

Start new case



Case type: usually liability

Enter the following information, only, for ease of entry:

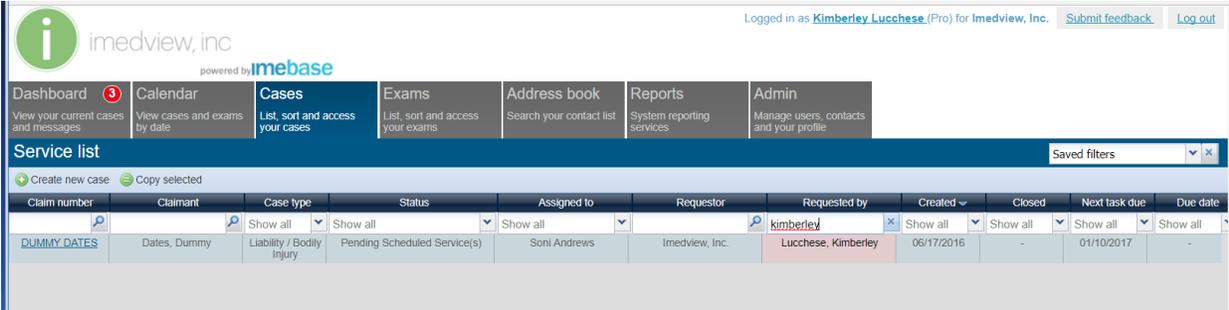
- Claim number
- Requestor
 - Usually you, so that we know who to correspond with regarding scheduling, etc.
 - Use “update address book” to add any information that you will use frequently to your address book. The next time that you enter a case, you can use the “lookup” tool to find it, rather than re-entering it.
- Claimant
 - Only the name, DOB, and SSN, if available
- Employer / Insured
 - Just the name of the defendant(s)
- Treating Physician
 - N/A – do not enter anything here
- Claimant attorney
 - This will be used for issuing notifications and confirming appointments
- Defense attorney
 - Use the address book tools for this, as well. Having this information enables us to be certain that the reports are addressed correctly.
- Claim details
 - Claim number, DOL is all that is necessary, here – we can get the remainder from the records
- Purpose of Evaluation
 - Usually only the first 6 are checked off but if there are other conditions that you would like evaluated, check off as many as you like
 - If there are any special notes that you would like the physician to consider, please feel free to include them in the “Notations Regarding Patient”
- Requested Specialties
 - Use “Other instructions” to note the preferred venue and particular physicians names, if you have any in mind
- File Attachments
 - Upload any files that you would like us to have reviewed in conjunction with any examinations. In almost all cases, we request the VBOP, particularly, as we need that in

order to send notifications to the claimant's attorney's office and garner the details of the claim.

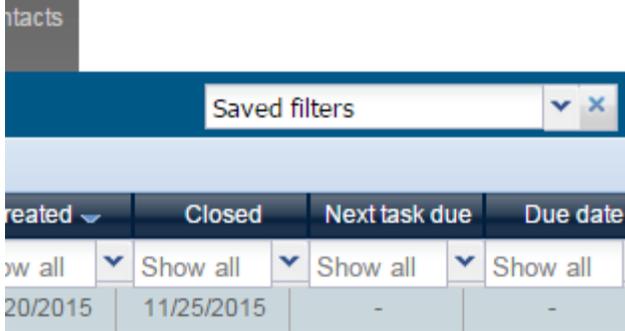
Once a case is entered, click on the Cases tab:



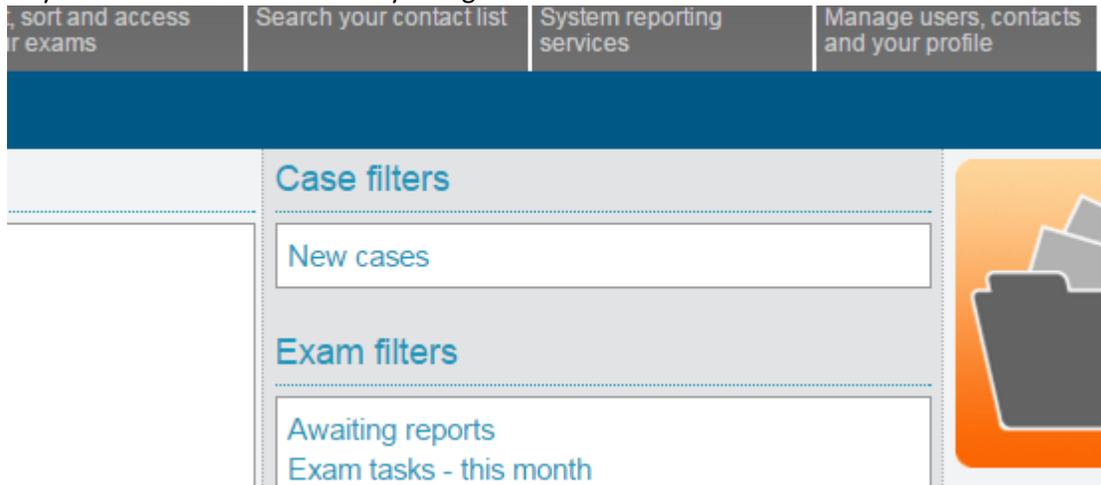
Under "Requested by", fill in your name and you will see ONLY the cases that you have entered. You'll see which of us it is assigned to, the date that it was created, and its current case status.



Once you have the list that you'd like to routinely see, click on the drop down labeled Saved filters in the upper right hand corner:



Choose Save current filter and give it a name. From now on, when you log on, this case filter will appear on your “Dashboard” as soon as you log in:



Clicking on a case brings you into the details of the case and lets you see the status of each individual examination (To be scheduled, pre-service reminders, awaiting report, etc.)

Similar filters are available to you on the EXAMS tab, as well, though those are likely less useful to you.

Please call me if you have any questions or if I can be of any assistance helping you to navigate once you have logged in.

We look forward to working with all you!