



Learn more about EAMS at: [www.dwc.ca.gov/eams](http://www.dwc.ca.gov/eams)

## GENERAL INFORMATION ABOUT EAMS

Beginning Aug. 25, 2008, the Division of Workers' Compensation/Workers' Compensation Appeals Board and each of its district offices will be using the Electronic Adjudication Management System (EAMS) to manage case files, data and hearings. EAMS eliminates redundancy, creates system efficiency and enhances accessibility while preserving confidentiality. EAMS also reduces the environmental and physical stress associated with maintaining paper files and helps guide policy decisions to better distribute resources.

Following go-live, there are two ways to get your forms and documents into EAMS:

1. **E-Forms:** Web-based, electronic forms
2. **OCR forms:** New optical character recognition (OCR) paper forms

## E-FORM FILING

E-forms are the most efficient way of submitting forms and documents into EAMS. Use of e-forms requires a log-on and password, which will be distributed to external users in phases, therefore not everyone will have access to e-forms right away. There is a way to become an early user of e-forms, which is by participating in the "e-forms trial." Once you have reviewed all the information about e-form and OCR form filing in this pamphlet and on the EAMS Web site, and have decided you want to file using e-forms, you must apply for and be accepted into the "e-forms trial." To request participation in the "e-forms trial" you must have the status of "party," "lien claimant," or "representative," and must agree to file all documents using e-forms for the duration of the trial. Participation in the trial is by location. Each location will receive one log-on and password, so each office will need to designate one person responsible for the log-on issued. Specific information about the e-forms trial is available on line at [www.dwc.ca.gov/eams](http://www.dwc.ca.gov/eams). Click on the "Getting Ready for EAMS" link. To request participation in the e-forms trial, send an email to [EAMS@dir.ca.gov](mailto:EAMS@dir.ca.gov) with "e-forms trial" in the subject line.

## OCR PAPER FORM FILING

Optical Character Recognition (OCR) forms are the other way of getting forms and documents into EAMS. Filing OCR forms requires use of forms available on the DWC Web site, at the district offices, or provided by developers who have tested their forms for EAMS compatibility in the DWC forms testing lab. Data contained on an OCR form is read by EAMS when the document is scanned into the system. The data automatically populates portions of the EAMS case file.



**OCR PAPER FORM FILING CONT'D**

In order for the forms and supporting documents to be recognized and properly indexed by EAMS, new cover sheets and document separator sheets must be used:

**1. Cover Sheet**

- First page of any document or set of documents filed at one time in the same case (batch)
- Contains general case information

**2. Document Separator Sheet**

- One page form used to index each document within the case file

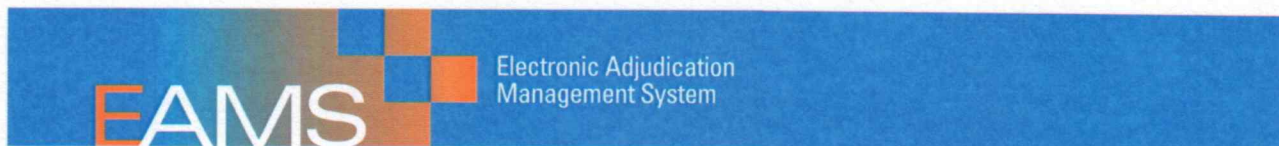
All documents, except the medical reports of treating physicians, qualified or agreed medical evaluations and exhibits, should:

- Be single-sided
- Be in black ink on white paper
- Use serif font (font with feet, like Times New Roman or Courier)
- Be on 8 ½" x 11" paper
- Be on 12-pound (or heavier) weight paper (most typical paper for copy machines is #20)
- Not have text in the margins
- Have the EAMS case number or legacy case number in the first page caption
- Have the attorney's information above the caption for legal pleadings
- Not exceed 25 pages (unless prior permission from WCALJ was obtained)
- Be double-spaced except for captions, quotes, etc.
- Be free from staples, sticky notes and hole punches
- Be without folds, wrinkles or tears
- Be first generation forms only (not copies of copies)
- Be legible

**Note:** In as much as is possible, medical reports should also comply with the above (except the 25-page rule) to facilitate the scanning process.

**UNIFORM ASSIGNED NAMES**

Forms filed in EAMS automatically create new workers' compensation case files or open existing case files. 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. For details on the naming convention and adding or changing names in the database, visit [www.dwc.ca.gov/eams](http://www.dwc.ca.gov/eams) and click on the link to the uniform assigned names database.



## **USE OF LEGACY FORMS**

Once regulations become effective, likely in mid-October 2008, filing using OCR forms will be mandatory, unless you are in the e-forms trial. In the interim, between Aug. 25 when the system goes live for DWC/WCAB employees, and when the regulations become effective, district offices will accept filings on legacy (current) forms. However, to help avoid backlogs, all external users are asked to file forms and documents using the new OCR forms or, if you have entered into an agreement with DWC to participate in the e-forms trial, using e-forms.

Remember, there are only two ways to get forms and documents into EAMS: e-forms and OCR forms. That means that if you use legacy forms the district office staff will have to make your forms ready for submission into EAMS.

## **TEMPORARY CD FILING BY EXTERNAL USERS**

If you are planning to continue submitting legacy (current) forms until regulations requiring use of OCR forms become effective and you already have your files in an electronic format, CD filing is an option you can use to submit your forms and documents for filing in EAMS. This option will allow you to submit your forms and supporting documents to the district office on CD in a specific format, which district office staff will then use to populate your EAMS case file electronically. For more information on CD filing, visit [www.dwc.ca.gov/eams](http://www.dwc.ca.gov/eams) and click the "Getting Ready for EAMS" link.

## **EAMS USER ASSISTANCE**

The DWC EAMS Web site contains frequently asked questions, filing handbooks, forms submission demos, and more, and can be accessed at [www.dwc.ca.gov/eams](http://www.dwc.ca.gov/eams). Regularly check the site for the latest and most accurate information.

