



Listed below are several important reminders that will help the VCF process your clients' claims as quickly and efficiently as possible.

### **General Information**

- Please make sure that the date of birth and address listed in CMS are correct for each of your clients. The accuracy of this data is particularly important as the VCF uses this information to determine if NIOSH has certified the claimant for any conditions.
- When your clients call the VCF Helpline, our staff will answer their questions to the fullest extent possible and then refer the caller back to the law firm for additional details. Our goal is to answer the caller's questions, but remain aware of your relationship as their attorney and encourage them to contact you for claim-specific questions that you are in the best position to answer.

### **Eligibility Form**

- All Part IV Attestations and Certifications and all applicable Exhibits need to be completed in full. Please note that you do not need to submit Exhibit B2 for a claimant unless specifically requested to do so by the VCF. Please pay special attention to the areas requiring initials. Once completed and signed, please upload the Part IV documents to the online claim. PDF fillable versions of the Attestations, Certifications, and Exhibits can be found [here](#).
- In August 2013, The VCF revised its guidelines regarding the submission of hard copy documents. You no longer need to submit any original copies of Eligibility documentation to the VCF except for Exhibit A – "Authorization for Release of Medical Records".

This means that, other than Exhibit A, you may now simply upload to the online claim a copy of any documentation with respect to Eligibility forms, including Attestations, Certifications and affidavits. You must still mail the VCF the **original** Exhibit A with the claimant's original signature.

If you are submitting documents in response to an Eligibility letter (e.g., appeal or request for consideration of additional conditions), it would be helpful to mail in a hard copy version of the document in addition to uploading it to the claim.

### **Forms for Non-WTCHP Physicians**

- The VCF continues to work closely with NIOSH to gather the information that is needed in order to determine whether a claimant's medical condition(s) can be certified as eligible for compensation from the VCF. For claimants who do not appear in the WTCHP database or whose conditions are not certified for treatment under the WTCHP, the VCF has published forms for these claimants to provide to their treating physicians. The VCF will notify you of any claimants you represent who will need to have these forms completed by their physician(s) and will send you the forms and instructions. The forms and instructions are also available on the VCF website where you can access them for any of your clients who you know will need to complete them based on their individual circumstances. If you know your client will need to gather information from a private physician, you may complete and submit these forms with the Eligibility Form or wait for the VCF to notify you that the forms are needed.



## Compensation Form

- All [Part X](#) (PI Form) or [Part XI](#) (Deceased Form) Attestations and Certifications need to be completed in full. Once completed and signed, please upload these documents to the online claim.
- Remember to submit Compensation Form Exhibit 1, “Social Security Administration Consent for Release of Information and Request for social Security Earnings Information”, for any of your clients who are claiming past or future economic loss or who are receiving Social Security disability benefits. This exhibit contains an authorization for the Social Security Administration to release information to the VCF related to earnings and Social Security benefits. Once completed and signed, please upload the Exhibit to the online claim. Click [here](#) to download and print the Exhibit.
- Please continue to upload to the online claim and/or mail to the VCF any information and documentation available to support claimed economic loss. Claimants who are found eligible for compensation from the VCF must still submit proof of economic loss before any award can be determined.
- For Compensation forms, the VCF does not require hard copy documents in general but it may be necessary to obtain the original documents — for example, if medical records are difficult to read. In such cases, the VCF will contact you to request the original documents

## Payment

- When you receive the letter informing your client of the amount of calculated loss for their claim, you no longer need to return the accompanying form if the claimant agrees with the calculation. Instead, be sure to submit the [ACH Payment Information Form](#) and the original Client Authorization to Pay the Law Firm account (if applicable) so that we can begin the payment process as soon as the 30-day period to appeal has ended.
- Please be careful to complete, or ensure your client completes, each field on the ACH Payment Information Form, including the section that must be completed by the financial institution. Please be careful to ensure that the information in each section of the form is legible and complete. If the form is missing information or cannot be read by the VCF, payment may be delayed.
- If you have an agreement with your clients to have the VCF deposit their payment into a law firm account, please review [FAQ 8.9](#) for specific instructions on the required information you must submit. The client authorization to pay the law firm account must be an **original, signed** document and must include the information outlined in the FAQ.