

## **Do I Have to Fill Out the Tables on the Claim Form? Is There an Easier Way to Complete the Claim Form?**

To address the concern that Claimants have too many entries to write into the 3 tables in the Claim Form (on pages 5, 8, and 11 of the Claim Form), we are now offering an **alternative, slightly streamlined way of completing the tables in the Claim Form.**

Instead of copying every transaction onto a table, the Claimant may instead take these five steps:

### **Step #1: Divide Proof into Three Categories.**

Divide all of the proof into three categories:

- **Defendant.** Payments made to or at the direction of the defendant before August 6, 2013.
- **Remedial Medical and Dental.** Payments made to remedial medical and/or dental providers before or on September 6, 2016.
- **Remedial Mental Health.** Payments made to remedial mental health providers before or on September 6, 2016.

Put each category of papers in a separate, labeled folder or envelope within your mailing envelope. Please do not only clip or rubber band the categories together, and please do not use Post-it notes; these items can lose their designated places during the review process.

### **Step #2: Circle the Claimed Out-of-Pocket Expenses.**

For each category of papers, please **circle** on each document the out-of-pocket expenses the Claimant is submitting in the claim. Please do not only highlight the out-of-pocket expenses. If you have already highlighted, please be sure to circle the expenses as well. Please do not use Post-it notes as they can fall from their designated places during the review process.

### **Step #3: Compute the Total for Each Category.**

The Claim Form must include a request for a specific total amount for each category. So, add the figures together to determine the total amount the Claimant is claiming for each category.

### **Step #4: Write the Total on Table.**

Write onto each table the total amount the Claimant is claiming for that category. In other words:

- On Table #1 page 5 of Claim Form, write the total amount the Claimant is claiming for out-of-pocket expenses for payments to or at the direction of the defendant;
- On Table #2 page 8 of Claim Form, write the total amount the Claimant is claiming for out-of-pocket expenses for remedial medical and/or dental treatment;
- On Table #3 page 11 of Claim Form, write the total amount the Claimant is claiming for out-of-pocket expenses for remedial mental health treatment.

### **Step #5: Provide Explanation.**

The Claimant is welcome to include a letter or note explaining any additional information that will help us to understand the documents provided. Telling the story of the treatments and what was involved can help us to understand the documents submitted. This is not required, but providing more information may help.

### **Note: Proof or Need to Swear?**

If the Claimant provided proof of payment, there is no need to swear that the payments were made. If, instead, the Claimant is providing proof of what was owed (by way of EOBs and/or MSNs), the Claimant needs to check the box to swear that the bills were paid.