

From: [Communications, VCF \(CIV\)](#)
To: [Communications, VCF \(CIV\)](#)
Subject: IMPORTANT UPDATE re: submitting Exhibit A – Authorization for Release of Medical Records
Date: Tuesday, November 16, 2021 8:56:57 AM
Attachments: [image001.png](#)

This email is sent from an unattended mailbox.

Good morning,

It is very important that you read this email in its entirety.

As you know, the VCF has always required that you mail a hard copy, original Exhibit A for every claim. **Effective immediately, you no longer need to mail the original Exhibit A to the VCF. We ask that you STOP MAILING Exhibit As to our offices effective today.** You may begin scanning and uploading these documents to online claims using the document type “Exhibit A: Authorization for Release of Medical Records.” ***When naming the file you will upload, please use only letters and numbers in the file name. Do not include blank spaces or use any special characters (hyphens, periods, underscore, etc.).***

Although you can now upload these forms to the online system, each Exhibit A **still must be properly completed and the claimant still must initial and sign with a wet signature.** This is a requirement for both NIOSH and the VCF. **No electronic initials or signatures will be accepted.** Please also note the following:

- Please be sure the data in the form is accurate when compared to the data in CMS, and be sure the form is properly initialed, signed, and dated. If you identify that corrections are needed to the information in the claims system, those changes should be made before uploading the Exhibit A.
- Your law firm must retain the original physical document in your files and be responsible for authentication of originality.

Please DO NOT upload copies of any Exhibit As you have already mailed to the VCF as it will significantly slow down the processing of the claim. Our team is working to process the backlog of Exhibit As sent by mail and it will take some time before the backlog is cleared. All Exhibit As already received by mail will be processed in the order received. We will then begin reviewing the uploaded documents to confirm sufficiency, working oldest first based on date of upload. As you know, a sufficient Exhibit A is required before we can request information from NIOSH about any certified conditions.

The ability to upload these documents going forward provides tremendous benefits to you, your clients, and to the VCF. Most notably, these forms will not be subject to the delays we have experienced in the processing of incoming mail. Once our backlog of mailed Exhibit As is reduced, claims will more quickly enter the Automated Document Check process and, assuming the Exhibit A and Signature Page have been uploaded, will then move into Preliminary Review.

We are working to update our Missing Information letters and the various places on our website where it notes an original is required, and we are working with NIOSH to make updates to the Exhibit A form to note these changes. **You do not need to wait for these updates. Please stop mailing Exhibit As effective immediately.**

Two friendly reminders:

- One of the best ways you can help to speed overall claims processing is to STOP mailing documents that we do not require as originals. The list of documents we require as originals is very short. Any extra mail you send creates unnecessary delays.
- Please remember to always use the forms from our website to ensure you are using the most up-to-date version.

Thank you.

Please do not reply to this email. This email was sent from a mailbox that is not monitored. For assistance, please call our toll-free Helpline at 1-855-885-1555.



VCF Helpline: 1-855-885-1555

Website: www.vcf.gov

Information for Law Firms: www.vcf.gov/lawfirms

Follow the VCF on [Twitter](https://twitter.com/Sept11VCF) @Sept11VCF