

## CONFERENCE IMPARTIAL MEDICAL PACKET SUBMISSION INSTRUCTIONS

These instructions are intended for the proper submission of medical and non-medical submissions at the time of the §10A conference. **Submissions that do not comply with these instructions will be rejected by the Department.**

All conference impartial medical packet submissions (medical and hypothetical questions), and non-medical submissions shall be submitted to the Department of Industrial Accidents (board) electronically, or by compact disc (CD).

Parties are required to submit the conference submissions (medical, non-medical and hypothetical questions) **on or before** the date of the scheduled conference. Additional medical documents that were not part of the Conference packet will only be accepted and forwarded if received by the Department at least fifteen business days prior to the scheduled impartial examination. Any additional medical documents received within fifteen business days of the examination will only be accepted at the discretion of the Administrative Judge and the Senior Judge.

Submissions must be in Portable Document Format (PDF) format **and** in optical character recognition format (text-recognizable/ OCR).

The medical and non-medical packet must be submitted separately.

Each packet shall have:

1. table of contents page that contains:
  - a. board number
  - b. date of injury
  - c. employee's name
  - d. employer's name
  - e. insurer
  - f. heading
  - g. submitting party
  - h. date of the document
2. Functioning Bookmarks link
3. In optical character recognition format (OCR),
4. Medical records must be clean of notations, underlining, or highlighting of text (unless these are in the *original* documents)
5. Must not contain non-medical documents or hypothetical questions.
6. Must have no dividing pages separating each facility or doctors' reports.

The conference submissions must be emailed to ***both*** the judge and his/her Administrative Secretary. Conference submissions that do not meet submission criteria will not be accepted, and the party will be requested to resubmit the documents. A hard copy of these submissions **may** be submitted to the Administrative Judge at the conference. [*Bar code sheets are **not** required for the Conference Medical Packet or the Non-Medical packets.*]