

FLAHIVE, OGDEN & LATSON

Advisory No. 17

TOPIC: New FO&L Benefit Review Conference Forms

Now that the Commission has adopted the basic set of rules for Benefit Review Conferences (Chapters 140 and 141), we have created a new set of FO&L forms with regard to the handling of Benefit Review Conferences under the new law. As many of you are already aware, our "old law" Request for Evidence (pink sheet) simply does not fit the issues and requirements arising under the "new law". Thus, while we will continue to forward the pink Request for Evidence on old law claims, we will soon be generating completely revised forms for all new law cases. We intend to implement the new forms within the next month. So that you may be prepared to use these new forms when they arrive, we are attaching an example of the new forms. Please see that these are distributed to and reviewed by claims personnel who will be involved in the new law system.

Detailed instructions concerning use of the new forms will follow shortly. For now, the following is a general description of the three new forms:

I. Request for Evidence - The Request for Evidence now expands to two letter size pages instead of the one legal size page used previously. Each page will be on a two-part NCR form. After the handling adjuster has completed the form, the original will be returned to FO&L with a copy being retained in your file. IMPORTANT NOTE: Page 1 and Page 2 must be separated before the handling adjuster completes the form; otherwise, the information imprinted on Page 1 will also appear on your copy of Page 2.

II. BRC Exchange Letter - The new law requires that certain information be exchanged prior to the BRC. Penalties will probably attach if this is not accomplished. We provide the one-page exchange letter with five parts in order to facilitate the exchange of the required information, as well as give notice to the employer of certain information required under the new law.

III. Composite Charge - This will be a one-page, two-part form that will accompany the Request for Evidence and BRC Exchange Letter. The original will be maintained in the carrier file with the green copy being returned to FO&L with payment.