



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF INDUSTRIAL ACCIDENTS

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ADMINISTRATIVE BULLETIN #4

To: All Interested Parties
Date: May 11, 2020
RE: Electronic Form Filing
FROM: Bill Taupier, Director of Administration

In response to the COVID-19 pandemic and the Stay-Home Advisory implemented by Governor Baker, the Department has had to make modifications to our operating protocols. Effective May 26, 2020 we will require certain forms be completed on-line via our website and filed electronically. The implementation of online filing will ensure a more efficient workflow process as we continue to navigate the recommendations by federal and state officials as it relates to pandemic. Therefore, the DIA will no longer accept or process paper forms that are received via postal mail, facsimile or email attachment (*with exceptions noted below). Please be advised that the following forms **are required to be completed on-line** via our website and filed electronically going forward:

- Form 101 Employer’s First Report of Injury**
- Form 103 Insurer’s Notification of Payment**
- Form 104 Insurer’s Notification of Denial**
- Form 106 Insurer’s Notification of Modification/Termination During Pay W/O Prejudice Period**
- Form 107 Insurer’s Notification of Modification/Termination/Resumption of Weekly Compensation**
- Form 108 Insurer’s Request for Discontinuance/Modification (*Supporting docs. must be faxed - see form instructions below)**
- Form 110 Employee’s Claim (*Supporting docs. must be faxed – see form instructions below)**
- Form 114 Attorney’s Appearance of Counsel**
- Form 115 Third Party Claim/Lien**
- Form 116 Request for Lump Sum Conference**

*Form 108 & Form 110 attachments: Please be advised, claims for compensation and discontinuance requests must be accompanied by proper supporting documentation in accordance with M.G.L. c. 152, §7G & 452 CMR 1.07. When filing electronically, fax the additional documents to 617-727-4551 or email them to DIA-docattach@mass.gov. Each electronic filing is given a transmittal ID number you must reference when sending the attachments. Filing instructions are provided on the electronic forms. The above email address is for the attachments ONLY.

Also, we will issue notices, conference orders and decisions electronically. Attorneys and insurance carriers with CMS accounts have access to the required forms for electronic filing via the website. To access the online forms from your CMS calendar account, go to the calendar page and click on “online forms” on the top right side of the calendar. For online filing accounts (OLF/OLI) the link is located on the application tree on CMS.



We have added a field on the Form 110 to capture the injured worker’s email address. To check the status or make changes to your email address, please send an email to Francisco.Pena@mass.gov.

To sign up for an online account with the DIA – [click here](#).

Thank you for your continued cooperation and support.