

# HELPFUL HINTS

**Companion case:** Cases that share a common factor. The common factor can be: the same injured worker; the same date of injury (e.g. with multiple injured workers who are injured in the same accident, with an identical mechanism of injury); the same [employer](#), insurance company, or lien claimant but with different injured workers, etc.

**Cover Sheet:** This tells EAMS to open a case file, either new or existing. If case already filed correctly in EAMS fill in the CASE number. All text is UPPERCASE and text only. No

**Legacy form:** Forms that were used before EAMS OCR forms.

**OCR form:** New EAMS forms that replaced the old Legacy forms. These forms have barcodes and special alignment so that when they are scanned the text is readable.

**Document Separator Sheet:** An opening page containing descriptive information (meta-data) for the document following it, which tells EAMS where in the case file to place that document and how it is "labeled."

**DO NOT USE: STAPLES, PAPER CLIPS  
NO HOLE PUNCHES IN DOCUMENTS  
NO FOLDS**

**Proof of Service Rule:** If you are listing only one form with no attachments on the proof of service, the proof of service goes directly under the form, as though it were part of the form, without a separator sheet between the form and the proof of service. If you are filing a form with accompanying documents, and listing the form and the documents on a single proof of service, the proof of service will come at the end of the form and documents, with a document separator sheet before the proof of service.

## **BODY PART CODES:**

HEAD 198      INSOMNIA 880      SEXES/UROLOGICAL 880      ABDOMEN 410

MORE THAN 5+ 700

For purposes of OCR form filing, you need to know the product delivery unit names:

INT—Integrated Case

ADJ—Adjudication Case (court case)

VOC—Vocational Rehabilitation Unit case

RSU—Return to Work / Supplemental Job Displacement Benefit Case

DEU—Disability Evaluation Unit Case UEF—Uninsured Employers

Benefit Trust Fund Case SIF—Subsequent Injuries Benefit Trust Fund Case