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State of California

DWCNewsline

Division of Workers' Compensation
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Division of Workers' Compensation to conduct training on filing optical character recognition (OCR) paper forms and documents in EAMS

The Division of Workers' Compensation (DWC) will conduct four training sessions for external users on filing optical character recognition (OCR) paper forms and documents in the Electronic Adjudication Management System (EAMS). Two sessions will be held Dec. 9 in Van Nuys—one in the morning and one in the afternoon. The third session will be held Dec. 15 in Sacramento. The fourth session will take place Dec. 16 in Oakland.

These sessions are intended for all users filing OCR forms.

“Regulations requiring the use of OCR forms became effective Nov. 17 and the transition period from the old forms to the new ends Dec. 12,” said DWC Regional Manager Joel Harter. “This is where the rubber meets the road for filers.”

Space for the sessions is limited, especially in Van Nuys. DWC is taking reservations for the sessions on a first come, first served basis. The sessions will be held:

Tuesday, Dec. 9, 2008

9 a.m. to noon (morning session)
1 p.m. to 4 p.m. (afternoon session)
Van Nuys State Office Building – auditorium
6150 Van Nuys Blvd.
Van Nuys, CA

Monday, Dec. 15, 2008

1 p.m. to 5 p.m.
Employment Development Department - auditorium
722 Capitol Mall
Sacramento, CA

Tuesday, Dec. 16, 2008

2 p.m. to 6 p.m.

Elihu Harris State Building – auditorium

1515 Clay Street

Oakland, CA

Those wishing to attend one of the training sessions must send an e-mail to eams@dir.ca.gov and put **“RSVP EAMS OCR Form Training Session”** and **the date they will attend in the subject line**. For those interested in attending the sessions in Van Nuys, include the time of the desired sessions. The body of the email should contain the name, organization and email address of the person requesting a seat at the session. Once the space is filled, reservations will be closed for these sessions.

The DWC has posted training materials, including an OCR form filing handbook, on the **“[Working in EAMS](#)”** page of the EAMS Web site. The page contains a wealth of information for OCR form filers and those attending the training session should review all the available materials to prepare them to get the most out of their session.

For more EAMS information, go to www.dwc.ca.gov/eams.

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