

Alert No. 2014 – 1

U.S. ASR Hip Settlement Alert – 3/11/14

## *How to Upload Supporting Documentation*

- 1. Introduction.** Represented and *pro se* claimants must provide a Claim Package including the supporting documentation described in Sections 4.1.3.5, 4.1.3.6 and 4.1.3.7 of the Settlement Agreement as part of their Required Submissions to become Enrolled U.S. Program Claimants. The Required Submissions for Enrollment include: (1) an Enrollment Form; (2) a full valid Release signed by the Product User and any applicable spouses or Legal Representatives; (3) a Dismissal with Prejudice Stipulation if the claimant filed a case against DePuy; (4) an Orange Claim Form; (5) a Blue Claim Form; and (6) supporting documentation related to the ASR Index and ASR Revision Surgeries. **The deadline to submit the Required Submissions is April 1, 2014.** This Alert describes the Supporting Document Upload feature available in Step Eight of the Enrollment Process screen for each represented and *pro se* claimant. These instructions explain how you can use this feature to submit a complete and organized Claim Package that will speed up the Claims Processor’s review of your claims.
- 2. How to Upload Supporting Documentation.** Follow these steps to upload all required supporting documentation:
  - (a) On the Enrollment screen for the relevant ASR ID, click the Upload button next to Step Eight.

**8. Supporting Documents**

The U.S. ASR Hip Settlement Agreement requires that you provide the Claims Processor with the following documentation: (1) The manufacturer/product stickers for the Qualifying ASR that identify the Product and Lot Codes for the device implanted into the Product User; (2) a true and correct copy of all Contemporaneous Medical Records identifying the ASR XL Acetabular Hip System, ASR 300 Acetabular Cup System, or ASR Resurfacing System that was surgically implanted in the Product User in an ASR Index Surgery and removed during a Revision Surgery (this includes all records in your possession and obtained as a result of ordering medical records); (3) a true and correct copy of the Contemporaneous Medical Records, including Admission Records (including History and Physical Examination Records), Discharge Summaries, Anesthesia Record and Operative Reports pertaining to any ASR Index Surgery and ASR Revision Surgery; and (4) a medical record showing your weight and height at the time of your ASR Index Surgery and your smoking status at the time of your ASR Revision Surgery. **Additionally, Section 4.1.3.7 of the Settlement Agreement requires you to submit full copies of all required medical records in your possession and any that you obtain as a result of ordering additional medical records required under the Settlement Agreement.**

To submit these required documents, the Claims Processor has created this Upload feature. When uploading your supporting document(s), you can select which required document you are uploading and can enter the specific page numbers. For example, if you are uploading a single document that contains the Product User’s History & Physical documentation, Operative Report and Discharge Summary, you can select those three corresponding check boxes and provide the relevant page number(s) from the document in the text box. It is not mandatory for you to provide this information, but it will help guide the Claims Processor to the specific location of the required document(s) and will speed up reviews. The Upload feature is available at all times, and you can use it as many times as necessary to submit the Required Submissions for the Claims Package.

**Upload**

- (b) When the Upload Document screen displays, check the box(es) next to the document type(s) you are adding to the claimant’s file and indicate the page number(s) in the PDF where the documents are located. You can upload the required medical records as one PDF or as a separate PDF for each required document. If the file that you are uploading

contains more than one of the documents required by the Settlement Agreement, check all document types that apply and note the page range for each. If you have created an excerpted PDF file that contains only the relevant records, you can check the boxes that correspond to the document types included in that file without entering the page numbers and then upload the larger file that includes all documents in your possession for the Product User without checking any document types.

**Upload Document**

**NOTICE:** Submit all Required Submissions related to ASR Index and ASR Revision Surgeries. Section 5.1.4.1 of the Settlement Agreement prohibits the Special Master from considering any documents on appeal that were not provided to the Claims Processor before issuance of an award determination.

1. Select the type of requirement document(s) your submission includes and provide the page number(s), or check only the document type boxes that pertain to your excerpted document:

	Document Type	Page(s)
<input type="checkbox"/>	History & Physicals – Index and/or Revision (H&P)	
<input type="checkbox"/>	Operative Reports – Index and/or Revision (OR)	
<input type="checkbox"/>	Anesthesia Reports – Index and/or Revision (AR)	
<input type="checkbox"/>	Discharge Summaries – Index and/or Revision (DS)	
<input type="checkbox"/>	Proof of Height and Weight at Time of Index Surgery (H/W)	
<input type="checkbox"/>	Proof of Smoking Status at Time of Revision Surgery (SS)	
<input type="checkbox"/>	Product/Lot Codes – Index and/or Revision (PC)	

2. Click the Browse button to navigate to the file location on your local network. You can upload any file that is an Excel, Adobe PDF or JPEG file.

Upload Document:

3. In addition to uploading your documentation, the Claims Processor has provided an optional Comments box for each submitted document. You may use the Comments box to provide a narrative description of the document or provide insight to any complicated or unusual fact patterns involving the Product User or the collection of the documentation.

Comments:

Max 2,000 characters

If you are uploading a PDF that includes multiples of the same document type, separate page numbers with a comma. For example, if you are uploading a PDF of a medical record that includes multiple Operative and Anesthesia Reports and a Discharge Summary, check the boxes next to Operative Report (OR), Anesthesia Report (AR), and Discharge Summary (DS), and then indicate in the Page(s) box next to each type the pages numbers in the PDF where the Claims Processor can locate the documents.

	Document Type	Page(s)
<input type="checkbox"/>	History & Physicals – Index and/or Revision (H&P)	
<input checked="" type="checkbox"/>	Operative Reports – Index and/or Revision (OR)	1,5-6
<input checked="" type="checkbox"/>	Anesthesia Reports – Index and/or Revision (AR)	2,4
<input checked="" type="checkbox"/>	Discharge Summaries – Index and/or Revision (DS)	3
<input type="checkbox"/>	Proof of Height and Weight at Time of Index Surgery (H/W)	
<input type="checkbox"/>	Proof of Smoking Status at Time of Revision Surgery (SS)	
<input checked="" type="checkbox"/>	Product/Lot Codes – Index and/or Revision (PC)	5

**Note:** Selecting document types and page numbers for your Claims Package, or creating an excerpted file that contains only the relevant records, is mandatory and will speed up the Claims Processor’s ability to review your claim. However, this requirement is **in addition to and does not take the place of** the requirement in Section 4.1.3.7 of the Settlement Agreement to provide full copies of all medical records in your possession and any that you obtain as a result of ordering additional records.

(c) After indicating the document type(s) included in the PDF, click the Browse button in the middle of the screen to locate the document on your computer or local network.

2. Click the Browse button to navigate to the file location on your local network. You can upload any file that is an Excel, Adobe PDF or JPEG file.

Upload Document: \*

(d) If there is something you need to clarify about the document or file you are uploading, provide an explanation in the Comments box that: (1) provides the clarifying information; and (2) tells the Claims Processor where in the document to find it.

3. In addition to uploading your required documentation, the Claims Processor has provided an optional Comments box for each submitted document. You may use the Comments box to provide a narrative description of the document or provide insight to any complicated or unusual fact patterns involving the Product User or the collection of the required documentation.

Comments:

Max 2,000 characters

(e) After providing all information related to the document you are uploading, click the Upload button to save the document to the Product User’s file.

Repeat these steps for each file that you want to upload.

3. **Questions.** If you have any questions about this Alert, reach out to your assigned Claims Processor contact, email us at [claimsprocessor@usashipsettlement.com](mailto:claimsprocessor@usashipsettlement.com), or call 1 (877) 391-3169.