

ADVISORY NO. 236

TOPIC: TIME SENSITIVE DOCUMENTS - FAXES

All time sensitive documents required to be filed at the Texas Workers' Compensation Commission should be sent to the dedicated fax number at Flahive, Ogden & Latson. The dedicated line is established to ensure that the document is identified as a special handle, as opposed to a document intended to be consolidated to a file handled by the firm in connection with a benefit review conference or a contested case hearing. Furthermore, our general network fax may be busy or overloaded and unable to receive your time sensitive fax. For that separate reason, we have purchased and installed individual fax machines dedicated to specific time sensitive documents.

We remind you of our individual fax directories in each issue of *FOLIO*. We are providing a separate directory attached hereto.

Please be reminded that TIME SENSITIVE FAXES must be transmitted as early as possible, but in all events must be received by us prior to 4:00 p.m.

If the material is received after 4:00 p.m., and because of the distance and traffic involved, we are not always able to drive across town to personally deliver the document prior to the closing hours at the Texas Workers' Compensation Commission.

So that we can be responsible for the timely filing of each time sensitive document, it is absolutely necessary that you not send these to the general network fax number, but rather direct these to the faxes dedicated as per the directory on Page 2 of this Advisory.

FOL FAX DIRECTORY

<u>Fax Number</u>	<u>Attention To:</u>	<u>Subject Matter</u>
(512) 479-5320	Kimberly Eddins	All materials not listed below
(512) 479-5319	Barbara Simon Elzey	ONLY Spinal Surgery Information
(512) 479-5320	Patsy Shelton APA-Administrative Violations Compliance & Practice Extra Hazardous Seminars	Advisory Information
(512) 477-4862	Tillie Aguirre Request for Treating Doctor (TWCC-53)	Billing Inquiries
(512) 477-4862	Kathy McFerrin	Status of BRC Requests
(512) 479-5320	Paralegals	All CCH Related Information
(512) 477-4862	Joyce Reagan Statements of Employment (TWCC-52) Notice of MMI/IR Dispute (TWCC-32) Request for Reduction due to Contribution (TWCC-33)	Request for BRCs (TWCC-45)
(512) 477-4987	Ann Weersing RFEs, Set Notices, Hearings, Files, Set Notice Cancellations	BRC & PHC Hearings
(512) 477-4996 Margo Davis	Phyllis Devine Notice of Disputed Claims (TWCC-21) Notice of Controversion Request for Record & Photostat Checks	Insurance Coverage (TWCC-20)
(512) 480-9633 Submissions	Erin Allen/Connie Nolan Medical Review/SOAH	Med Review Disputes/Initial
(512) 472-9160	Paul Williams	Manual Orders & Request for Information

PLEASE REMEMBER TO CHANGE YOUR SPEED DIAL SETTINGS