How to complete a document separator sheet

In addition to the document cover sheet (see guide 17), forms filed with your local Workers’ Compensation Appeals Board (WCAB) district office need a “document separator sheet.” We need the separator sheet so information in the form that follows it can be read by our Electronic Adjudication Management System (EAMS).

The separator sheet is required even if you are only filing one document. This means you will be submitting at least three documents, in the following order, with anything you file at the WCAB:
1. A document cover sheet
2. A document separator sheet
3. The form you need to file

If you are filing supporting documents with your form you will need separator sheets to identify them.

You may complete the attached separator sheet using a typewriter or with block printing. This form can also be completed online at www.dir.ca.gov/dwc/FORMS/EAMS%20Forms/ADJ/DWCCAform10232_2.pdf.

Use the attached sample form as a guide.

Keep in mind the separator sheet provides information about the document that follows it. To fill out the separator sheet:

- Select the correct “product delivery unit” (the unit that will receive your form or document). You must select ADJ, DEU, RSU, VOC, or INT. Please see the appendix and sample form for more information.
- Select the “document type” for the product delivery unit chosen. See the appendix for the document types available under each product delivery unit. For example, under ADJ, the only four document types are: legal document, liens and bills, medical document and miscellaneous. Use ONLY the options provided. Do not write in a document type that doesn’t exist for the unit. If you are filling out the separator sheet on the Web site, the available options are in a drop down menu on the form.
- Select the “document title” from the appendix. Again, use ONLY the options provided. Do not write in a document title that doesn’t exist for the unit and document type you selected. If you are filling the separator sheet out on the Web site, the available options are in a drop down menu on the form.
Fill in the "document date" (such as the date of medical report or date of a letter) using two-digit months and dates, and four digit years. The month, date, and year should be separated by a slash, like this: 02/15/2008

Put the name of the person or organization who wrote the document in the "author" box. For example, if the document following the separator sheet is a form you filled out, you are the author. If the document following the separator sheet is a doctor’s report, the doctor is the author. If your claims administrator is the author you need to know the “uniform assigned name” of that company and put that in the box. You can find the uniform assigned name of your claims administrator on the Web site at http://www.dir.ca.gov/DWC/EAMS/EAMS-LC/EAMSClaimsAdmins.asp.

Send the completed filing packet to the correct local WCAB district office. WCAB district office addresses and phone numbers are attached to this guide.

Additional instructions for filing forms in EAMS can be found on line in the “EAMS OCR forms handbook” at http://www.dir.ca.gov/dwc/eams/SampleFiles/EAMS_OCR%20handbook.pdf.

If you need help, call an Information and Assistance (I&A) office, or attend a workshop for injured workers. The local I&A phone numbers are attached to this guide. You can get information on a local workshop from the I&A office or on the Web at www.dwc.ca.gov.

The information contained in this guide is general in nature and is not intended as a substitute for legal advice. Changes in the law or the specific facts of your case may result in legal interpretations different than those present here.

When sending documents to a district office, please make sure they are not folded or stapled. Send them in a large manila envelope. Please see the EAMS OCR forms handbook for further instructions.
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<td>1065 N PacificCenter Drive, Suite 170</td>
<td>Information &amp; Assistance Unit (714) 414-1801</td>
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<td><strong>BAKERSFIELD, 93301-1929</strong></td>
<td>1800 30th Street, Suite 100</td>
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<td><strong>MARINA DEL REY, 90292-6902</strong></td>
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