ADJ1489381
- APP2806916
- ADJ2806916
- INT4354068
- ADJ4354068
- APP5772579
- MYRA HIGUERA - 620141029

Adjudication Product Delivery Home: [redacted]

Edit

Manage

Restore to Inactive	Add Applicant	Transmit To Recon
Close Case	Add Defendant	Transmit to DO: Judge Action Required
Inactivate Case	Reject DOR	Transmit to DO: No Judge Action Required

Case Details

Product Name:	ADJ - DWC District Office	Case Reference:	[redacted]
Primary Client:	[redacted]	Legacy Case ID:	[redacted]
Start Date:	8/18/1992	Status:	Active
Priority:	Low	End Date:	
Owner:	Janet Coulter [Change]	Occupation:	
Occupation Code:		Cause Of Injury:	
Lien:	Yes	Location:	AHM-ADJ [Change]
Pro Per:	No	Related Cases:	No
Master Case:	No	Date Of Settlement:	

Applicant and Defendant

Applicant	Role	Action
LOGOS LANGUAGE SANTA ANA	Other Employer	Delete
KLEMPNER & KLEMPNER	Lien Claimant	Delete
LAURA SALAS INTERPRETING	Lien Claimant - Interpreter	Delete
[redacted]	Injured Worker	Delete
KAISER PERMANENTE, SO CAL DIV.	Lien Claimant - Medical Provider	Delete
TIMOTHY A. ROWE, HEARING REP.	Lien Claimant - Medical Provider	Delete
RONALD WINTERS	Legacy Law Firm	Delete
EDD SDI SAN BERNARDINO	Lien Claimant	Delete
SPHERION CORP	Lien Claimant - Medical	Delete

Defendant	Role	Action
UGA SERVICE CORP INS DIV	Legacy Insurance Company	Delete
KNOTTS SCARY FARM	Employer	Delete
FERRELL WEBER ANAHEIM	Legacy Law Firm	Delete

INT Home Page

Integrated Case Home: INT4428318 - Windows Internet Explorer

https://ieams.dwc.ca.gov/eams/en_US/IC_homePage.do?caseID=8756635

File Edit View Favorites Tools Help

Links Employer Search | DWC EAMS claims administrator and representatives' offices | Case Search

DWC EAMS claims administra... | DWC EAMS representatives' ... | Integrated Case Home: I...

EAMS Electronic Adjudication Management System

Skip to main content

New Task | New Activity

Home | Inbox | My Calendar | My Cases | Search | Log Out

EAMS App 2: Build Number 0026

navigation

- Home
- Case Participants
- Communications
- Events
- Notes
- Products
- Related Cases
- Request for Change of Physician
- Tasks
- User Roles

recent items

- INT4428318
- ADJ4428318
- INT1489381
- ADJ1489381
- APP2806916
- ADJ2806916
- INT4354068
- ADJ4354068
- APP5772579
- MYRA HIGUERA - 620141029

INT [redacted]

Integrated Case Home: [redacted]

Options

New Product | Edit Case Header | Close Case

New Note | Change Primary Client | Add Insurance Claim Number

Details

Case Reference:	[redacted]	Type:	INT
Primary Client:	[redacted]	Status:	Open
Owner:	SYSEAMS	Priority:	Low
Creation Date:	8/18/1992	Nature of Injury:	
Archival Status:	Active - Not archived	Archival Rule:	Automated Archival
Date of Injury:	10/31/1913	CT From Date:	
Special Circumstance:	No	CT To Date:	
Jurisdictional Claim No.:			

Insurance Claim Number(s)

Claims Administrator	Claim Number	Source

Case Documents

ADJ	VOC	UEBTF	INT
DFU	RSU	SIBTF	

Products

Case Reference	Primary Client	Type	Start Date	Status
[redacted]	[redacted]	ADJ	8/18/1992	Active

Case Members

Comments

Click on "ADJ"

Start | Integrated Cas... | PPT | Inbox - Microsoft ... | E-Forms Trial Com... | Copy of spreadsh... | MISC CRU respon... | Workplace: EAMS... | Document49 - Micr...

FileNet Page

Workplace: EAMS_OS : EAMS SEARCH - Windows Internet Explorer

https://ieamsdm.dwc.ca.gov/eamsdocsearch/WcmObjectBookmark.jsp?windowId=_1.T123a659d19e&eventTarget=layout!form&eventName=ExecuteSearch

File Edit View Favorites Tools Help

Links Employer Search | DIR DWC EAMS claims administrator and representatives' offices | Case Search

Workplace: EAMS_OS : EAMS SEARCH

Page Tools

Charles Ellison III | Thursday, September 10, 2009

Search Help | Close

Search View

Selected Search Template: EAMS_OS > EAMS SEARCH

Hide Search Criteria | Add Document

Printable View

Find released documents, where:

Case ID	is equal to	
Case Type	is equal to	ADJ
Admitted	is equal to	
Admitted Prop ID	is equal to	
Proponent	is equal to	
Author	contains	
Operator Id	contains	
EAMS Doc ID	is equal to	
Doc Status	is equal to	
Doc Type	is equal to	
Doc Title	is equal to	(You must select Doc Type before selecting Doc Title)
Doc Date	is less than or equal to	Clear (MM/d/yy)
Doc Date	is greater than or equal to	Clear (MM/d/yy)
Doc Entry Date	is less than or equal to	Clear (MM/d/yy)
Doc Entry Date	is greater than or equal to	Clear (MM/d/yy)
Received Date	is less than or equal to	Clear (MM/d/yy)
Received Date	is greater than or equal to	Clear (MM/d/yy)

Max Results: 100

Search | Restore Defaults

Actions Menu

Items Found: 9

View: Detailed | Show Items: 20

Title	Doc Title	Doc Type	Doc Status	Admitted	Admitted Prop ID	Proponent	Author	Operator Id	EAMS Doc ID	Doc Date	Doc Entry Date	Received Date	Priority Flag
COVER SHEET	COVER SHEET	MISC	PUBLIC					Cherrise Rogers	3695350	1/28/09 12:00 AM	3/11/09 12:00 AM	1/28/09 12:00 AM	NO
Oh_what_a_lovely_da1.doc	TYPED OR WRITTEN LETTER	MISC	PUBLIC					sharyn sala	3728505	3/12/09 12:00 AM	3/12/09 2:31 PM	3/12/09 12:00 AM	NO
General Correspondence[1].doc	CORRESPONDENCE-OTHER	MISC	PUBLIC					tu lam	4784812	5/1/09 12:00 AM	5/1/09 2:28 PM	5/1/09 12:00 AM	NO
POS JON1195.PDF	PROOF OF SERVICE	LEGAL DOCS					INIGUEZMICHELLE	INIGUEZMICHELLE	119184	2/17/09 12:00 AM	2/17/09 3:39 PM	2/17/09 3:39 PM	NO
MEASURE PAGE.doc	OFFICIAL ADDRESS RECORD	MISC					fred smith	CEAdminProd	12220	10/9/08 12:00 AM	10/9/08 4:13 PM	10/9/08 4:13 PM	NO
fdajfakjdfadjfioadjfadjifajefiahewfkndf.doc	CORRESPONDENCE-OTHER	MISC	PUBLIC				Wallace	tu lam	4777803	5/1/09 12:00 AM	5/1/09 12:05 PM	5/1/09 12:00 AM	NO
SOB JON1195.PDF	CORRESPONDENCE-OTHER	MISC					INIGUEZMICHELLE	INIGUEZMICHELLE	119183	2/17/09 12:00 AM	2/17/09 3:39 PM	2/17/09 3:39 PM	NO
NOTICE AND REQUEST FOR ALLOWANCE OF LIEN	NOTICE AND REQUEST FOR ALLOWANCE OF LIEN	LIENS AND BILLS					INIGUEZMICHELLE	INIGUEZMICHELLE	{E53B8A20-4EF7-4061-B8A5-02645A9933A4}	2/17/09 3:39 PM	2/17/09 3:39 PM	2/17/09 3:39 PM	NO
Order_Dismissing_Case[1] ADJ6649856.doc	CORRESPONDENCE-OTHER	MISC	PUBLIC				Della Hinshaw	sharyn sala	3728396	3/12/09 12:00 AM	3/12/09 2:29 PM	3/12/09 12:00 AM	NO

Specific Issues

Avoid mistakes

Attachments

- Do not file the following separately. Scan them in together as a single document/attachment
  - Benefit Notices – you can separate TTD from PD notices
  - Explanation of Benefits (EOBs)
  - L C 4906(g) statements
  - Lien bills
  - Medical Management Reports
  - Physical Therapy Notes
  - PR-2 Reports

Attachments to an e-form

- If you are submitting an e-form that will have attachments:

Use the Attachment link at the top of the page

- Do not submit the e-form and then fill out an unstructured e-form

Case Number

- Biggest problem – sloppy typing – especially on unstructured e-form
- ADJ case numbers NEVER have zero for the first digit
- Do NOT just put “ADJ” in front of the Legacy Case Number
- Do NOT enter both the ADJ and Legacy Case Number
  - Example: do NOT put the EAMS ADJ number in the main case field and the corresponding Legacy case number in the companion case field – they are the same case

EAMS Electronic Adjudication Management System

Master Case Number*:

Enter Case Reference: ADD

Case Reference: Case Reference DELETE

Case Type*: ---select---

Document Type*: ---select---
(You must select Case Type before selecting Doc Type)

Document Title*: ---select---
(You must select Doc Type before selecting Doc Title)

Author:

Document Date: *(mm/dd/yyyy)*

File Upload*: Browse...

Attachment

Uploaded Documents

Master Case Reference	Case ID	Case Type	Document Type	Document Title	File Name	
ADJ1234567		ADJ	MEDICAL DOCS	AME REPORTS	C:\Documents and Settings\Charles Ellison\Desktop Smith AME 10-1-09.doc	Delete
ADJ1234567		ADJ	MEDICAL DOCS	AME REPORTS	C:\Documents and Settings\Charles Ellison\Desktop Smith Supplemental AME 11-1-09.doc	Delete
ADJ1234657		ADJ	MEDICAL DOCS	TREATING PHYSICIAN	C:\Documents and Settings\Charles Ellison\Desktop Jones PR-2s 9-1-07 thru 4-1-09.doc	Delete
ADJ1234567		ADJ	MEDICAL DOCS	P & S REPORT	C:\Documents and Settings\Charles Ellison\Desktop Jones P&S 6-1-09.doc	Delete

Submit

Trusted sites 100%

EAMS Electronic Adjudication Management System

Master Case Number*:

Enter Case Reference: ADD

Case Reference: Case Reference DELETE

Case Type*: ---select---

Document Type*: ---select---
(You must select Case Type before selecting Doc Type)

Document Title*: ---select---
(You must select Doc Type before selecting Doc Title)

Author:

Document Date: *(mm/dd/yyyy)*

File Upload*: Browse...

Attachment

Uploaded Documents

Master Case Reference	Case ID	Case Type	Document Type	Document Title	File Name	
ADJ1234567		ADJ	MEDICAL DOCS	AME REPORTS	C:\Documents and Settings\Charles Ellison\Desktop\Smith AME 10-1-09.doc	Delete
ADJ1234567		ADJ	MEDICAL DOCS	AME REPORTS	C:\Documents and Settings\Charles Ellison\Desktop\Smith Supplemental AME 11-1-09.doc	Delete
ADJ1234657		ADJ	MEDICAL DOCS	TREATING PHYSICIAN	C:\Documents and Settings\Charles Ellison\Desktop\Jones PR-2s 9-1-07 thru 4-1-09.doc	Delete
ADJ1234567		ADJ	MEDICAL DOCS	P & S REPORT	C:\Documents and Settings\Charles Ellison\Desktop\Jones P&S 6-1-09.doc	Delete

Submit

Trusted sites 100%

Companion Cases

- Do NOT select the radio button “Companion Cases Exist” nor enter any companion case numbers for:
  - Application for adjudication of claim
  - Amended application for adjudication of claim
  - Answers
  - Case opening settlement documents
  - Lien claims
  - Rating requests

Doc Titles

- Use the Correct **EXTERNAL** document titles
- Refer to the Doc Type and Title list found on the OCR forms page and the website
- **Never** use Exhibit or Evidence Doc Titles
- Scanned settlement documents use ONLY
  - ADJ – MISC – CORRESPONDENCE-OTHER – even if you are doing a walk-through of the settlement – The DCS is where you select “walk-through” “Yes” – NOT in the Doc Title

Doc Titles – New

- Ones that impact e-filing the most:
  - ADJ – LEGAL DOCS – 10770.5 VERIFICATION
  - ADJ – LEGAL DOCS – 10770.6 VERIFICATION
  - ADJ – LEGAL DOCS – PROPOSED ORDER/AWARD
  - ADJ – LEGAL DOCS – VENUE VERIFICATION
  - ADJ – LIENS AND BILLS – BILLS-OTHER
  - ADJ – MEDICAL DOCS – P&S REPORT
  - ADJ – MEDICAL DOCS – TREATING PHYSICIAN
  - DEU – MISC – PROOF OF SERVICE

Duplicate Filing

- In a word, **DON'T**

- If you don't see the document in FileNet after the next batch run, ***WAIT***, check the next morning
- If it still is not there, email the HelpDesk
  - IW name & DOB, Batch ID #, UAN – EAMS case number if used
  - ***DO NOT REFILE***

- If told it is in the UDQ, ***WAIT*** for the email from the UDQ Operator – ***DO NOT REFILE***
  - UDQ Operator may have to un-archive a case
  - May fix the problem and reprocess
  - Will email you with the problems

Duplicate Filing – con't

- You have emailed the HelpDesk…
- If told it is **not** in the UDQ, email Jackie – JMCCONNIE@DIR.CA.GOV with the Batch ID, IW Name & DOB, the EAMS case number from the Document Coversheet you filed (you probably entered the incorrect case number)
  - She will email you to advise if the documents were moved to the correct case or deleted.
  - ***DO NOT REFILE*** unless her email says they were deleted

Duplicate Filing – con't

- Right after you click "Submit" you realized you made a mistake
- Email Jackie with
  - IW Name
  - Batch ID
  - Case Number
  - ***DO NOT REFILE***

- If the Batch is in the UDQ she will delete it
- If the Batch processed successfully, she will have to delete the documents
- Either way, ***DO NOT REFILE*** – wait for her email

Fields

- If there is no information to enter in a field, **LEAVE IT BLANK**

- For example:
  - SSN – if not listing, do NOT type “NONE”
  - New case – in the case number field do NOT type “UNASSIGNED”
  - Self-insured employer – in the insurance company name do NOT type “NONE” or “SELF-INSURED”

LEAVE IT BLANK

Filing Date

- As you know, if you submit a batch after 5:00 p.m., on a holiday or Saturday, assuming it is successful, the filing date is on the next DWC business day

- The same holds true for batches submitted on Furlough Days

Labeling your Documents

- Do **not** use “EXHIBIT”, “EVIDENCE” “APPLICANT 1” etc.
- Abbreviations
  - They must make sense to anyone reading it
  - I don’t know what “LSSPOFS” or “A273458353.pdf” means
  - Some you just can’t abbreviate to make sense to everyone
  - For Example:
    - Signed C&R — Compromise and Release
    - Signed Stips — Stipulations with Request for Award
    - NOR — Notice of Representation
    - Pet 5710 — Petition for LC Section 5710 attorney’s fee
    - Pet Recon — Petition for Reconsideration
    - Answer-Recon — Answer to Petition for Reconsideration
    - Smith AME 1/4/9 — Dr. Smith’s AME report of 01/04/2009
    - POS — Proof of Service
    - PD Notice — Permanent Disability Notice
    - Wage Stmt — Wage Statement

Non-mandatory fields

- Filling in just the marked “mandatory” fields is not enough
- Just because it isn’t mandatory doesn’t mean that the information is to be left out – just as it was pre-EAMS, you need to fill in all the information available in order for the form to be complete
- The e-form settlement document fields need to mirror or match the fields on the scanned in signed settlement document

OCR Documents

- Do **not** attach the corresponding OCR form to your e-form
  - Exceptions:
  - Settlement Documents
  - Death Application

- Do **not** prepare OCR Coversheets and Separator Sheets for unstructured documents. The Unstructured e-form takes care of this

Proof of Service

- Use the correct format in the upper left hand corner:

- Your proof of service needs all of the following in the upper left hand corner:
- Uniform Assigned Name
- EAMS Administrator Name
- EAMS Administrator’s Phone – Direct or with Extension
- EAMS Administrator’s Email
  - Page 30 of the Reference Guide

Proof of Service – cont'd

- If you are attaching a list of the case participants you are serving, make it an additional page of the proof of service and scan all the pages together so you only have one document

Reprocessed Batch

- You receive an email that says “Your batch has been reprocessed”
  - This means that the UDQ Operator FIXED what was wrong that caused the batch to err to the UDQ and has re-submitted it
  - After the next batch run, check to see if the document(s) are in FileNet
    - If not, ***DO NOT REFILE***
    - Email the UDQ Operator for follow-up

Self-Insured Employers

- In the Employer section, select the radio button “Self Insured”

- Do **not** enter anything in the Insurance Company section on the form – **LEAVE IT BLANK**

- You **MUST** enter the Claims Administrators’ Office UAN and address
  - If they self administer their claims, enter their UAN and address
  - If they use a TPA, enter the TPA’s UAN and address

Form Specifics

- Get your forms and form packages correct

Application form package

- Application for Adjudication of Claim e-form
  - **All filers**

- 4906(g) – ADJ-LEGAL DOCS-4906(g) DECLARATION

  - **If filed by Representative for IW only add:**
- Fee Disclosure Stmt – ADJ-LEGAL DOCS-FEE DISCLOSURE STATEMENT
- Venue Authorization – ADJ-MISC-LEGAL DOCS-VENUE VERIFICATION

  - **If filed by/on behalf of Lien Claimant add**
- 10770.5 Verification – ADJ-LEGAL DOCS-10770.5 VERIFICATION

  - **All Filers add**
- Proof of Service – ADJ-LEGAL DOCS-PROOF OF SERVICE

DOR form package

- Declaration of Readiness to Proceed e-form

- Medical Report – file one, select from below:
  - ADJ-MEDICAL DOCS-QME
  - ADJ-MEDICAL DOCS-AME
  - ADJ-MEDICAL DOCS-ALL MEDICAL REPORTS
  - If the issue is non-medical, attach one document addressing the issue using ADJ – MISC – CORRESPONDENCE-OTHER

  – **If filed by/on behalf of Lien Claimant add**

- 10770.6 Verification – ADJ-LEGAL DOCS-10770.6 VERIFICATION

- Proof of Service (all filers) – ADJ-LEGAL DOCS-PROOF OF SERVICE

Lien form package

- Notice and Request for Allowance of Lien e-form

- Itemized Statement of Charges
  - If medical – ADJ-LIENS AND BILLS-MEDICAL BILLS
  - If non-medical – ADJ-LIENS AND BILLS-BILLS OTHER

- 10770.5 Verification – ADJ-LEGAL DOCS-10770.5 VERIFICATION

- Proof of Service – ADJ-LEGAL DOCS-PROOF OF SERVICE

Ratings

- Pro Per (unrepresented)
  - Use DEU Prefix even if DEU PDU does not exist – Guide pg 24

    Use only these e-forms:
  - EMPLOYEE'S PERMANENT DISABILITY QUESTIONNAIRE AND either:
  - REQUEST FOR SUMMARY RATING-QME REPORT

    Or
  - REQUEST FOR SUMMARY RATING DETERMINATION-PRIMARY TREATING PHYSICIAN REPORT

- If you do not have an ADJ case number, file it as a NEW CASE

- If you attach a proof of service use the attachment link on the e-form and use DEU-MISC–PROOF OF SERVICE

Ratings – con’t

- Represented IW
  - Use ONLY:
  - REQUEST FOR CONSULTATIVE RATING

- If you attach a proof of service use the attachment link on the e-form and use DEU-MISC–PROOF OF SERVICE

Division of Workers' Compensation

EAMS Electronic Adjudication Management System

CA Department of Industrial Relations

EAMS Help Desk

Contacting the EAMS Help Desk

- e-form trial users to contact EAMS Help Desk when you have question(s)/problem(s)
- Preferred method of contact is:
  1) Send an e-mail to EAMSHELPDESK@DIR.CA.GOV
  2) Call the Call Center @ 1-888-771-3267 option #4
- Hours: 7 a.m. to 6 p.m.
  - e-mails after 5 p.m. may be handled the next business day

- NOTE: Only the administrator or alternate may contact the EAMSHelpDesk

e-form Submission

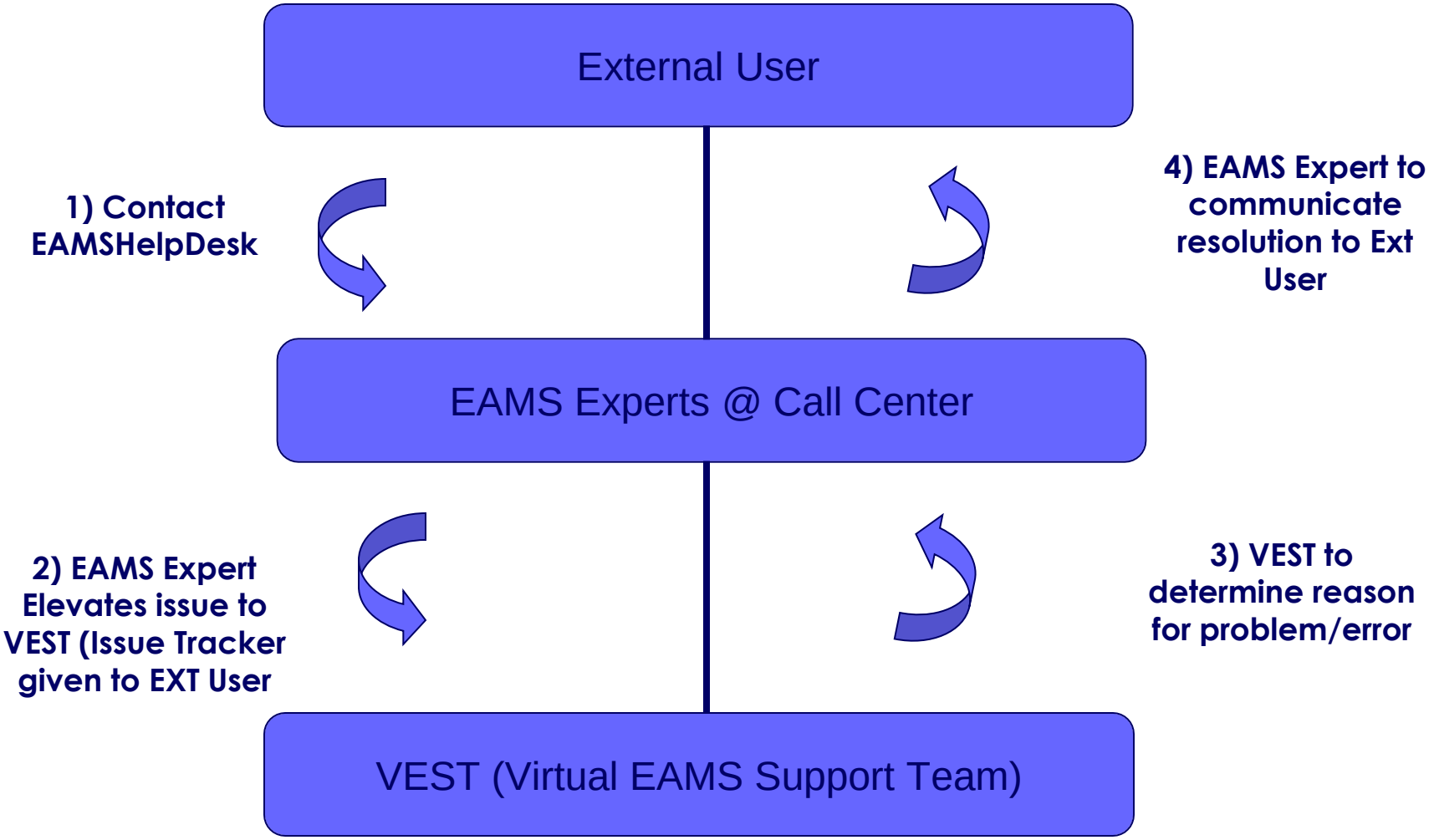
- Completion of e-form submission will generate a batch ID#
- Print batch ID# and keep for future reference
- Verify next day to see if your e-form was successfully submitted in case
- Don't see it???
- E-mail information to EAMSHELPDESK@DIR.CA.GOV so we can research to see what happened to the e-form – remember, **only** the primary or alternate administrator can email the HelpDesk

  (Please include Batch ID #, case #, IW's name, and the type of e-form submitted, screen shots when appropriate, your contact information including your UAN)

Problem Solving in EAMS

- If EAMS expert is unable to determine problem after researching issue will be submitted to “issue tracker”
- What is issue tracker?
  - Additional team of EAMS experts who investigate and resolve issues
  - Issue tracker ID# will be given to external user as a reference number to track status
  - Upon response from issue tracker, external user will be contacted and notified of outcome

Problem Solving Chain of Command



Helpful Hints

- Take screen shots of error messages
- How? **ALT + Print Screen** then save into a Word document and attach to your e-mail for Help Desk to view & possibly submit to issue tracker
- 15 minutes of inactivity on EAMS will time you out
- 30 minutes of inactivity on e-form will time you out & will have to start e-form all over
- If you are working on an e-form and EAMS times you out, you can still submit your e-form

e-form Filer Partnership

- Patience & teamwork
- e-forms trial participants help find potential bugs
- Thank you!!!

Division of Workers' Compensation

EAMS Electronic Adjudication Management System

CA Department of Industrial Relations

The UDQ

What’s the UDQ?

- Unprocessed document queue
- Where forms with mistakes end up
- Processed centrally
- Currently have three (5) UDQ Operators

Staying out of the UDQ

- Review your case in EAMS to get all information you need to file your document BEFORE you file it – check for correct spellings, addresses and dates
- If you are a case participant and can’t see your case in EAMS, E-mail the Help Desk **before** you file your document
- Please use the EAMS case number, not the legacy case number on your documents. Use the case number lookup tool on the Web site.

Staying out of the UDQ

- Don’t check a box/radio button unless you mean it—you can’t uncheck, you will have to exit and start from scratch
- Leave fields blank where they do not apply: If there is no applicant or defense attorney, leave the fields blank. Do **NOT** type N/A, NONE, IN PRO PER or anything else in the field
- If filing a case opening document, application, C&R, Stips, do **NOT** type "unassigned" in the case number field: Leave it blank; when filing new or amended applications, answers, liens or rating requests do **NOT** include companion case numbers on the Cover Sheet, even if they exist

Staying out of the UDQ – Amended Application

- Filing an amended Application for Adjudication: make sure the amended box is checked!
- You must enter the DOI on the Document Coversheet – failure to do so results in a default DOI being assigned.
- In paragraph 2 or in an addendum, please identify what is being amended, such as DOI, DOB, Name, Body Parts, etc.– for example, **"Amending DOI to 01/01/2010."** We have to manually make the change so we need to know what you are changing.
- If you are changing the claims administrator in an amended Application, enter the new one in that section on the e-form, noting the change in paragraph 2 or an addendum.

Staying out of the UDQ: Use of the UAN

- Make sure you have your own Uniform Assigned Name (UAN) and everyone else's exactly right
- Make sure the UAN — **NOT** the claims adjuster's name—is in the claims administrator name field. Unless the employer is uninsured, this field must always have an UAN
- If the employer is self-insured, Do **NOT** put a name and address in the insurance company fields – they are not given the role of insurance company
- Claims administrators & lien claimants filing applications: You are the "applicant" in this instance; if there is an attorney representing the deft/lien claimant, their UAN goes in the applicant attorney field

Staying out of the UDQ: Document Titles

- Use the proper document title for attachments:
  - The drop down list contains both DWC internal and external users titles
  - You will need to refer to the external document title list that accompanies the OCR document separator sheet for external document titles and **ONLY** use those

- What if there is no document title for your attachment?
  - First question: Does the document require immediate review and action?
  - If no, it will be filed under ADJ – MISC - CORRESPONDENCE – OTHER
  - If yes, the document is filed ADJ – MISC - TYPED OR WRITTEN LETTER

Staying out of the UDQ: Document Titles cont'd

- Examples:
  - A QME Notice – yes, it is a letter, but does not need to go to the **immediate** attention of the judge
  - Use ADJ – MISC – CORRESPONDENCE-OTHER

  - Cross-examination of Rater (see Guide pg 34)
  - File DOR requesting Conference
  - File LETTER requesting case be set for testimony
  - Use ADJ – MISC – TYPED OR WRITTEN LETTER

  - It is extremely rare that you would use TYPED OR WRITTEN LETTER

Staying out of the UDQ: LIEN FILING

- No amended liens can be filed at this time. They ALL must be ORIGINAL, even if it is an amended lien filed in the case. Our system does not pick up the Original File Date, so when a lien is filed with the Amended box checked even with the proper Original Lien Date entered on the form, the system can't find the original filing date because it was not captured. This is true for ALL post EAMS liens. At this time, **ALL LIENS MUST BE FILED AS ORIGINAL** – Enter the date you prepare the lien in the field "DATE OF ORIGINAL LIEN" – this is the same date as entered on the Document Cover Sheet
- Do **NOT** attach the proof of service to the itemized billing statement; the Proof of Service must be a separate document

Staying out of the UDQ: Other Tips

- Please do **NOT** file cover letters. They are not needed
- Do **NOT** file copies of prior MOH/Awards/Orders; they are already in the District Office file
- If an e-form was filed and the attachments or proof of service were not filed; Do **NOT** file the same e-form again; just file the attachments/proof of service using the unstructured e-form
- Filing to do a walk-through: **BEFORE** going to the District Office you **MUST** verify that the documents are in EAMS

Staying out of the UDQ: Other Tips

- When entering EAMS case numbers on the Cover Sheet, the DOI field can be blank, and ensure that none of the boxes are checked for specific or cumulative trauma; this also applies to companion cases; but, make sure the case numbers are correct and belong to the correct injured worker
- Please be sure to enter your UAN on the Notice of Representation or Substitution of Attorney; e.g. “Please enter our appearance for XXXXXXXX. Our UAN is XXXXXXX”
- If you are filing a Dismissal of Attorney with a Substitution of Attorney, scan them together as a single multi-page document.

Division of Workers' Compensation

EAMS Electronic Adjudication Management System

CA Department of Industrial Relations

Tips & Tricks From External Users

e-forms Tips and Tricks

- Take advantage of the available tools and resources!
  - EAMS Web site
  - Help Desk
- Administrator and alternate
  - Managing the login and password
  - Training
  - Problem solving
  - Contacting the Help Desk
- Provide feedback!
  - Report problems
  - Report useful tips

e-forms Tips and Tricks

- ORDER: Gather all pertinent info AHEAD OF TIME
  - EAMS case numbers
  - Uniform assigned names
  - Addresses for parties
  - Body parts, etc.
- PREPARE, SIGN and SCAN all documents to be submitted with your e-form *ahead of time*.
- LOG-OUT - Fill out your e-Forms *without interruptions* to avoid being logged out from EAMS/e-forms
- PRINT your e-Form *before submitting* & serve on parties

e-forms Tips and Tricks

- E-filing allows for:
  - Accurate, faster submission time for you
  - Faster document processing at the District Office
  - Immediate submission status check

Overall efficiency and timely results

AND IT’S EASIER!

Filling out e-forms by Copy and Paste

- Copy text blocks from your report and paste them into your e-form
- e-forms and mice don’t like each other:
  - Trick for right-hand mouse users: Use <CTRL>c to copy, <CTRL>v to paste
  - Trick for left-hand mouse users: Use <CTRL><Insert> to copy, <SHIFT><Insert> to paste

Copy and Paste your Batch ID Info

- Highlight your Batch ID number, date and time
- To copy, press Ctrl + c
- Open your Batch ID spreadsheet
- Paste this info into the proper field
- You can add the IW name, case number and the type of document filed
- This provides a central list of the batches submitted

Division of Workers' Compensation

EAMS Electronic Adjudication Management System

CA Department of Industrial Relations

Q&A

Q & A Process

- Write down your questions – leave room for answers
- Note your main question – ask it first
- Press *1 if you want to ask a question
  - Our Moderator will be connecting you in order
- Each administrator will be able to ask 1 question initially
  - If you have more, press *1 to get back in the queue
- Listen carefully to each question
  - Many of yours will be answered as we go
- If you have more, press *1 to get back in the queue