

NGC Bodily Injury Trust



Website Training Guide



NGC Bodily Injury Trust Website Training Guide

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Lesson 1 – Home Page & Login

The Law Firm Login is located on the Home Page. The Home Page includes a login area on the left of the screen including a "**Forgot Your Password**" feature and NGC Help link.

The main area on the Home Page is divided into the following 4 sections which, when selected, will expand to provide additional information:

- Recent Developments / Fast Links
- NGC Highlighter
- Past Announcements
- Website Support Documents

Forgot Your Password:

The Forgot Your Password button will prompt the user to answer a security question and then send the user an email. The email will contain a link for the user to select a new password, thus resetting the password each time this feature is accessed by the user. Refer to the User Password Set-up section of Lesson 2 - Law Firm Registration for more information on selecting a password.

NGC Help Link:

The NGC Help link will open an email for the User to send their question to the Trust which will then be answered within 24 hours.

Lesson 2 – Law Firm Registration

To file a claim with the NGC Bodily Injury Trust (“NGCBIT”), a law firm must register. Each law firm must select an attorney and contact for each claim that is filed with the NGCBIT. The registration process is available on the website through the "Firm Registration" tab. Once “Register Law Firm” is selected, the following screen will be displayed and the User will enter the Law Firm information.

LAW FIRM REGISTRATION - FIRM INFORMATION

* Indicates field is required.

Law Firm Code: * Note: All Codes and Passwords must be at least 5 and no more than 10 characters long. Use only letters and numbers. The Law Firm Code is restricted to UPPER CASE letters only.

EIN Number: *

Law Firm Name: *

Address 1: *

Address 2:

City: * State: * Zip Code: *

Country:

Optional-Shipping Address if different from above:

Attention:

Address 1:

Address 2:

City: State: Zip Code:

Country:

Optional-Payment Mailing Address if different from above:

Attention:

Address 1:

Address 2:

City: State: Zip Code:

Country:

Attorney Information:

Login ID: * Password: Email with instructions on how to set password will be sent when saved.

First MI Last

Attorney Name: *

Email Address: *

Phone Number: * Fax Number:

Contact Information:

Same as attorney.

Login ID: * Password: Email with instructions on how to set password will be sent when saved.

First MI Last

Contact Name: *

Email Address: *

Phone Number: * Fax Number:

Firm Information:

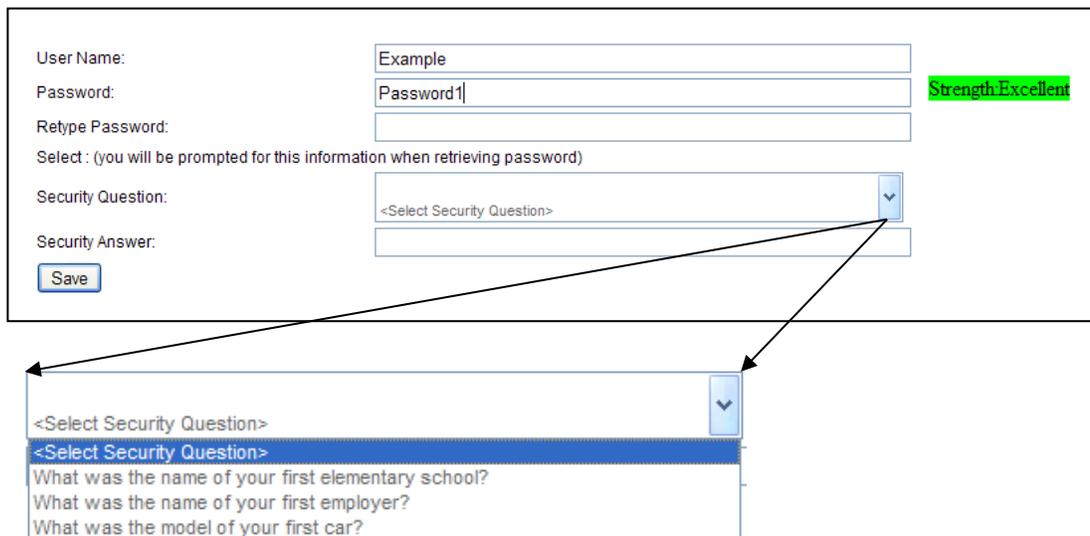
The first step in the law firm registration process is to select a Law Firm Code and provide the name and address of the Law Firm. Also, the User will be required to enter the Law Firm name, e-mail address, phone number, and login ID for the Attorney and Contact. The following fields are required to register a law firm:

- Law Firm Code
- EIN Number
- Law Firm Name
- Address, City, State, Zip Code
- Attorney Login ID
- Attorney Name; Email Address; Phone Number
- Contact Login ID
- Contact Name; Email Address; Phone Number

User Password Set-up:

The Attorney and Contact’s password is not set up during the registration process. Once the law firm’s registration is validated and the users are activated, an email will be sent to the Attorney and Contact. The email will contain a link to a password set-up screen where they will enter a password and establish a security question and answer.

The password must be 8 characters long, contain a number, and contain upper and lower case letters. A message will appear indicating the security strength of the password being entered. The User will then select a security question from the drop-down box and provide the appropriate answer.



If the User forgets their password they must utilize the Forgot Password feature on the Home Page, which allows them to reset their password. The security question and answer established during password set-up is used in the password reset process.

Refer to Lesson 7 – Admin Page for more information regarding setting up users and passwords.

If "Same as attorney" is selected under Contact Information, then the contact fields will be populated with the Attorney information provided and will be locked from editing. Once all of the required fields have been completed, the User will select the "Continue Registration" button and the following confirmation page will be displayed.

LAW FIRM REGISTRATION - CONFIRMATION

Please review the information below for accuracy. When you have verified that the information is correct, click on the CONFIRM REGISTRATION button below.

After your registration is validated, you will receive an email confirming your registration and instructions on setting up your password. After your registration has been confirmed, you will be able to log on to the NGC Website using your Login ID and Password. Additional law firm locations and additional users may be established under the Admin tab on the NGC Website.

Law Firm Information	
Law Firm Code:	EXAMPLE
EIN Number:	12345
Law Firm Name:	Example Law Firm
Address:	1234 Avenue Somewhere, Texas 12345
Shipping Address:	, (none)
Payment Address:	, (none)

Attorney Information	
Login ID:	Example
Attorney Name:	Mister Attorney
Email Address:	misterattorney@usa.com
Phone Number:	123-456-7890

Contact Information	
Login ID:	Example
Contact Name:	Mister Attorney
Email Address:	misterattorney@usa.com
Phone Number:	123-456-7890

Validation of Law Firm:

Once registration is confirmed above, the TSI Legal Department will validate the Law Firm. The Legal Department uses various resources, including Martindale Hubbell, to confirm that the Law Firm and Attorney are valid. Upon approval of the Law Firm and activation of the Users, an email with a link to the password set-up screen will be sent to the Attorney and Contact provided during the registration process.

Lesson 3 – Documents Page

The Documents Page includes the following sections of frequently requested Trust documents:

- Trust Legal Documents
- Claims Facility Documents
- Policies

Documents such as the NGCBIT Claims Resolution Procedures, Law Firm Registration form, Affidavit and Indemnity form, Attorney Work History Verification form and NGC Disease Chart can be found on this screen. The document can be viewed by selecting the document name. The documents will open in Adobe Acrobat Reader so that they may be printed for the User's convenience.

Lesson 4 – Downloads Page

The Downloads Page contains information regarding the various ways to submit a claim to the Trust.

Claim Forms:

The claim forms are sample versions until the Law Firm logs into the website. Once logged in, the Law Firm will select the Attorney and Contact name and then select “**GO**” to display the appropriate claim forms. This step of choosing the Attorney and Contact names will display the names on the paper claim form when opened.

Claim Entry Application:

The on-line claim entry application is available through the Claim Processing tab by selecting the Data Entry tab. Refer to Lesson 9 – Claim Processing Page – Data Entry for more information regarding the online data entry of a claim.

Database Conversions:

Database conversions are used when multiple claims are submitted at once. The most commonly used data base conversion is the submission Excel spreadsheet. More information regarding the process of converting the Law Firm’s database information into the Trust submission spreadsheet and a legend of field definitions can be found in the Database Conversions section of the Downloads Page.

Lesson 5 – FAQ Page

The FAQ Page contains Frequently Asked Questions with answers. The questions are separated into the following sections:

- Restated Exposure Policies
- BI Settlement Claims
- Tolling of Applicable Statute of Limitations
- Payment Percentage
- Claims Submissions
- Submitting Claim Documentation

When a question is selected, the User will be taken to the corresponding answer displayed below the question.

Lesson 6 – About Us Page

The About Us Page contains general information about Trust Services, Inc. ("TSI") and the NGCBIT. The User will select the **[more]** link for detailed information about any section. The sections are as follows:

- General Information
 - Disclosure Statements
 - APMC Bankruptcy
 - About NGCBITrust
 - About TSI
 - Contact Us
- BI Settlement Claims

Lesson 7 – Admin Page

The Admin Page is only available to users that have been assigned the Admin user type. Under the Admin Page, law firm locations and users can be established. The Admin Page will include a second row of tabs, as listed below:

- Primary Firm Information
- Locations
- Users
- Reports/Correspondence

Primary Firm Information Tab:

The Primary Firm Information Tab will display the information provided during the law firm registration process. The Law Firm registered through the law firm registration process will be considered the Primary Law Firm.

The screenshot shows the 'Primary Firm Information' tab selected. The 'Law Firm Information' section contains the following data:

Primary Law Firm :	ABC Law Firm
Law Firm Code :	ABCFIRM
EIN Number :	xxxxxxxx
Law Firm Name :	ABC Law Firm
Address :	2716 Lee St, Greenville, Texas 75401
Shipping Address :	, , (none)
Payment Address :	, , (none)

Below the table is a button labeled 'Expire All Law Firm Users'. To the right, a note box states: 'Note: If changes need to be made to the Law Firm Information, Please contact Renda Evans, revans@trustservices.org.' At the bottom, a text box says: 'If you have an additional locations, you may set up a separate location using the Locations tab.'

Refer to the User Status section of Lesson 7-Admin Page for more information regarding the Expire All Law Firm Users button.

Locations Tab:

The Locations Tab will provide a display of additional locations that have been added under the registered Primary Law Firm. The locations will be listed, including a column indicating whether the location has been validated.

The screenshot shows a web interface with a navigation bar containing tabs: Primary Firm Information, Locations (highlighted), Users, and Reports/Correspondence. Below the navigation bar is a section titled 'Locations' containing a table with the following data:

	Location Code	Location Name	EIN Number	Verified
Select	ABCFIRM	Primary	xxxxxxxx	Approved
Select	Test-Local	Test Location		NotApproved

Below the table are 'Prev' and 'Next' navigation buttons. At the bottom left of the 'Locations' section is an 'Add a Location' button. To the right of the table is a note box:

Note: If changes need to be made to the Location Information, please contact Renda Evans, , revans@trustservices.org.

Each law firm will have at least one location, which is the Primary Firm. Additional locations can be added by selecting the “**Add a Location**” button. The following fields are required to save a location:

- Location Code
- EIN Number
- Location Name
- Address1
- City
- State
- Zip Code

If “**EIN same as Law Firm**” is selected, then the “EIN Number” field will be populated with the Primary Law Firm’s EIN Number and will be locked from editing. Once all of the required fields to add a location have been completed, the User will select the “**Save**” button.

In the Add a Location screen, the “**Return to Locations List**” button will cancel the add location entry and will return the User to the Locations List. The “**Save**” button will save the location entered, which will then follow the same validation process as a registered law firm.

Users Tab:

The Users Tab will provide a display of all users that have been established under the Primary Law Firm for each location.

Primary Firm Information Locations Users Reports/Correspondence									
	User Name	Location	Role	Login	Email Address	Phone Number	User Status	Last Login	
Select	Test, User	Primary	Contact	UserTest	gbryant@trustservices.org	555-555-5555	Active	2/18/2014	
Select	Long, Sheila	Primary	Admin, Contact	sheila	slong@trustservices.org	800-580-2191	Active	10/14/2011	
Select	Harrell, Linda	Primary	Admin, Attorney, Contact, User	lharrell	lharrell@trustservices.org	903/453-2167	Inactive	8/25/2015	
Select	Push, Test	Primary	Admin, User	TestPush	gbryant@trustservices.org	903-453-2160	Active	11/14/2017	
1 2									
Add a User									

A user can be assigned more than one user type. Each user type assigned to the user will be displayed in the Role column. Additional users can be added by selecting the “Add a User” button. The following fields are required in order to save any user:

- Location
- User Type
- Login ID
- Password
- Name
- Email Address
- Phone Number

USER MAINTENANCE

* indicates field is required.

Location :*
 Attorney Contact
 Admin User
 Read-Only User

Login ID :*

Password :* New security features have transitioned the establishment of passwords to the end user.

Name :*

Email Address :*

Phone Number :*

Fax Number :

Correspondence Type:

Claim Correspondence Status Reports Management Reports
 Delivery Method: Delivery Method:
 Frequency: Frequency:

User Status: Enabled Deleted

User Type Descriptions - Each user may be assigned more than one user type. Note that more than one Attorney, Contact, Admin and/or User may be assigned to a law firm.

Attorney – These users are eligible to be identified as the Attorney of record for a filed claim, and are eligible to receive Status Reports and Management Reports. At least one attorney must be selected to receive Management Reports.

Contact – These users are eligible to be identified as the Contact for a filed claim, and Claim Correspondence will be sent to the Contact identified for the claim. These users are eligible to receive Status Reports and Management Reports.

Admin – These users are eligible to access the Admin tab on the website. Under the Admin tab, these users may establish locations, register new users and edit user information.

User – These users are eligible to access the Claim Processing tab on the website. Under the Claim Processing tab, these users may file new claims, edit existing claims and upload supporting documentation.

Read-Only User – These users are eligible to access the Claim Processing tab on the website. Under the Claim Processing tab, these users will have read-only access to claims.

The Attorney provided during the Law Firm Registration process will be defaulted to Attorney and Admin user types. The Contact provided during the Law Firm Registration process will be defaulted to Contact and Admin user types.

User Password Set-up - The User’s password is not entered on the User Maintenance screen. Once the User’s information is saved, an email will be sent to the User containing a link to a password set-up screen where the User will enter a password and establish a security question and answer.

The password must be 8 characters long, contain a number, and contain upper and lower case letters. A message will appear indicating the security strength of the password being entered. The User will then select a security question from the drop-down box and provide the appropriate answer.

The screenshot shows a web form for password setup. It contains the following elements:

- User Name:** A text input field containing "Example".
- Password:** A text input field containing "Password1". To its right, a green box displays "Strength: Excellent".
- Retype Password:** An empty text input field.
- Select:** A label indicating that the user will be prompted for this information when retrieving their password.
- Security Question:** A dropdown menu currently showing "<Select Security Question>".
- Security Answer:** An empty text input field.
- Save:** A button located at the bottom left of the form.

An inset window shows the expanded dropdown menu for the Security Question, listing the following options:

- <Select Security Question>
- What was the name of your first elementary school?
- What was the name of your first employer?
- What was the model of your first car?

If the User forgets their password they must utilize the Forgot Password feature on the Home Page, which allows them to reset their password. The security question and answer chosen during password set-up is used in the password reset process.

Activate User - To activate the User, select the Enabled checkbox at the bottom of the user screen, thus setting their user status to Active. If the Enabled checkbox is not selected the User will be considered Inactive. If the Inactive user is not an attorney or contact on any claim, then they will appear in the user list as Inactive. However, if the Inactive user is an attorney or contact on any claim, then a message will appear prompting the Admin user to select the necessary replacement attorney and/or contact. Once the replacement selection is complete NGCBIT system administrators will be notified to verify the change and complete the claim re-assignments. The Admin user will be notified when the claim re-assignments are complete.

Delete User – This feature allows the Admin user to delete a user. To delete a user select the “**Delete User**” button at the bottom of the user screen. If the deleted user is an attorney or contact on any claim, then a message will appear prompting the Admin user to select the necessary replacement attorney and/or contact, same process as described above. A user that has been deleted will not appear in the user list.

Expire User – This feature allows the Admin user to expire a user’s password, which in turn prompts the user to set-up a new password. To expire a user’s password select the “**Expire User**” button at the bottom of the user screen. The User will receive an email with a link to the password set-up screen where they will reset their password.

Correspondence Types - The “Correspondence Type” section will only be present for attorney and contact user types. Claim Correspondence will only be present if the “Contact” user type is selected and will automatically be selected and locked.

Claim Correspondence – Claim Correspondence is only sent to contacts. The Contact identified for the claim will receive the claim specific correspondence. Claim Correspondence includes Deficiency Letters, Response Reply Letters, Extension Letters, Ad Hoc Letters, Notice of Determination – Allowances and Notice of Determination – Disallowances. The method of delivery and frequency of the Claim Correspondence must be indicated for each contact.

Status Reports – Status Reports are available to contacts and attorneys. Status Reports provide information including detailed lists of received correspondence, claim submissions and pending due dates. The report will contain information for the appropriate reporting period. For example, if the frequency of the report is weekly, the report will contain information pertaining to the prior week. Each contact and attorney electing to receive Status Reports will need to select the method of delivery and frequency of the Status Reports.

Management Reports – Management Reports are available to contacts and attorneys. Management Reports include special communications from the Trust regarding information that the firms need to be made aware of, such as changes in the payment percentage. At least one attorney must be selected to receive Management Reports. Management Reports will be issued on an as needed basis via email and paper correspondence.

If the user type is “**Contact**” the following fields are also required for “**Claim Correspondence**”:

- Delivery Method
- Frequency

The “**Delivery Method**” selection box will include the following options:

- Print (paper letters sent via regular mail to the contact)
- Email (electronic letters sent via email to the contact)
- Report (spreadsheet sent via email to the contact)

The “**Frequency**” selection box will include the following options:

- Daily
- Weekly
- Bimonthly
- Monthly

The Attorney will be defaulted to receive Management Reports. The Contact will be defaulted to receive Claim Correspondence as emailed letters on a daily basis and Status Reports by email on a weekly basis.

The selection of Status Reports and Management Reports will only be available for attorney and contact user types. At least one attorney has to be selected to receive Management Reports. If only one attorney user type is present or only one attorney user type is receiving Management Reports, the Management Reports checkbox will be selected and locked for that user.

Reports/Correspondence Tab:

The Reports/Correspondence Tab will provide a summary of all attorney user types and contact user types and which ones receive Management and Status Reports.

Primary Firm Information					Locations					Users					Reports/Correspondence				
Select	<u>Attorney Name</u>				<u>Delivery Method</u>				<u>Frequency</u>				<u>Management Reports</u>						
Select	Doe, John				Email				Daily				True						
Select	<u>Contact Name</u>				<u>Delivery Method</u>				<u>Frequency</u>				<u>Management Reports</u>						
Select	Smith, John				Print				Daily				False						
Select	Doe, John				Email				Daily				True						

Changes that need to be made can be completed through the User screen, which may be accessed by selecting the Attorney or Contact name.

Lesson 8 – Claim Processing Page – Search & Claim View

The Claim Processing Page is only available to users that have logged into the NGC Website and have been assigned the User or Read-Only User role. The Claim Processing Page includes two additional tabs: Search and Data Entry, which are discussed in Lesson 8 and Lesson 9 in this training guide.

Search:

Upon entering the Claim Processing Page there will be a second row of tabs including Claim Search and Data Entry. The Search screen will allow the User to search on one or more of the following fields listed within the claim search:

- Injured Party Name
- Injured Party SSN
- Claim Number
- Attorney
- Contact
- Claim Type
- Claimed Disease
- Deficiency Type
- Deficiency Code
- Action Due Date
- Claim Status
- Process Status

Search
Data Entry

Injured Party Name:

Social Security #:

Claim Number:

Attorney:

Contact:

Claim Type:

Claimed Disease:

Deficiency Type:

Deficiency Code:

Action Due Date:

Claim Status:

Process Status:

Saved Searches:

Claim Status & Process Status - To the right of the Claim Status and Process Status search fields there will be a help link to a legend of statuses. The Claim Status indicates where a claim is in the claim process and the Process Status indicates where a claim is in the facility process. Below are descriptions of each Claim Status and Process Status.

Claim Status:	Description:
In Progress-Not Filed	The filing submission has been started and saved but not yet submitted. The filing submission has been given a postmark date, but has not been reviewed for pre-claim deficiencies*.
Entered	The claim is ready for review by a Claim Reviewer.
Incomplete	The filing submission is not complete enough to be reviewed by a Claim Reviewer due to pre-claim deficiencies. An Incomplete Notice has been generated for the filing submission.
Withdrawn	The claim has been withdrawn by request of the law firm.
Deficient	The claim has been reviewed by a Claim Reviewer and determined to be Deficient. A deficiency letter has been generated for the claim.
Allowed	The claim has been reviewed by a Claim Reviewer and determined to be Allowed. A Notice of Determination – Allowance has been generated for the claim.
Ready for Payment	The claim has been Allowed and all required documents, including a properly executed Release and Indemnity, have been received and approved. The claim is awaiting payment.
Batched for Payment	The claim has been included in the payment batch process for payment.
Paid	The claim has been paid.
Disallowed	The claim has been Disallowed and a Notice of Determination – Disallowance has been generated for the claim.
Rejected	The claim has been rejected. These claims cannot be re-activated but can be re-filed.
Closed	The claim has been closed. Response time remains to cure any outstanding deficiencies; however, time to request ADR has expired.
Process Status:	Description:
Pre-Review	The claim is not ready for review by a Claim Reviewer. The claim is awaiting review for pre-claim deficiencies or has been determined to have pre-claim deficiencies.
Ready for Review	The claim is ready for review by a Claim Reviewer.
Review in Process	The claim is under review by a Claim Reviewer.
Wait	The claim is waiting for a response to claim correspondence generated for the claim.
Ready for 2nd Review	The claim has been selected for second review. These claims cannot be opened online by the law firm user.
2nd Review in Process	The claim is under review by a Second Reviewer. These claims cannot be opened online by the law firm user.
Complete	The claim is considered complete and has been Paid, Closed, Rejected or Deferred/Withdrawn.
Hold	The claim has been placed on hold pending further review. See Hold reason on claim for more detail as to why the claim has been placed on hold.

Several resource documents related to the above claim statuses and process statuses are available on the Documents page online. Please see the NGC Response Times document, the NGC Incomplete Submission Process chart and the NGC Claim Flow chart for more information.

Search Results:

Once the User selects the search criteria and submits the search, the search results will be displayed as shown below. The User will have flexibility for the number of claims to be displayed per page, such as 10, 20, 50, 100 or all. The Claim Search results will include the Claim ID, Claimant Name, SSN, Claim Status, Process Status, Closed Reason, Action Due Date, Attorney Name, Contact Name and Reports selection. The search results are limited to 200, but the full results can be viewed by downloading to Excel.

Download to Excel

Basic Advanced

Claim Search Results

Return to Claim Search

Search Name: Save Search

Claim #	Last Name	First Name	SSN	Claim Status	Process Status	Closed Reason	Action Due	Attorney	Contact	Reports
NG-4048944	Dowdy	Dawson	48712XX42	Incomplete	Hold		09/27/2015	Attorney, Test	Attorney, Test	- Select to Download -
NG-4048943	Jackson	Jeb	313434312	Incomplete	Pre-Review		09/27/2015	Attorney, Test	Attorney, Test	- Select to Download -

Download to Excel - The User will have the option of downloading the search results to an Excel spreadsheet. The "**Basic**" Excel spreadsheet will contain the following fields in the order identified below:

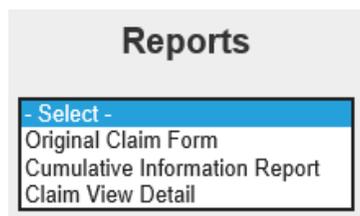
- Claim ID
- Claimant Name
- SSN
- Claim Status
- Action Due Date

The "**Advanced**" Excel spreadsheet will contain the following fields in the order identified below:

- Claim ID
- Claimant Name
- SSN
- Claim Status
- Next Action Due Date
- Claim Type
- Process Status
- ALV for Allowed, Ready for Payment, Batched for Payment and Paid claims
- Paid Amount for Paid claims
- Allowed Disease
- Claimed Disease
- Deficiency Group
- Deficiency Code
- Last Correspondence Type

Save Search - The User can save any search by entering a search name and selecting the "Save Search" button. The saved searches will be available from the "Claim Search" tab and from the Reports page. Refer to Lesson 10 – Reports Page for more information about the Reports page.

Reports Selection – The following three reports are available on-demand by selecting the specific report from the drop-down box.



- Original Claim Form (“OCF”) – A report presented in claim form format that includes the original claim data provided by the law firm. This report is accessible from the Claim Search Results screen, the general information section of the claim processing screens and the Data Entry Submit Claim screen.
- Cumulative Information Report (“CIR”) – A report presented in claim form format that includes the original claim data provided by the law firm during the initial submission and any updates of claim data that has been added to the claim online by the law firm user. This report is accessible from the Claim Search Results screen and the general information section of the claim processing screens.
- Claim View Detail (“CVD”) – A report that includes the current claim data at the time the report is generated. This report will include any updates of claim data by the claims facility during review of the claim. This report is accessible from the Claim Search Results screen and the general information section of the claim processing screens.

Open Claim - To open a claim for Claim View, select the claim number. The Claim View screens are discussed in the next section.

Claims with the following claim or process statuses cannot be opened by the Law Firm User:

- Process status of “Ready for 2nd Review” – The claim has been reviewed by the Analyst and is selected for Second Review.
- Process status of “2nd Review in Process” – The claim is currently under review by a Second Reviewer.

Claims with the following claim or process statuses can be opened in read-only mode, which means no changes can be made by the User:

- Claim status of “Rejected” – Rejected filings are not considered filed claims and must be re-submitted if the Law Firm wishes to pursue the claim.

Claim View:

The Claim View screens display information about the claim and reflect the analyst's review of the claim, depending on the claim status. The screens displayed are Injured Party, Litigation, Exposure Main, Exposure Details, EOEP, Medical, Certification and Deficiencies & Actions which are all discussed separately in this Lesson. Some screen sections or fields are locked from law firm editing and are displayed with a lock icon.

General Information - On the left side of each screen, a general information section will be displayed containing information about the claim along with several claim actions. The following information is displayed:

- Claim ID
- Injured Party Name
- Injured Party SSN
- Claim Type
- Claim Status
- Process Status
- Postmark Date
- Claimed Disease
- Attorney
- Last Action (last correspondence type)
- Next Due Date
- Payment Information Box (date, amount and check number, if Paid claim)

Claim Actions –

The “**Reports**” feature will allow the Law Firm to choose an Original Claim Form, Cumulative Information Report or Claim View Detail Report by selecting the specific report from the drop-down box. These reports are discussed in more detail in the Reports Selection section of page 19.

The “**View Payments**” feature will allow the Law Firm to view all facility payments made on the claim. Information such as the date, description, original ALV, original payment percentage, and payment amount are listed.

The “**Deficiencies**” feature will present the Paragraph ID and Descriptive Note for deficiencies that are cited for the claim. When selected, ways to cure information will be displayed in a separate window. The ways to cure information includes the deficiency code, description, type, full text and ways to cure.

The “**Upload Documents**” button will open the upload documents screen allowing the Law Firm to upload supporting documentation to the claim. Any documents uploaded from this screen will be listed in the Pending Uploaded Documents section of the Deficiencies & Actions screen. Refer to Deficiencies & Actions screen-Pending Uploaded Documents section of this Lesson for more information on how to save documents to a claim.

The “**Documents**” feature will provide a list of the documents that are present in the claim folder for the claim. The scan date and name of the document will be displayed. To view the documents, the User will select the document name.

The Edited Information “**Reset**” button will be available in the upper right corner of all Claim View screens. Upon selection of this button, the edited information for that screen will be reset to its previous form in the current session.

The “**Exit Claim**” button will be available in the upper right corner of all Claim View screens. Upon selection of this button, a message to confirm closing the claim without saving changes will appear. Once the User selects OK then the claim will close and return the User to the search results screen.

Injured Party Screen:

The Injured Party Screen will display Representation, Injured Party, Claimant Representative, Individual Review and Prior Paid Claim information for the claim. If the claim is at Hold process status, then the Hold Reason will be displayed beneath the Process Status: Hold.

The screenshot displays the 'Injured Party' screen for claim NG-4077297. The top navigation bar includes 'Injured Party', 'Litigation', 'Exposure Main', 'Exposure Details', 'EOEP', 'Medical', 'Certification', and 'Deficiencies & Actions'. The main header shows 'Test, Claim' with ID 532559900. A status summary indicates 'Claim Type: Individual Review', 'Status: Incomplete', 'Process Status: Wait', and 'Postmark: 3/9/2017'. A sidebar on the left contains sections for 'Payments', 'Reports', 'Deficiencies', and 'Documents'. The 'Representation' section shows law firm details for 'ABC Law Firm'. The 'Injured Party' section contains demographic fields. The 'Claimant Representative' section includes a 'Click to add a Claimant Representative' icon. The 'Individual Review' section shows 'Number of Dependents: 0'. A modal window titled 'Claimant Representative' is open, showing a form for adding a new representative with fields for Name, Address, City, State, Zip, Country, and Phone.

Representation – The representing law firm information is displayed along with the Attorney and Contact for the claim. The law firm information is locked for editing. However, the User can change the Attorney and/or Contact for the claim to a different attorney or contact registered with the Law Firm.

Injured Party - The Injured Party's demographic information will be displayed along with whether the claim is approved for Exigent status. The Exigent section is locked for editing.

Claimant Representative – If claimant representative information is present on the claim, then the information will be displayed in the Claimant Representative section. The User can add claimant representative information to the claim by selecting the icon to add a claimant representative and entering the appropriate information. To change the claimant representative information, the User will need to delete the current Claimant Representative record and add a new record.

Expense Worksheet -

The Expense Worksheet is only displayed for IR claims and is accessed by selecting the "**Expense Worksheet**" button. This screen provides information regarding any claimed Medical Expenses, Burial Expenses and Economic Losses. The total expenses and losses verified by the Analyst will be locked from editing. If medical expenses, burial expenses or economic losses are claimed, then supporting documentation is required.

Medical and Burial Expenses		Economic Losses	
Medical Expenses			
Total Expenses, net of reimbursements and insurance, as of the Date the Claim is Filed:	123456789	0	Verified
Total Reimbursed by a third party, such as an insurance company, HMO, medicaid, TriCare or Medicare:	0		
Unreimbursed, out-of-pocket medical expenses:	0		
Burial Expenses			
Total Expenses:	0	0	Verified
Total reimbursement or payment from a burial plan:	0		
Unreimbursed, out-of-pocket burial expenses:	0		
		Gross Economic Loss:	0
		Short-term disability Payments:	0
		Long-term disability Payments:	0
		Unemployment benefits:	0
		Worker compensation payments:	0
		Severance benefits:	0
		Asbestos settlement:	0
Deficiencies			

Prior Paid Claim Match – If the claim was found to have a Prior Paid Claim match during the analyst’s review, then a Prior Paid Claim Match section will be displayed beneath the Injured Party section of the screen. The match information such as the name, SSN, DOB and disease will be displayed. This section is locked from editing and will have a lock sign displayed.

PriorPaidClaim

Man, John 123121234 1/1/1938 Non-Malignant

Litigation Screen:

The Litigation Screen will display information that was claimed regarding an asbestos-related lawsuit filed by the Injured Party or the estate or heirs of the Injured Party. If no lawsuit information is present on the claim, then the Litigation screen will appear blank with only the first question present. To enable the screen, the User will answer “Yes” to the first question.

Lawsuit Details – Lawsuit information such as the Court, state, date filed and case number along with the current status of the lawsuit is displayed. Lawsuit information is important to properly calculate statute of limitations for a claim.

Named Defendant – Information regarding the named defendants is displayed along with the status of the case against NGCBIT, if applicable.

The pertinent pages of the complaint, petition or cover page filed with the court, that contains the parties named, the case number and the date filed with the court should be submitted if lawsuit information is claimed.

Exposure Main Screen:

The Exposure Main Screen will display general information regarding the Injured Party’s exposure to asbestos product(s).



Exposure to Any Asbestos Product(s) – Dates of when the Injured Party was first exposed to any asbestos product(s) and last exposed to any asbestos product(s) are displayed in this section. NGCBIT requires a minimum of 5-years exposure to any asbestos product(s). Verified exposure documentation supporting this exposure is required.

Exposure to NGCBIT Asbestos Product(s) – The Injured Party’s state of greatest exposure to NGCBIT asbestos product(s) is displayed. This state is important to the determining the applicable jurisdiction of the claim.

Avocational (Non Job-Related) Exposure to NGCBIT – If the Injured Party’s exposure to NGCBIT asbestos products was non job-related (i.e. home renovation, hobby) then a description of that exposure is required. Verified exposure documentation supporting avocational exposure is required, if claimed.

Occupational (Job-Related) Exposure to NGCBIT – If the claim is an IR and Mesothelioma is a claimed disease, then additional exposure questions will appear on the Exposure Main screen. If the answer to the question is more than 25%, then supporting documentation is required. If the question is left blank and not answered, then the analyst will default the answer to 0-25% for claim pricing purposes.

The screenshot shows a web form titled "Occupational (Job-Related) Exposures to NGCBIT". It contains a text input field for "Injured Party's exposure to NGCBIT asbestos products as a percentage of his/her exposure to all asbestos products:" with a dropdown arrow on the right. Below this is a note: "If the answer above is more than 25%, provide verifiable documentation evidencing the Injured Party's higher percentage of exposure to NGCBIT asbestos product(s). If no percentage is indicated, this information will default to 0%-25%". At the bottom, there is a section labeled "All co-defendants and the respective percentage of exposure for each:" followed by a large, empty text area with a vertical scrollbar on the right.

This section will also appear on the EOEP screen if the claim is an IR, Mesothelioma is a claimed disease and an EOEP record is entered. Refer to the EOEP Screen section of Lesson 8 – Claim Processing Page – Search & Claim View for more information on claiming EOEP exposure.

Exposure Details Screen:

The Exposure Details Screen will display information regarding the Injured Party's exposure to NGCBIT asbestos product(s).

*The Revised Restated Exposure Policies ("REP") have been incorporated into the Exposure Details screen and related new fields are present. However, the realted new fields related will be disabled and "Pre-Implementation" will appear on the screen, as shown below, for any claims filed on or before September 5, 2012 in which the REP do not apply. *Please refer to the REP document dated November 2013 for more detailed information regarding which claims are affected.*

The screenshot shows the 'Exposure Details Screen' with the following elements:

- Claim Information:** Claim Type: Expedited Review, Claim Number: NG, Claim Status: Entered, Process Status: Ready for Review. A button for 'Edited Information' with a 'Reset' option is visible.
- Pre-Implementation:** A green box highlights the 'Pre-Implementation' status. Below it, a note states: 'Complete this screen only if the Injured Party's asbestos-related disease is a result of direct asbestos exposure, as opposed to exposure through some other person. If the Injured Party's exposure is through another person, complete the Exposure through an Occupationally Exposed Person ("EOEP") screen.'
- Occupational (Job-Related) Exposures to NGCBIT:** A section titled 'The Injured Party's occupation and industry while directly exposed to NGCBIT asbestos product(s):' showing '2 of 2' items. It includes a 'Type of Exposure' dropdown, 'Tust Product Information' (with 'NGCBIT Asbestos Product(s)' and 'Product Installation Dates' fields), and 'Jobsite' information (with 'Job Site', 'Job Site City', 'Job Site State', 'Building Name', and 'Area in Building' fields).
- Injured Party Exposure:** A section with fields for 'Employer', 'Employer City', 'Employer State', 'Industry', 'Occupation', 'Period of Exposure', and 'Time of Exposure'. Below these is a text area to 'Describe how the Injured Party identified and was exposed to the NGC asbestos product(s) as claimed above' with a 'Description Allowed' checkbox.
- Deficiencies:** Two boxes on the right indicate 'Injured Party NGCBIT Exposure' and 'Co-Worker NGCBIT Exposure', both stating 'There are currently no injured party exposure deficiencies for this exposure.'
- Callout Box:** A blue-bordered box on the right contains the text 'Pre-Implementation Claim – these fields are disabled'. Blue arrows point from this box to the 'Type of Exposure', 'Tust Product Information', 'Jobsite', and 'Injured Party Exposure' sections, indicating that fields in these sections are disabled.

For claims filed on or after September 6, 2012 in which the REP do apply, the fields related to the REP will be enabled, as shown below. Refer to the REP document dated November 2013 for more detailed information regarding which claims are affected.

Claim Type: Individual Review Claim Number: NG Claim Status: Entered Process Status: Ready for Review Edited Information Reset

Complete this screen only if the Injured Party's asbestos-related disease is a result of direct asbestos exposure, as opposed to exposure through some other person. If the Injured Party's exposure is through another person, complete the Exposure through an Occupationally Exposed Person ("EOEP") screen.

Occupational (Job-Related) Exposures to NGCBIT
The Injured Party's occupation and industry while directly exposed to NGCBIT asbestos product(s):

1 of 2 [Add] [Remove]

Type of Exposure: Occupational

Tust Product Information

NGCBIT Asbestos Product(s): All-Purpose Joint Compound, 1935-1975 Products...

Product Installation Dates: 5/2/1981 - To - 9/25/1981

Jobsite

Job Site: Jobsite Name Jobsites

Job Site City: USA City Job Site State: CA

Building Name: Building Name

Area in Building: Area in Building

Injured Party Exposure

Employer: Employer Name

Employer City: USA City Employer State: CA

Industry: 5 Construction Trades

Occupation: 23 Drywall/Sheetrock

Period of Exposure: 5/2/1981 - To - 9/25/1981

Time of Exposure: During Installation

Describe how the Injured Party identified and was exposed to the NGC asbestos product(s) as claimed above:

Description Allowed

Occupational (Job-Related) Exposures to NGCBIT – Information regarding the Injured Party's exposure to NGCBIT asbestos products is displayed in this section. Additional exposure records may be added by selecting the icon to add an exposure record.

To choose a specific NGCBIT Asbestos Product, the User will select the Products button and the search window, shown below, will appear. Products may be searched by name or code and the various columns can be sorted. Once the specific NGC ACM has been found, the User will select the product by checking the box to the left of the product name and then selecting the OK button. The product will appear in the field in the Trust Product section of the Exposure Details screen, as shown above.

Trust Products

Search:

Type	Product	Code	Friable	First Sold	Last Sold	Usage
<input type="checkbox"/>	Acoustical Plaster - Spray...	Acoustical Plaster - Sprayed	100	Friable		
<input type="checkbox"/>	Acoustical Plaster - Trow...	Acoustical Plaster - Troweled	120	Friable		
<input type="checkbox"/>	Joint Treatment Material	All Purpose Joint Cement	320	Non-Fri...	1954	1957
<input type="checkbox"/>	Joint Treatment Material	All-Purpose Joint Compound	301	Non-Fri...	1966	1973
<input type="checkbox"/>	Cement Ceiling Panels	Asbestibel Panels	221	Non-Fri...	1963	1981
<input type="checkbox"/>	Cement Ceiling Panels	Asbesto-Grid Panels	222	Non-Fri...	1958	1981
<input type="checkbox"/>	Asbestos Cement Boards...	Asbestone Panels	201	Non-Fri...	1958	1981
<input type="checkbox"/>	Asbestos Cement Boards...	Asbestos Cement Board, aka A...	202	Non-Fri...	1943	1953
<input type="checkbox"/>	Asbestos Cement Boards...	Asbestos Cement Boards & Pa...	200	Non-Fri...		
<input type="checkbox"/>	Other Products	Asbestos Faced Mineral Wool B...	501	Non-Fri...	1944	1945

Showing 1 to 10 of 147 entries

First Previous 1 2 3 4 5 Next Last

OK Cancel

When selected, the “Jobsites” button will open a separate screen allowing the User to select a particular jobsite. The jobsite list will contain jobsites from the NGC Exposure Sites List as well as the particular law firm’s established jobsites, if applicable. Refer to the REP for more detailed information regarding Common Exposure Locations (“CELs”) for Pre and Post Implementation claims. Also, for more information on how to establish jobsites for a law firm, contact the Claims Manager or the Claims Supervisor listed in the Contact Us list found on the About Us page.

Jobsites

Description:

City:

State: (All)

Search

Description	City	State	Initial Activity	
(Quadrangle Bldg. E) Building, Medical University Campus	Charleston	South Carolina	01-01-1965	Select
13 Medical Services Rehab., Ellisville State School	Ellisville	Mississippi	01-01-1963	Select
13 North (#813), Samuel H. Shapiro Developmenta	Kankakee	Illinois	01-01-1938	Select
18 South (#318), Samuel H. Shapiro Developmenta	Kankakee	Illinois	01-01-1938	Select
911 N. Rutledge, Rutledge Manor Complex, Siu Sc	Springfield	Illinois	01-01-1970	Select
Abbott School, Abbott School	Chicago	Illinois	01-01-1960	Select
Academy, 401 E. McClellan	Detroit	Michigan	01-01-1960	Select
Ada Lewis Junior High School, Tulpehocken And Ardleigh Stree	Philadelphia	Pennsylvania	01-01-1971	Select
Adams Public School, P.O. Box 76	Adams	North Dakota	01-01-1962	Select
Addams Jr. High & Elementary, 2222 W. Webster Rd.	Detroit	Michigan	01-01-1961	Select
Admin. Bldg., 13900 Granzon	Detroit	Michigan	01-01-1957	Select
Administration Building 003, Bakerfield Elementary	Baker	Louisiana	01-01-1957	Select

OK Cancel

EOEP Screen:

The Exposure through an Occupationally Exposed Person (“EOEP”) Screen will display information regarding the Injured Party’s asbestos exposure to any asbestos products and NGC asbestos products through an Occupationally Exposed Person (“OEP”). If no EOEP exposure is claimed, then the screen will appear blank with only the icon to add a new EOEP entry.

*The Revised Restated Exposure Policies (“REP”) have been incorporated into EOEP screen and the related new fields will be present. However, the REP related new fields will be disabled and “Pre-Implementation” will appear on the screen, as shown below, for any claims filed on or before September 5, 2012 in which the REP do not apply. Please refer to the REP document dated November 2013 for more detailed information regarding which claims are affected.

The screenshot shows a web form titled "Injured Party's Exposure Through OEP:". At the top left, there is a "Pre-Implementation" status indicator. The form contains several sections with input fields and dropdown menus. A blue callout box on the right side of the form points to several disabled fields with the text "Pre-Implementation Claim – these fields are disabled".

Injured Party's Exposure Through OEP:

Provide the following information relating to the Injured Party's exposure to any asbestos product(s) through the OEP:

The Injured Party had at least 5 years of asbestos exposure on a regular basis through the OEP that began on: 1/1/1954

The Injured Party's last asbestos exposure through the OEP was on: 12/31/1979

Describe the Injured Party's asbestos exposure through the OEP that is alleged to be the cause of the Injured Party's asbestos-related disease:

The Injured Party's most significant exposure to NGC/BIT asbestos product(s) through the OEP was in the state of: AR

OEP's Exposure to Any Asbestos Product(s):

Name of OEP: C.B. Stark

The OEP had at least 5 years of direct occupational asbestos exposure on a regular basis that first began on: 1/1/1954

The OEP's last direct occupational asbestos exposure was on: 12/31/1979

OEP's Exposure to NGC/BIT Asbestos Product(s):

The OEP's occupation and industry while directly exposed to NGC/BIT asbestos product(s):

Trust Product Information

NGC/BIT Asbestos Product(s): [disabled] Products...

Product Installation Dates: [disabled] - To - [disabled]

Jobsite

Jobsite: [disabled] Jobsites...

Jobsite City: [disabled] Jobsite State: AR

Building Name: [disabled]

Area in Building: [disabled]

OEP Exposure

Employer: [disabled]

Employer City: [disabled] Employer State: Please Select

Industry: 8 Construction Trades

Occupation: 48 Machinist

Period of Exposure: 1/1/1954 - To - 12/31/1979

Time of Exposure: Please Select

Describe how the Injured Party identified and was exposed to the NGC asbestos product(s) as claimed above:

Description Allowed

For claims filed on or after September 6, 2012 in which the REP do apply, the fields related to the REP will be enabled, as shown below. Refer to the REP document dated November 2013 for more detailed information regarding which claims are affected.

Injured Party's Exposure Through OEP:

Provide the following information relating to the Injured Party's exposure to any asbestos product(s) through the OEP:

The Injured Party had at least 5 years of asbestos exposure on a regular basis through the OEP that began on:

The Injured Party's last asbestos exposure through the OEP was on:

Describe the Injured Party's asbestos exposure through the OEP that is alleged to be the cause of the Injured Party's asbestos-related disease:

The Injured Party's most significant exposure to NGCBIT asbestos product(s) through the OEP was in the state of: Please Select ▾

OEP's Exposure to Any Asbestos Product(s):

Name of OEP:

The OEP had at least 5 years of direct occupational asbestos exposure on a regular basis that first began on:

The OEP's last direct occupational asbestos exposure was on:

OEP's Exposure to NGCBIT Asbestos Product(s):

The OEP's occupation and industry while directly exposed to NGCBIT asbestos product(s):

Trust Product Information

NGCBIT Asbestos Product(s): Products...

Product Installation Dates: - To -

All fields are enabled

Jobsite

Jobsite: Jobsites

Jobsite City: Jobsite State: Please Select ▾

Building Name:

Area in Building:

OEP Exposure

Employer:

Employer City: Employer State: Please Select ▾

Industry: Please Select ▾

Occupation: Please Select ▾

Period of Exposure: - To -

Time of Exposure: Please Select ▾

Describe how the Injured Party identified and was exposed to the NGC asbestos product(s) as claimed above:

Description Allowed

Injured Party’s Exposure Through OEP - Dates of when the Injured Party was first and last exposed to any asbestos product(s) through the OEP are displayed in this section. A description of the Injured Party’s exposure through the OEP is required. If the claim is an IR and Mesothelioma is a claimed disease, then additional exposure questions will appear in this section of the EOEP screen. If the answer to the question is more than 25%, then supporting documentation is required. If the question is left blank and not answered, then the analyst will default the answer to 0-25% for claim pricing purposes.

NGCBIT requires a minimum of 5-years exposure to any asbestos product(s) through the OEP, if applicable. Verified exposure documentation supporting this exposure is required.

OEP’s Exposure to Any Asbestos Product(s) – Dates of when the OEP was first and last exposure to any asbestos product(s) are displayed in this section.

OEP’s Exposure to NGCBIT Asbestos Product(s) - Information regarding the OEP’s exposure to NGCBIT asbestos products is displayed in this section. Additional exposure records may be added by selecting the icon to add a new EOEP record.

To choose a specific NGCBIT Asbestos Product, the User will select the Products button and the search window, shown below, will appear. Products may be searched by name or code and the various columns can be sorted. Once the specific NGC ACM has been found, the User will select the product by checking the box to the left of the product name and then selecting the OK button. The product will appear in the field in the Trust Product section of the EOEP screen, as shown above.

Trust Products

Search:

Type	Product	Code	Friable	First Sold	Last Sold	Usage
<input type="checkbox"/>	Acoustical Plaster - Spray...	Acoustical Plaster - Sprayed	100	Friable		
<input type="checkbox"/>	Acoustical Plaster - Trow...	Acoustical Plaster - Troweled	120	Friable		
<input type="checkbox"/>	Joint Treatment Material	All Purpose Joint Cement	320	Non-Fri...	1954 1957	
<input type="checkbox"/>	Joint Treatment Material	All-Purpose Joint Compound	301	Non-Fri...	1966 1973	
<input type="checkbox"/>	Cement Ceiling Panels	Asbestibel Panels	221	Non-Fri...	1963 1981	
<input type="checkbox"/>	Cement Ceiling Panels	Asbesto-Grid Panels	222	Non-Fri...	1958 1981	
<input type="checkbox"/>	Asbestos Cement Boards...	Asbestone Panels	201	Non-Fri...	1958 1981	
<input type="checkbox"/>	Asbestos Cement Boards...	Asbestos Cement Board, aka A...	202	Non-Fri...	1943 1953	
<input type="checkbox"/>	Asbestos Cement Boards...	Asbestos Cement Boards & Pa...	200	Non-Fri...		
<input type="checkbox"/>	Other Products	Asbestos Faced Mineral Wool B...	501	Non-Fri...	1944 1945	

Showing 1 to 10 of 147 entries

First Previous 1 2 3 4 5 Next Last

OK Cancel

When selected, the “**Jobsites**” button will open a separate screen allowing the User to select a particular jobsite. The jobsite list will contain jobsites from the NGC Exposure Sites List as well as the particular law firm’s established jobsites, if applicable. Refer to the REP for more detailed information regarding Common Exposure Locations (“CELs”) for Pre and Post Implementation claims. Also, for more information on how to establish jobsites for a law firm, contact the Claims Manager or the Claims Supervisor listed in the Contact Us list found on the About Us page.

Jobsites

Description:

City:

State: (All)

Search

Description	City	State	Initial Activity	
(Quadrangle Bldg. E) Building, Medical University Campus	Charleston	South Carolina	01-01-1965	Select
13 Medical Services Rehab., Ellisville State School	Ellisville	Mississippi	01-01-1963	Select
13 North (#613), Samuel H. Shapiro Developmenta	Kankakee	Illinois	01-01-1938	Select
18 South (#318), Samuel H. Shapiro Developmenta	Kankakee	Illinois	01-01-1938	Select
911 N. Rutledge, Rutledge Manor Complex, Siu Sc	Springfield	Illinois	01-01-1970	Select
Abbott School, Abbott School	Chicago	Illinois	01-01-1960	Select
Academy, 401 E. McClellan	Detroit	Michigan	01-01-1960	Select
Ada Lewis Junior High School, Tulpehocken And Ardleigh Street	Philadelphia	Pennsylvania	01-01-1971	Select
Adams Public School, P.O. Box 76	Adams	North Dakota	01-01-1962	Select
Addams Jr. High & Elementary, 2222 W. Webster Rd.	Detroit	Michigan	01-01-1961	Select
Admin. Bldg., 13900 Granzon	Detroit	Michigan	01-01-1957	Select
Administration Building 003, Bakerfield Elementary	Baker	Louisiana	01-01-1957	Select

OK Cancel

Exposure Presumption:

Exposure Presumption can be selected as the Injured Party’s Type of Exposure by selecting Exposure Presumption from the Type of Exposure drop down box.

Occupational (Job-Related) Exposures to NGCBIT
The Injured Party’s occupation and industry while directly exposed to NGCBIT asbestos product(s):

1 of 2

Type of Exposure:

Once Exposure Presumption is selected, the occupations listed in the Occupation drop down list will be limited to the four Presumptive Occupations. *Please refer to the REP for more detailed information regarding the Exposure Presumption.*

Occupation:

Medical Screen:

The Medical Screen will display the medical information entered by the Analyst based on the medical documentation submitted for the claim, depending on the claim status.

The screenshot shows the Medical Screen interface with the following sections:

- Claim Information:** Claim Type: Individual Review; Claim Number: NG-4079657; Claim Status: Incomplete; Process Status: Pre-Review.
- ATS Criteria Met:** FVC (%): 0; FEV/FVC Date: 0; FEV/FVC (%): 0; TLC (%): 0; DLCO (%): 0; ILO Grade (###): ; B-Reader: ; ILO - Right (A-#): ; ILO - Left (A-#): .
- Evidence of malignancy:** Evidence of malignancy: ; Evidence of asbestos malignancy: .
- Smoking Status:** Smoking Status: .
- Existing Diseases:**

Medically Indicated	Disease	Claimed DX Date	Approved DX Date	Physician	Phys. Cert	Latency	SOL
No	Non-Malignant II	5/24/2015			No	Fail	Fail

Disease Criteria – All fields above the Existing Diseases section are various types of disease criteria used to determine the allowance of the particular disease(s). If the claim has been reviewed by the Analyst and medical documentation was provided on the claim, then various disease criteria should be selected if supported by the medical documentation provided. Select the help button on the Medical Screen for more information regarding the NGC medical requirements and disease criteria options. The disease criteria section will be locked from editing.

Smoking Status – The Injured Party’s smoking history is required for an IR claim. The User can select Never Smoked, Currently Smokes, Formerly Smoked or No Smoking History from the Smoking Status drop down box. If Currently Smokes is chosen then the number of years and packs per day are required. If Formerly Smoked is chosen then the number of years, packs per day and date last smoked are required. If the Injured Party’s smoking status is not available then the User can select No Smoking History.

Existing Diseases – Any claimed diseases will be displayed in this section. If the claim has been reviewed by the Analyst and medical documentation was provided that met the requirements for a certain disease, then the particular disease will be displayed in this section. Any information completed by the Analyst such as the Approved DX Date and the Physician will also be displayed. Selection of “Pass” or “Fail” in the SOL column will display the number of SoL days available and the number of days remaining. Refer to Lesson 9 Claim Processing Page – Data Entry for more information about NGC’s SoL rules. The User can add a disease by selecting the disease from the Pick Disease drop down box, entering the Diagnosing Date and selecting the “Add” button.

Certification Screen:

The Certification Screen displays exposure documentation and claim form certification information.

The screenshot displays the Certification Screen for claim NG-4079657. The interface includes a top navigation bar with tabs for Injured Party, Litigation, Exposure Main, Exposure Details, EOEP, Medical, Certification, and Deficiencies & Actions. The Certification tab is active. On the left, a sidebar shows claim details: NG-4079657, Whittle, Jason, 423442233, Claim Type: Individual Review, Status: Incomplete, Process Status: Pre-Review, Postmark: 11/13/2017, Non-Malignant II, Attorney: Ginger Bryant, Last Action: Incomplete Submission, Next Due Date: 11/13/2018. Below the sidebar are sections for Payments, Reports, Deficiencies (502 Trust Exposure Dates Required), and Documents (11/14/2017 Incomplete Submission (3).tif, 11/14/2017 Test Document.pdf). The main content area features a table with columns: Claim Type (Individual Review), Claim Number (NG-4079657), Claim Status (Incomplete), Process Status (Pre-Review), and Edited Information (Reset). Below the table is the 'Exposure and Claim Form Certification' section with checkboxes for Injured Party Affidavit, Co-Worker Affidavit, Claimant Representative Affidavit, Verified Work History, and Social Security Printout Or Other Service Records. There are also input fields for page numbers for answers to interrogatories and deposition transcripts. The 'Certified by Attorney' section contains text about the attorney's review and a radio button for certification. The 'Certified by Injured Party or Claimant Representative' section contains text about the injured party's review and radio buttons for certification. The 'Attorney Certification of Claimant Representative's Authority' section contains text about the attorney's authority and a radio button for certification.

Exposure and Claim Form Certification – The type of exposure documentation submitted with the claim will be indicated in this section. Also, displayed is the certification of the claim by the Attorney, Injured Party or Claimant Representative. Verified exposure documentation is required to support the claimed exposure to any and NGCBIT asbestos product(s).

Attorney Certification of Claimant Representative’s Authority - This section may be completed by the Attorney to certify the Claimant Representative’s authority to act on behalf of the Injured Party. If this section is completed then no supporting documentation for the Claimant Representative is required.

Deficiencies & Actions Screen:

The Deficiencies & Actions Screen displays detailed information of the deficiencies on the claim and allows the user to take various actions on the claim.

The screenshot displays the 'Deficiencies & Actions' screen for claim NG-4079657. The interface includes a navigation menu at the top with tabs for Injured Party, Litigation, Exposure Main, Exposure Details, EOEP, Medical, Certification, and Deficiencies & Actions. The main content area is divided into several sections:

- Claim Information:** Claim Type: Individual Review, Claim Number: NG-4079657, Claim Status: Incomplete, Process Status: Pre-Review. Includes an 'Exit Claim' button and a note: '* Any changes made must be certified on the "Deficiencies & Action" screen.' There is also an 'Edited Information' section with a 'Reset' button.
- Deficiencies:** A table with columns: Code, Group, Description, and Date. One deficiency is listed: Code 502, Group Exposure Injured Party, Description Trust Exposure Dates Required, Date 11/14/2017. A 'Refresh Deficiencies' button is above the table.
- Extensions:** Shows 'Last Correspondence Extension Days Available' as 0. A 'Request Extension' button is present, with a red warning: 'Claim is not Eligible for an Extension'. There is also a 'Withdraw / Close' section with radio buttons for 'Withdraw Claim' and 'Close By Request', and a 'Submit Request' button.
- Edited Information:** A table with columns: Comment, Item. Two items are listed: 'Exposure: OccupationID changed from (Blank) to 19 Construction Worker.' and 'Exposure: IndustryID changed from (Blank) to 5 Construction Trades.' Below this is a 'Claim Type Change' section with radio buttons for 'Change from ER to IR' and 'Change from IR to ER', and a 'Submit (IR-> ER)' button.
- Payments, Reports, and Documents:** These sections are on the left sidebar. 'Payments' has a 'View Payments' button. 'Reports' has a dropdown menu and a 'Download' button. 'Deficiencies' shows a summary of the deficiency: '502 Trust Exposure Dates Required'. 'Documents' shows a list of files: '11/14/2017 Incomplete Submission (3).tif' and '11/14/2017 Test Document.pdf', with an 'Upload Documents' button at the bottom.

Deficiencies - The Deficiencies section will display any deficiencies currently cited for the claim. The User has the ability to refresh the deficiencies anytime during the session by selecting the “**Refresh Deficiencies**” button. If the list of deficiencies is extensive, there will be a  above the Deficiencies section (Once the User selects this button, the screen will advance to the continued deficiencies). The following information will be displayed for each deficiency:

- Deficiency Code
- Deficiency Group
- Deficiency Paragraph Description
- Date Last Updated

To view expanded information regarding a particular deficiency listed, select the “Details” link at the end of the Deficiencies grid. A separate window will appear containing information such as deficiency code, description, type, full text and ways to cure.

Deficiencies cannot be refreshed for claims at Entered status because the Analyst has yet to review the claim.

Extensions - The "**Request Extension**" button will only be enabled for claims at the following Claim Statuses with the identified letter types, if an extension is available on the claim. Please note that only one extension per letter type is allowed:

- Deficient - 1st Deficiency Letter

A reason must be provided for each extension requested through the website. Therefore, once "**Request Extension**" is selected, a window will appear requesting a reason for the extension. An extension cannot be requested once the due date has passed. Once a reason is given and "Accept" is selected, then a message will appear indicating the request for extension will be saved when the user presses the approve button.

The extension will be granted and the appropriate extension letter providing the new due date for the claim will be generated once the "Approve Changes" button is selected on the Deficiencies & Actions screen.

Withdraw/Close - The Withdraw/Close section includes options to "Withdraw Claim" or "Close by Request". The "Withdraw Claim" option is considered the same as defer and is available for claims at the following claim statuses:

- Entered
- Deficient

Claims must meet the minimum filing requirements before they are allowed to be withdrawn. Once a claim is withdrawn it remains tolled and can be re-activated at a later date.

The "Close by Request" option is available for claims at the following claim statuses:

- Entered
- Deferred
- Deficient
- Allowed
- Ready for Payment
- Disallowed

The Closed claim can be re-activated to cure any outstanding deficiencies.

A reason must be provided for both the "Withdraw Claim" and the "Close by Request" options. Therefore, once "Withdraw Claim" or "Close by Request" is checked and the "**Submit Request**" button is selected, a window will appear requesting a reason.

Requests to withdraw a claim and requests to close a claim are sent to the Analyst for review. Once approved, the Analyst will perform the appropriate action and notify the Law Firm.

Pending Uploaded Documents – This section will appear when a document(s) has been attached to the claim during the current web session using the Upload Documents feature. The document(s) will be pending upload until the “**Approve Changes and Documents**” button is selected. Once approved, the documents will be saved to the claim and the User can re-open the claim immediately to view the uploaded document(s). Pending documents can be deleted under Step 3 on the Upload Documents screen.

Edited Information – This section will appear when edits made during the current web session are pending approval. An option will be available to attach a comment for each edit by selecting the “**Comment**” button. Once selected, a window will appear to enter the comment. Selection of the “**Approve Changes & Documents**” button will save any pending uploaded documents and edits to the claim for review by the Analyst.

If changes are made to a claim that is at Allowed status, then a message will appear notifying the User that changes are being saved to an Allowed claim. The changes made to the Allowed claim could result in the re-determination of the previous ALV, which would generate a re-determined Notice of Determination – Allowance letter.

** Any changes made must be certified on the "Deficiencies & Action" screen.*

Claim Type Individual Review	Claim Number NG-4040393	Claim Status Allowed	Process Status Wait	<div style="border: 1px solid black; padding: 2px;"> Edited Information <input type="button" value="Reset"/> </div>
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Deficiencies

Extensions

Last Correspondence	Claim View Detail	<input type="button" value="Request Extension"/>	
Extension Days Available	365	Claim is not Eligible for an Extension	

Withdraw / Close

Withdraw Claim

Close By Request

Edited Information

Item	Item
Comment	Exposure: 1/1/0001 12:00:00 AM to 1/1/0001 12:00:00 AM was Added
Comment	EOEP: to was Added

Claim Type Change

Change from ER to IR

Change from IR to ER

Changes are being saved to an Allowed claim. These changes may result in the re-determination of the previous ALV and result in a re-determined Notice of Determination – Allowance.

Claim Type Change – This section gives the User the ability to change the claim type from ER to IR or IR to ER. The system will select the appropriate claim type change and enable the “Submit” button accordingly. If the claim is ER and the “Submit (ER > IR)” button is selected, then a separate form will appear requiring additional IR information.

Additional IR Information	
Number Of Dependents:	<input type="text"/>
Smoking History: (Must be provided)	
Status	Years Packs/Day Date Last Used
Select <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Medical Expenses:	<input type="text"/>
(Net of reimbursements and documents provided)	
Burial Expenses:	<input type="text"/>
(Net of reimbursements and documents provided)	
Gross Economic Loss:	<input type="text"/>
(Documents provided)	
If Mesothelioma is claimed, then provide the Injured Party's exposure to NGCBIT asbestos products as a percentage to his/her total exposure to all asbestos products.	
Injured Party's exposure to NGCBIT asbestos product(s) as a % of his/her exposure to all asbestos product(s):	<input type="text"/>
If more than 25% provide verifiable documentation evidencing the Injured Party's higher percentage of exposure to NG asbestos products.	
Submit	Cancel

Once the appropriate information is entered, select “Submit” to complete the request for claim type change. The information entered, along with the request to change the claim type, will be saved as Edited Information. The User will select the “Approve Changes & Documents” button to save the claim. The analyst will then review the request to change the claim type along with the edited information and notify the Law Firm of any additional information needed to process the claim type change. A Claim Type Change may only be submitted once per claim on the website.

Facility Review - This section gives the User the ability to set a claim to Ready for Review or Wait process status. This option is only available for claims at Deficient or Disallowed status. Selecting “Ready for Review” will set the process status of the claim to Ready for Review once the changes are saved on the claim. This informs the Facility that the claim is ready for analyst review. Selecting “Wait-Information Pending” will set the process status to Wait once the changes are saved on the claim. This informs the Facility that the claim is not ready for analyst review at that time.

Document Upload:

This feature is available in Claim View and through the Data Entry Submit Claim screen by selecting the "Upload Documents" button. The Document Upload screen will allow the User to upload documents to a specific claim.

Information regarding the claim will be provided at the top of the Document Upload Screen. The User will follow the steps, starting with the selection of the document to attach to the claim. The User will also have the ability to add a comment regarding each document attached to the claim by selecting "Add Comment" once the document is listed. The comment will be saved as a comment for the claim. The User will select the "Upload Documents" button to upload the document(s) to the claim.

The document(s) will not be saved to the claim until it is approved. The document(s) can be approved from the Deficiencies and Actions screen of Claim View. The document(s) can be approved from the Submit Claim screen of Data Entry.

The screenshot displays the 'Document Upload' interface. At the top, under 'Claim Information', there is a 'Back to Claim' button and the following details: ClaimNumber: NG-4031897, Injured Party: John Man, and SSN: 123121234. The process is divided into five steps: Step 1: Click Browse to select the document you want to attach, with a 'Browse...' button; Step 2: Select the document type (Optional), with a dropdown menu listing Unassigned, Claim Form, Medical, Exposure, Litigation, Official Capacity, Other, and Signed Release; Step 3: Attach the document to the claim, with an 'Attach' button; a note below states 'Exposure and Medical Documentation must be provided or the claim will be marked incomplete.'; Step 4: Repeat Steps 1 and 2 to add more documents. To remove a document, click the Delete link next to the document name. Step 5: Upload Documents to the claim, with an 'Upload Documents' button. A box at the bottom left contains the text 'No Documents Attached'.

Bulk Upload:

The Bulk Upload feature is available on the main Search screen under the Claim Processing tab by selecting the "Bulk Document Upload" button. The Bulk Upload feature will allow the Law Firm to submit multiple supporting documents for multiple claims at one time.

The User will follow the steps, starting with the selection of the zip file containing the supporting documentation. A mapping document will also be selected that provides the information needed to match the supporting documentation to the appropriate claims.

Once "Upload Documents" is selected, the zip file and matching documentation will be submitted to the Trust for processing.

The screenshot shows a web interface for bulk document upload. At the top left is a button labeled "Back to Claim". Below it, the interface is divided into five steps:

- Step 1:** "Click Browse to select the zip file you want to attach". It features a text input field and a "Browse..." button.
- Step 2:** "Click Browse to select the document mapping file you want to attach". It features a text input field and a "Browse..." button.
- Step 3:** "Attach the document mapping file". It features an "Attach" button.
- Delete All:** A blue hyperlink labeled "Delete All" is positioned above a text box containing the text "No Documents Attached".
- Step 4:** "Repeat Steps 1 - 3 to add more zip files and mapping documents. To remove all files, click the Delete link above."
- Step 5:** "Upload Documents to the Facility". It features an "Upload Documents" button.

Lesson 9 – Claim Processing Page – Data Entry

The Data Entry tab allows the User to data enter and submit a claim online.

Search
Data Entry

Expedited Review Claims (“ERC”)

Under ERC review, Asbestos Claims, if valid, are resolved and paid faster, and the claim process is less demanding than the Individualized Review Claim (“IRC”) process. The payments for ERC Injured Parties with allowed claims will be determined based on the court-approved values for each category of disease. These are approximately 50% of the historical settlement averages of Asbestos Claims Management Corporation, formerly known as National Gypsum Company, (“ACMC/NGC”) in the tort system and 50% of the Base Value of an allowed IRC. Injured Parties with allowed ERC claims will receive a single cash payment equal to the Allowed Liquidated Value (“ALV”) times the Payment Percentage in effect when the claim is allowed.

Individualized Review Claims (“IRC”)

The individualized and detailed examination of each IRC requires greater time and effort than each Expedited Review Claim (“ERC”), and for this reason all IRCs will be processed and paid after ERCs that are filed at the same time. The Baseline Allowed Liquidated Value (“ALV”) of an IRC, as approved by the bankruptcy court acting in ACMC’s Chapter 11 case, is greater than the ALV of an ERC with identical factors, however, the proof required to demonstrate a claimant’s entitlement to an IRC allowance is greater than the proof required to demonstrate a claimant’s entitlement to the ERC value of that same claim. An IRC for a particular disease may be allowed at an ALV that may range from the ERC value for such disease to an amount that is approximately twice the Baseline ALV for that disease, or it may be disallowed entirely if the criteria for allowance of an IRC is not satisfied. To determine the appropriate ALV for a particular IR, and therefore whether the allowed ALV for such claim should be higher or lower than the Baseline ALV, the NGCBIT will consider a submitted IRC in light of the key factors that historically impacted the amount paid by ACMC/NG to resolve claims with similar characteristics in the tort system. This claim form provides the NGCBIT with the information necessary to properly evaluate these factors.

Please select the type of claim to be filed on behalf of the Injured Party:

Expedited Review Individual Review

Create Claim
View Saved-Work in Progress Claims

Upon selection of the claim type, the **“Create Claim”** button will be enabled. If there are claims that have been saved as a work in progress, then the **“View Saved - Work in Progress Claims”** button will be enabled.

If the **“View Saved — Work in Progress Claims”** button is selected, a list of the work in progress claims will be provided with the ability to select and open the data entry application for a specific claim.

If the **“Create Claim”** button is selected, a claim will be created and the User will enter the data entry application. The data entry will include the following screens:

- Injured Party
- Factors Worksheet
- Litigation
- Medical
- Exposure
- EOEP
- Certification
- Submit Claim

The claim must not be barred by the Statute of Limitations (“SoL”) in order to be filed with the Trust. The NGCBIT CRP discusses SoL beginning in Section 2.1.c. Deadline for Filing Malignant Disease Claims. Also, several SoL reference materials can be found on the Documents page online.

Factors Worksheet:

The Factors Worksheet will only be present for Individual Review Claims ("IRC"). This worksheet will request information regarding the Inured Party's total number of Dependents, Medical and Burial Expenses and Economic Losses. The User will complete these fields if applicable to the particular claim.

Data Entry	Claim Type	Claim Number	Claim Status	Process Status
<ul style="list-style-type: none"> Claim Entry Injured Party Factors Worksheet Litigation Medical Exposure Main Exposure Detail EOEP Certification Submit Claim <p>* Indicates a minimum submission requirement.</p> <p>* Indicates a required field to prevent an incomplete submission.</p>	Individual Review	NG-4	In Progress – Not Filed	Pre-Review
	Dependent Information Total number of dependents as of the Date the Claim is Filed: <input type="text" value="0"/> <p>(The NGC Bodily Injury Trust Claimed Dependents Form must be completed in the event (1) more than 2 dependents are claimed for an Injured Party over 60 years old at the time of filing or (2) more than 4 dependents are claimed. The form may be obtained from the NGCBIT website, or by request from the NGCBIT Claims Facility.)</p>			Economic Losses Gross Economic Loss: <input type="text" value="0.0"/> Short-term disability Payments: <input type="text" value="0.0"/> Long-term disability Payments: <input type="text" value="0.0"/> Unemployment benefits: <input type="text" value="0.0"/> Worker compensation payments: <input type="text" value="0.0"/> Severance benefits: <input type="text" value="0.0"/> Asbestos settlement: <input type="text" value="0.0"/>
	Medical and Burial Expenses Medical Expenses Total Expenses, net of reimbursements and insurance, as of the Date the Claim is Filed: <input type="text" value="0.0"/> Total Reimbursed by a third party, such as an insurance company, HMO, medicaid, TriCare or Medicare: <input type="text" value="0.0"/> Unreimbursed, out-of-pocket medical expenses: <input type="text" value="0.0"/>			
	Burial Expenses Total Expenses: <input type="text" value="0.0"/> Total reimbursement or payment from a burial plan: <input type="text" value="0.0"/> Unreimbursed, out-of-pocket burial expenses: <input type="text" value="0.0"/>			
<input type="button" value="Save Work In Progress"/> <input type="button" value="Delete"/> <input type="button" value="Back"/> <input type="button" value="Next"/>				

Litigation Screen:

The Litigation Screen will request information regarding the asbestos-related lawsuit that involved the same disease(s) that the Injured Party is asserting as the basis of this claim.

Data Entry	Claim Type	Claim Number	Claim Status	Process Status
<ul style="list-style-type: none"> Claim Entry Injured Party Factors Worksheet Litigation Medical Exposure Main Exposure Detail EOEP Certification Submit Claim <p>* Indicates a minimum submission requirement.</p> <p>* Indicates a required field to prevent an incomplete submission.</p>	Individual Review	NG-4	In Progress – Not Filed	Pre-Review
	Lawsuit Details Did the Injured Party or the estate or heirs of the Injured Party file an asbestos-related lawsuit that involved the Claimed Disease(s) that the Injured Party is asserting as the basis of this claim? <input type="radio"/> Yes <input checked="" type="radio"/> No			
<input type="button" value="Save Work In Progress"/> <input type="button" value="Delete"/> <input type="button" value="Back"/> <input type="button" value="Next"/>				

If the first question under Lawsuit Details is answered "No", the remaining fields will not be present on the screen.

Medical Screen:

The Medical Screen will request information from the Injured Party's medical documentation.

The screenshot displays the Medical Screen interface. At the top, it shows claim details: Claim Type (Individual Review), Claim Number (NG-4), Claim Status (In Progress – Not Filed), and Process Status (Pre-Review). A left-hand navigation menu includes options like Claim Entry, Injured Party, Factors Worksheet, Litigation, Medical (highlighted), Exposure Main, Exposure Detail, EOEP, Certification, and Submit Claim. The main form area contains several sections:

- Medical Criteria:** Fields for FVC: (%), FEV/FVC Date, FEV/FVC: (%), TLC: (%), DLCO: (%), and ILO Grade (###). Below these are fields for ILO – Right (A-#) and ILO – Left (A-#), each with a checkbox for "Diffuse".
- Evidence of malignancy:** A dropdown menu.
- Evidence of asbestos malignancy:** A dropdown menu.
- Smoking Status:** A dropdown menu.
- Existing Diseases:** A table with columns for "Pick Disease" (containing a "Refresh" button and a dropdown menu currently showing "Mesothelioma") and "Diagnosis Date". An "Add" button is located to the right of the table.

 A list of checkboxes on the right side of the form includes:

- Pathological evidence of mesothelioma
- Bilateral pleural condition
- Asbestos related bilateral interstitial lung disease (asbestosis)
- Bilateral basilar crackles
- Pathologist Statement – Lung demonstrates bilateral interstitial fibrosis
- Pathological evidence of asbestos
- Path / Pulm Statement – Asbestos-related non-malignant disease caused death
- Diagnosing report of asbestos-related disease provided
- Asbestos-caused abnormality
- Unilateral pleural disease of at least ILO Grade B
- 10 years ACM exposure in immediate area of visible dust

 Two red annotations are present in the bottom left:

- * Indicates a minimum submission requirement.
- * Indicates a required field to prevent an incomplete submission.

The User may enter medical criteria in the top portion of the Medical Screen. Upon selection of the "Refresh" button, based on the medical criteria selected above and the assumption of a good B-reader, any medically indicated disease will be listed in the disease grid with "Yes" in the Medically Indicated column. All claimed diseases will be listed in the disease grid. Latency and SOL will be calculated based on the Claimed Diagnosis Date. A disease may be added without entering medical criteria by choosing the disease from the Pick Disease drop down box, entering the Diagnosis Date and selecting the "Add" button. The chosen disease will then be displayed in the disease grid. For more information on specific medical criteria, refer to the Data Entry Help File by selecting the help button on the Medical Screen. A disease must be claimed along with a diagnosis date to avoid the claim being marked Incomplete.

For IR claims, the Injured Party's Smoking Status is required. The User will choose the Smoking Status and then complete the other smoking fields as applicable. "Currently Smokes" will request "Years and Packs/day". "Formerly Smoked" will request "Years, Packs/day and Date Last Used". If the Injured Party's smoking status is not available then the User can select No Smoking History.

Note: Any disease Medically Indicated in the medical screen, as discussed above, is not automatically allowed for that claim. The analyst will review the medical documentation submitted and determine whether the medical documents meet the medical requirements for the particular disease claimed. If the medical documentation is not sufficient to meet the requirements a deficiency will be cited.

Exposure Main Screen:

The Exposure Main Screen will request general information regarding the Injured Party’s exposure to asbestos product(s).

Data Entry	Claim Type	Claim Number	Claim Status	Process Status
<ul style="list-style-type: none"> Claim Entry Injured Party Factors Worksheet Litigation Medical Exposure Main Exposure Detail EOEP Certification Submit Claim <p>* Indicates a minimum submission requirement.</p> <p>* Indicates a required field to prevent an incomplete submission.</p>	Individual Review	NG-4	In Progress – Not Filed	Pre-Review
<p>Complete this screen only if the Injured Party’s asbestos-related disease is a result of direct asbestos exposure, as opposed to exposure through some other person. If the Injured Party’s exposure is through another person, complete the Exposure through an Occupationally Exposed Person (“EOEP”) screen.</p> <p>Exposure to Any Asbestos Product(s):</p> <p>Provide the following information relating to the Injured Party’s exposure to any asbestos product(s).</p> <p>* The Injured Party’s direct occupational asbestos exposure commenced on: <input type="text"/></p> <p>* The Injured Party’s last direct occupational exposure was on: <input type="text"/></p> <p>Exposure to NGCBIT Asbestos Product(s):</p> <p>Injured Party’s most significant exposure to NGCBIT asbestos product(s) was in the state of: <input type="text" value="(Select)"/></p>				
<p>Save Work In Progress Delete Back Next</p>				

Exposure Main - Meso Screen:

If Mesothelioma is a medically indicated disease or claimed disease, then an additional question regarding the Injured Party’s exposure as a percentage of exposure to all asbestos products will be included on the Exposure Main screen.

Occupational (Job-Related) Exposures to NGCBIT

Injured Party’s exposure to NGCBIT asbestos products as a percentage of his/her exposure to all asbestos products:

If the answer above is more than 25%, provide verifiable documentation evidencing the Injured Party’s higher percentage of exposure to NGCBIT asbestos product(s). If no percentage is indicated, this information will default to 0%-25%.

All co-defendants and the respective percentage of exposure for each:

Exposure Details Screen:

The Exposure Details Screen will request information regarding the Injured Party’s exposure to NGCBIT asbestos product(s).

*The Revised Restated Exposure Policies (“REP”) have been incorporated into the Exposure Details screen and related new fields are present. *Please refer to the REP document dated November 2013 for more detailed information.*

Claim Type	Claim Number	Claim Status	Process Status
Individual Review	NG-4	In Progress – Not Filed	Pre-Review

Complete this screen only if the Injured Party’s asbestos-related disease is a result of direct asbestos exposure, as opposed to exposure through some other person. If the Injured Party’s exposure is through another person, complete the Exposure through an Occupationally Exposed Person (“EOEP”) screen.

Occupational (Job-Related) Exposures to NGCBIT
 The Injured Party’s occupation and industry while directly exposed to NGCBIT asbestos product(s):
 1 of 1

Type of Exposure:

Trust Product Information

* NGCBIT Asbestos Product (s):

Product Installation Dates: - To -

Jobsite

Job Site:

Job Site City: State:

Building Name:

Area in Building:

Injured Party Exposure

Employer:

Employer City: State:

Industry:

Occupation:

* Period of Exposure: - To -

Time of Exposure:

Describe how the Injured Party identified and was exposed to the NGC asbestos product(s) as claimed above:
 Description Allowed

Occupational (Job-Related) Exposures to NGCBIT – Information regarding the Injured Party’s exposure to NGCBIT asbestos products is displayed in this section. Additional exposure records may be added by selecting the icon to add an exposure record.

To choose a specific NGCBIT Asbestos Product, the User will select the Products button and the search window, shown below, will appear. Products may be searched by name or code and the various columns can be sorted. Once the specific NGC ACM has been found, the User will select the product by checking the box to the left of the product name and then selecting the OK button. The product will appear in the field in the Trust Product section of the Exposure Details screen, as shown above.

Trust Products

Search:

Type	Product	Code	Friable	First Sold	Last Sold	Usage
<input checked="" type="checkbox"/>	Acoustical Plaster - Spray...	Acoustical Plaster - Sprayed	100	Friable		
<input type="checkbox"/>	Acoustical Plaster - Trow...	Acoustical Plaster - Troweled	120	Friable		
<input type="checkbox"/>	Joint Treatment Material	All Purpose Joint Cement	320	Non-Fri...	1954	1957
<input type="checkbox"/>	Joint Treatment Material	All-Purpose Joint Compound	301	Non-Fri...	1966	1973
<input type="checkbox"/>	Cement Ceiling Panels	Asbestibel Panels	221	Non-Fri...	1963	1981
<input type="checkbox"/>	Cement Ceiling Panels	Asbesto-Grid Panels	222	Non-Fri...	1958	1981
<input type="checkbox"/>	Asbestos Cement Boards...	Asbestone Panels	201	Non-Fri...	1958	1981
<input type="checkbox"/>	Asbestos Cement Boards...	Asbestos Cement Board, aka A...	202	Non-Fri...	1943	1953
<input type="checkbox"/>	Asbestos Cement Boards...	Asbestos Cement Boards & Pa...	200	Non-Fri...		
<input type="checkbox"/>	Other Products	Asbestos Faced Mineral Wool B...	501	Non-Fri...	1944	1945

Showing 1 to 10 of 147 entries

First Previous 1 2 3 4 5 Next Last

OK Cancel

When selected, the “Jobsites” button will open a separate screen allowing the User to select a particular jobsite. The jobsite list will contain jobsites from the NGC Exposure Sites List as well as the particular law firm’s established jobsites, if applicable. Refer to the REP for more detailed information regarding Common Exposure Locations (“CELs”) for Pre and Post Implementation claims. Also, for more information on how to establish jobsites for a law firm, contact the Claims Manager or the Claims Supervisor listed in the Contact Us list found on the About Us page.

Jobsites

Description:

City:

State: (All)

Search

Description	City	State	Initial Activity	
(Quadrangle Bldg. E) Building, Medical University Campus	Charleston	South Carolina	01-01-1965	Select
13 Medical Services Rehab., Ellisville State School	Ellisville	Mississippi	01-01-1963	Select
13 North (#813), Samuel H. Shapiro Developmenta	Kankakee	Illinois	01-01-1938	Select
18 South (#318), Samuel H. Shapiro Developmenta	Kankakee	Illinois	01-01-1938	Select
911 N. Rutledge, Rutledge Manor Complex, Siu Sc	Springfield	Illinois	01-01-1970	Select
Abbott School, Abbott School	Chicago	Illinois	01-01-1960	Select
Academy, 401 E. McClellan	Detroit	Michigan	01-01-1960	Select
Ada Lewis Junior High School, Tulpehocken And Ardleigh Stree	Philadelphia	Pennsylvania	01-01-1971	Select
Adams Public School, P.O. Box 76	Adams	North Dakota	01-01-1962	Select
Addams Jr. High & Elementary, 2222 W. Webster Rd.	Detroit	Michigan	01-01-1961	Select
Admin. Bldg., 13900 Granzon	Detroit	Michigan	01-01-1957	Select
Administration Building 003, Bakerfield Elementary	Baker	Louisiana	01-01-1957	Select

OK Cancel

EOEP Screen:

The EOEP Screen will request information regarding the Injured Party's asbestos exposure to any asbestos products and NGC asbestos products through an OEP.

*The Revised Restated Exposure Policies ("REP") have been incorporated into EOEP screen and the related new fields are present. *Please refer to the REP document dated November 2013 for more detailed information.*

1 of 1

Injured Party's Exposure Through OEP:

Provide the following information relating to the Injured Party's exposure to any asbestos product(s) through the OEP:

The Injured Party had at least 5 years of asbestos exposure on a regular basis through the OEP that began on:

The Injured Party's last asbestos exposure through the OEP was on:

Describe the Injured Party's asbestos exposure through the OEP that is alleged to be the cause of the Injured Party's asbestos-related disease:

The Injured Party's most significant exposure to NGCBIT asbestos product(s) through the OEP was in the state of:

Injured Party's exposure to NGCBIT asbestos products as a percentage of his/her exposure to all asbestos products:

If the answer above is more than 25%, provide verifiable documentation evidencing the Injured Party's higher percentage of exposure to NGCBIT asbestos product(s). If no percentage is indicated, this information will default to 0%-25%. All co-defendants and the respective percentage of exposure for each:

OEP's Exposure to Any Asbestos Product(s):

Name of OEP:

The OEP had at least 5 years of direct occupational asbestos exposure on a regular basis that first began on:

The OEP's last direct occupational asbestos exposure was on:

OEP's Exposure to NGCBIT Asbestos Product(s):

The OEP's occupation and industry while directly exposed to NGCBIT asbestos product(s):

Trust Product Information

NGCBIT Asbestos Product(s):

Product Installation Dates: - To -

Jobsite

Jobsite:

Jobsite City: Jobsite State:

Building Name:

Area in Building:

OEP Exposure

Employer:

Employer City: Employer State:

Industry:

Occupation:

Period of Exposure: - To -

Time of Exposure:

Describe how the Injured Party identified and was exposed to the NGC asbestos product(s) as claimed above:

Description Allowed

Injured Party’s Exposure Through OEP - Dates of when the Injured Party was first and last exposed to any asbestos product(s) through the OEP are displayed in this section. A description of the Injured Party’s exposure through the OEP is required. If the claim is an IR and Mesothelioma is a claimed disease, then additional exposure questions will appear in this section of the EOEP screen. If the answer to the question is more than 25%, then supporting documentation is required. If the question is left blank and not answered, then the analyst will default the answer to 0-25% for claim pricing purposes.

NGCBIT requires a minimum of 5-years exposure to any asbestos product(s) through the OEP, if applicable. Verified exposure documentation supporting this exposure is required.

OEP’s Exposure to Any Asbestos Product(s) – Dates of when the OEP was first and last exposure to any asbestos product(s) are displayed in this section.

OEP’s Exposure to NGCBIT Asbestos Product(s) - Information regarding the OEP’s exposure to NGCBIT asbestos products is displayed in this section. Additional exposure records may be added by selecting the icon to add a new EOEP record.

To choose a specific NGCBIT Asbestos Product, the User will select the Products button and the search window, shown below, will appear. Products may be searched by name or code and the various columns can be sorted. Once the specific NGC ACM has been found, the User will select the product by checking the box to the left of the product name and then selecting the OK button. The product will appear in the field in the Trust Product section of the EOEP screen, as shown above.

Trust Products

Search:

Type	Product	Code	Friable	First Sold	Last Sold	Usage
<input checked="" type="checkbox"/>	Acoustical Plaster - Spray...	Acoustical Plaster - Sprayed	100	Friable		
<input type="checkbox"/>	Acoustical Plaster - Trow...	Acoustical Plaster - Troweled	120	Friable		
<input type="checkbox"/>	Joint Treatment Material	All Purpose Joint Cement	320	Non-Fri...	1954	1957
<input type="checkbox"/>	Joint Treatment Material	All-Purpose Joint Compound	301	Non-Fri...	1966	1973
<input type="checkbox"/>	Cement Ceiling Panels	Asbestibel Panels	221	Non-Fri...	1963	1981
<input type="checkbox"/>	Cement Ceiling Panels	Asbesto-Grid Panels	222	Non-Fri...	1958	1981
<input type="checkbox"/>	Asbestos Cement Boards...	Asbestone Panels, aka A...	201	Non-Fri...	1958	1981
<input type="checkbox"/>	Asbestos Cement Boards...	Asbestos Cement Board, aka A...	202	Non-Fri...	1943	1953
<input type="checkbox"/>	Asbestos Cement Boards...	Asbestos Cement Boards & Pa...	200	Non-Fri...		
<input type="checkbox"/>	Other Products	Asbestos Faced Mineral Wool B...	501	Non-Fri...	1944	1945

Showing 1 to 10 of 147 entries

First Previous 1 2 3 4 5 Next Last

OK Cancel

When selected, the “Jobsites” button will open a separate screen allowing the User to select a particular jobsite. The jobsite list will contain jobsites from the NGC Exposure Sites List as well as the particular law firm’s established jobsites, if applicable. *Refer to the REP for more detailed information regarding Common Exposure Locations (“CELs”) for Pre and Post Implementation claims. Also, for more information on how to establish jobsites for a law firm, contact the Claims Manager or the Claims Supervisor listed in the Contact Us list found on the About Us page.*

Jobsites

Description:

City:

State: (All)

Search

Description	City	State	Initial Activity	
(Quadrangle Bldg, E) Building, Medical University Campus	Charleston	South Carolina	01-01-1965	Select
13 Medical Services Rehab., Ellenville State School	Ellenville	Mississippi	01-01-1963	Select
13 North (#813), Samuel H. Shapiro Developmenta	Kankakee	Illinois	01-01-1938	Select
18 South (#318), Samuel H. Shapiro Developmenta	Kankakee	Illinois	01-01-1938	Select
911 N. Rutledge, Rutledge Manor Complex, Siu Sc	Springfield	Illinois	01-01-1970	Select
Abbott School, Abbott School	Chicago	Illinois	01-01-1960	Select
Academy, 401 E. McDellan	Detroit	Michigan	01-01-1960	Select
Ada Lewis Junior High School, Tulpehocken And Ardleigh Stree	Philadelphia	Pennsylvania	01-01-1971	Select
Adams Public School, P.O. Box 76	Adams	North Dakota	01-01-1962	Select
Addams Jr. High & Elementary, 2222 W. Webster Rd.	Detroit	Michigan	01-01-1961	Select
Admin. Bldg., 13900 Granzon	Detroit	Michigan	01-01-1957	Select
Administration Building 603, Bakerfield Elementary	Baker	Louisiana	01-01-1957	Select

OK Cancel

Exposure Presumption:

Exposure Presumption can be selected as the Injured Party’s Type of Exposure by selecting Exposure Presumption from the Type of Exposure drop down box.

Occupational (Job-Related) Exposures to NGCBIT
The Injured Party’s occupation and industry while directly exposed to NGCBIT asbestos product(s):

1 of 2

Type of Exposure:

Once Exposure Presumption is selected, the occupations listed in the Occupation drop down list will be limited to the four Presumptive Occupations. *Please refer to the REP for more detailed information regarding the Exposure Presumption.*

Occupation:

EOEP - Meso Screen

If Mesothelioma is a medically indicated disease or claimed disease, then an additional question regarding the Injured Party’s exposure as a percentage of exposure to all asbestos products will be included on the EOEP screen.

Injured Party’s exposure to NGCBIT asbestos products as a percentage of his/her exposure to all asbestos products:

If the answer above is more than 25%, provide verifiable documentation evidencing the Injured Party’s higher percentage of exposure to NGCBIT asbestos product(s). If no percentage is indicated, this information will default to 0%-25%.
All co-defendants and the respective percentage of exposure for each:

Submit Claim Screen:

The Submit Claim Screen is the last screen in the data entry application and allows the Law Firm to submit the claim to the Trust.

Claim Type	Claim Number	Claim Status	Process Status
Individual Review	NG-4	In Progress – Not Filed	Pre-Review

Minimum Submission Requirements
The submission cannot be submitted due to the following missing fields.:

Deficiency Group	Description
Injured Party	IP Last Name Required
Injured Party	IP First Name Required
Injured Party	IP SSN Required
Injured Party	IP Living Status
Verification Certification Warranty	Certified Claim Form Required

Minimum Review Requirements
The submission will be marked Incomplete due to the following missing fields:

Deficiency Group	Description
Medical	Medical Documents Missing
Proof of Exposure	Exposure Documents Missing
Exposure Injured Party	Total Exposure Dates Required
Exposure Injured Party	Trust Exposure Dates Required
EOEP InjuredParty	Exposure through OEP Dates Required

Documents
Exposure and Medical must be provided or the claim will be marked incomplete.

The Required Claim Fields section will list any required fields that are missing on the claim. These fields will result in “Pre-Claim” deficiencies if left blank. The User can go back to the appropriate screen and provide the missing information to remove the pre-claim deficiency from the deficiency list. The Medical Documents Missing and Exposure Documents Missing deficiencies will be present until the documents are uploaded and the claim is submitted to the Trust.

The "**Upload Documents**" button will open a window for the document upload process. The documents that are attached to the claim will be listed in the grid with an option to delete the document. Refer to the Document Upload section of Lesson 8 – Claim Processing Page – Search & Claim View for more information on how to upload documents to a claim.

The "**Print Claim Form**" button will save the data entered in the claim at that time and generate a NGCBIT Claim Form that contains all of the claim information.

The "**Submit Claim**" will submit the claim to the Trust.

Incomplete Submission Process:

The Trust does not accept placeholder claims; therefore, if any pre-claim deficiencies exist on the claim or exposure and medical documents are not provided when the submission is filed with the Trust, then the submission will be marked Incomplete. An Incomplete Notice will be sent to the Law Firm indicating the pre-claim deficiencies, which must be cured within 365 days of the submission's postmark date. If the pre-claim deficiencies are not cured within the allowed 365-days then the submission will be marked Rejected and must be re-filed, which will give the submission a new postmark date.

Minimum Submission Requirements:

- 205-IP Last Name, First Name
- 210-IP SSN
- 212-IP Living Status
- 300-Claimed Disease with Diagnosis Date
- 700-Certified Claim Form

The Minimum Submission Requirements must be met before the submission can be filed. If not met, the submission will remain In Progress-Not Filed status.

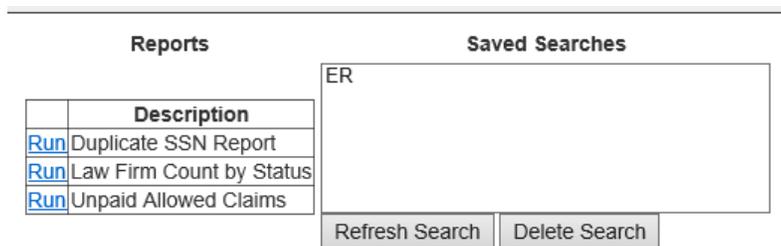
Minimum Review Requirements ("Pre-Claim Deficiencies):

- 500-Total Exposure Dates (any asbestos)
- 502-NGC Exposure Dates
- 605-Exposure through OEP Dates (if EOEP exposure applicable)
- 305-Medical Documents Missing
- 400-Exposure Documents Missing

The Minimum Review Requirements must be met before the submission can be reviewed by a claims analyst. If not met, the submission will become Incomplete status.

Lesson 10 – Reports Page

The Reports Tab contains both standard Reports and Saved Searches.



Reports:

Standard Reports may be generated at any time by selecting the name of the standard Report. The three standard Reports are:

Duplicate SSN Report – A report that indicates the Law Firm’s duplicate claims. Information included in the report is Claim ID; Injured Party’s Full Name; Claim Status; Claim Process Status; Claim Type; Claimed Disease; and Postmark Date.

Law Firm Count by Status – A report that gives a count of how many of the Law Firm’s claims are at each claim status.

Unpaid Allowed Claims – A report that provides all of the Law Firm’s claims that are Allowed and unpaid.

Saved Searches:

Any of the Saved Searches can be refreshed by selecting the “**Refresh Search**” button or can be deleted by selecting the “**Delete Search**” button. Refer to Lesson 8 – Claim Processing Page – Search & Claim View for more information on how to save a search. The Saved Searches listed in the above screen shot are examples.

The report results will be displayed in the main Search screen where the User has the option to download the results to Excel. Refer to Lesson 4 – Claim Processing Page – Search & Claim View for more information regarding the download of a report to an Excel spreadsheet.