

State of New Jersey Department of Labor & Workforce Development Division of Workers' Compensation

## MEMORANDUM

December 21, 2015

To:e-Filing Attorneys, Judges and district office staffFrom:COURTS on-line project teamSubject:COURTS on-line E-Orders Procedures

The Division is pleased to announce the most recent upgrade to our COURTS on-line system, *E-orders*. E-orders will allow all e-filing attorneys, judicial and district office staff to create orders from within COURTS on-line. E-orders will still need to be printed and signed by all parties, as with any other order, and cannot be submitted electronically to the division.

If you have any questions or feedback regarding E-Orders, please feel free to contact us at (609) 292-2556 or you can e-mail us at <u>courts@dol.nj.gov</u>.

Thank you for your continued support of this program.

## COURTS on-line E-Order Procedures

With this recent eOrders upgrade, all e-filing attorneys, judicial and district office staff will have a new Menu item called *E-Orders*.

Nuña, TEN RENOLX STARK & STARK	COURTS or	n-line 🔪		Logout
Today is CWI 3 CDI 3	t-Hing Impairies Argunts Welcome To COURTS On line	A Lindon Creats New Draft Orders	System Alerts	
Penna Balan Care Search Refined Care Lint Naaring Uni Search Nairg Cantar	GOVERNMENT		There are no Adrive Turteen Alerts at the time	

- *Create New* will allow you to create a brand new Order form for a case
- **Draft Orders** will allow you to search for a previously saved order. From here, you can open up the last saved version and continue making modifications to the document.

There are 4 different types of Orders being offered at this time:

- Judgment/Order Approving Settlement
- Section 20 Dismissal
- Order for Dismissal (case dismissal)

• General/Misc Order (can be used for any general order): User can select from a variety of standard General Orders from a drop-down or select the Miscellaneous Order and then type in a customize name.

All the Orders will allow you to automatically attach certain standardized attachments when the document is printed:

- Order for Child Support
- Medicare Addendum
- Case Exhibit List

The Orders will also have space for you to enter additional information (up to 3500 characters). This information, if entered, will be printed in an Addendum page.

Keep in mind that the basic workflows for creating any of the above 4 Order types are essentially the same.

The following step-by-step example describes the Judgment/Order Approving Settlement flow. This particular case selected has an active Lien and related cases.

## A. HOW TO CREATE A NEW JUDGMENT/ORDER APPROVING SETTLEMENT:

1. Select Create New. Enter in the CP # of the case. Hit Search.

Create Settlem	ient Forms	
* <b>Year:</b> 2013	* Case #: 28843	Search Clear

The next screen will allow you to select the Order type and the name of the respondent/carrier that will appear in the Case Caption section of the form. The page will also alert you to the existence of a lien and whether there are any existing saved documents for this case.

			ACE PROPERTY & CASUALTY INS CO	ORDER APPROVING SETTLEMENT	11/13/2015		
Oraft Doc No.		Kespondent Name			Last Updated	Updated By	Pressient
One item found							
	Documents						
Lien(s)						Continue	Cancel
Select			-				
Respondent							
Select		•					
Settlement Ord	ler						
ase Title: DOI	VS COCA-COLA EN	TERPRISES				Case #: 20	013-2884
	ment Forms						

2. Select Judgment/Order Approving Settlement from the drop-down list of Order Types.

Create Settlement Forms		
Case Title: DOE VS COCA-COLA ENTER	PRISES	Case #: 2013-28843
* Settlement Order Judgment/Order Approving Settlement 💌		
Select Judgment/Order Approving Settlement Section 20 Dismissal		
Order for Dismissal General/Misc Order		Continue Cancel

- 3. Next, select the Respondent/Carrier combination from the drop-down.
  - a. **Note** if you are a petitioner attorney or a Judge, all the respondent parties will appear in this dropdown. If you are a respondent attorney, only the respondent-carrier you represent will appear for selection.

Create Settlement Forms	
Case Title: DOE VS COCA-COLA ENTERPRISES	Case #: 2013-28843
* Settlement Order Judgment/Order Approving Settlement 💌	
* Respondent	_
Select	
Select COCA-COLA ENTERPRISES/SEDGWICK CMS/NO ATTORNEY	Continue Cancel
COCA-COLA ENTERPRISES/ACE PROPERTY & CASUALTY INS CO/CIPRIANI & WERNER	

4. For your convenience, a **button** will be displayed whenever there is an active lien on the case. Clicking on the button will display the lien details, in a pop-up window, as shown below. If there is no lien button displayed, that implies there is no lien on the case:



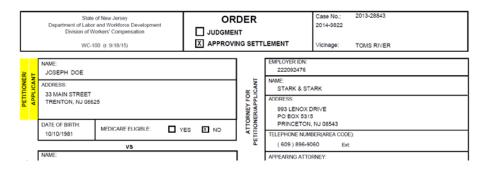
- 5. Click the **Continue** button at the bottom right hand corner to proceed after closing out the lien pop-up window.
- 6. The next set of screens will be the data entry input screens. The flow for completing the form is broken down in sections (each under its own tab).
  - a. Please note that you can save the form and print it during <u>any stage</u> of completion. You can even bypass data entry altogether and go to the Print tab to simply print an empty form with the just the case caption pre-filled.
  - b. The data entry screens are laid out in a tabbed format, with each tab capturing certain information.
     To Save the data that your entered, you need to simply hit the Save button at the bottom of each page, or the next tab at the top.
- 7. The first Tab is the **CAPTION** tab. It displays the latest party information from the case.

Judgment/Orde	Approving Settlement		
	etails 2 Related Cases Print		
Case Title: DOE VS COO	A-COLA ENTERPRISES		Year - Case # : 2013-28843
	Petitioner		Attorney For Petitioner
First Name:	DOSEPH	Tax ID Number	222092476
Last Name:	DOE	Company Name:	STARK & STARK
Medicare Eligible:	TYes P No	Address Line1:	993 LENOX DRIVE
Address Line1:	33 MAIN STREET	Address Line2:	PO BOX 5315
Address Line2:		City:	PRINCETON
City:	TRENTON	State:	NJ
State:	NEW JERSEY	Zip Code:	08543 -
Zip Code:	08625 -	Telephone No:	Area Code Phone Extension
Country:	UNITED STATES	Appearing:	609 - 8969060
Date of Birth:	10/10/1981	Appearing.	
	vs		
	Respondent		Attorney For Respondent
Name:	COCA-COLA ENTERPRISES	Company Name:	CIPRIANI & WERNER
Address Line1:	704 ROUTE 35	Address Line1:	155 GAITHER DR
Address Line2:		Address Line2:	SUITE B
City:	NEPTUNE	City:	MOUNT LAUREL
State:	NEW JERSEY	State:	NJ
Zip Code:	07753 -	Zip Code:	08054 -
Country:			Area Code Phone Extension
country.	UNITED STATES	Telephone No:	856 - 7610725
		Appearing:	
	Insurance Carrier	0	ther Carrier/Attorney parties for Respondent
	Self Insured TPA	Dismiss	Party
Name:	ACE PROPERTY & CASUALT	<b>v</b>	SEDGWICK CMS/NO ATTORNEY
Address Line1:	PO BOX 6566		
Address Line2:			
City:	SCRANTON	The Carrier(s) sele closure.	ected above will be inactivated on the case at the time of case
State:	PA		
Zip Code:	18505 -		
Carrier Claim #:			
			Cancel Save and Continue

- a. If any of the data needs to be changed/corrected, you can overwrite the information on the form (with the following two exceptions)
  - Petitioner Attorney Company Name
  - Respondent Attorney Company Name

Please note that any changes to the Petitioner or Respondent information will be identified with a yellow shading on the section header on the *printed* form. This will alert the judge that a change has

been made (this shading will also prompt our clerical staff to make the necessary corrections to the data in the system). See the example below:



 Please note that if you selected the ORAS/Judgment or Section 20 forms, a section called "Other Carrier/Attorney parties for the Respondent" will be displayed when there are multiple carriers for this Respondent.



Many times, these other carriers have been named on the case in error. We are giving you the opportunity to request inactivation of these parties directly on the primary Order without the need to submit additional Orders dismissing them from the case. Simply place a check next to the party name if you want the party inactivated.

c. Hit Save & Continue at the bottom of the form when you are done reviewing and/or making changes to the party information. You can also hit the next tab at the top of the form Details 1 and that will Save the data.

At this point you have a couple of options:

- You can leave the flow. The document will be saved to your Drafts List. You can return to it at any point in the future.
- You can print the form in its latest saved state (hit the **Print** tab)
- .. or you can continue completing the rest of the form
- 8. If you choose to continue data entering the form, you will now be on the **Details 1** tab
  - a. There are no required fields, but if you do enter in a date or a monetary amount, it must be in the proper format.
  - b. Date of Accident will be pre-filled. If it is changed, the field will be shaded on the printed form.

Judgment/Order Approving Settlement	
Caption Details 1 Details 2 Related Cases Print	
Case Title: DOE VS COCA-COLA ENTERPRISES	Year - Case # : 2013-28843
Date of Accident 10/05/2012 2 Describe(Briefly): [fell off the roof	
Weekly Wage:\$ 1000.00 Rate(s):\$ 700.00 /	
IF RE-OPENED PETITION, INDICATE FOR LAST AWARD:	
Date: O Award : Permanent Paid:\$	Temporary Paid:\$
THIS MATTER HAVING COME BEFORE THE COURT ON THIS Sth	
C ORDER FOR JUDGMENT	
It appearing that the Petitioner suffered a compensable injury on the above mentioned date while in the employ of the respondent; It is compensation benefits, payable as indicated on Detail tab 2.	Ordered and Adjudged that Petitioner be awarded
GRDER APPROVING SETTLEMENT	
The parties having settled the matter and a finding by the Court having been made that the terms of the settlement are fair and just; It petitioner be paid as indicated	is Ordered that this settlement be approved and the
Permanent DISABILITY (Describe Percentages below followed by the Nature and Extent of Injury and Members involved):	
50.00 % of PARTL TOTL V	
for fracture of the head and spinal column	
<u>v</u>	
	Cancel Save and Continue

c. Hit **Save & Continue** at the bototm of the page when you are done entering information on this tab. You can also hit the next tab at the top of the form **Details 2** and that will Save the data.

At this point you have a couple of options:

- You can leave the flow. The document will be saved to your Drafts List. You can return to it at any point in the future.
- You can print the form in its latest saved state (hit the **Print** tab)
- .. or you can continue completing the rest of the form
- 9. You will now be on the **Details 2** tab
  - a. There are no required fields, but if you do enter in a monetary amount, it must be in proper numerical format
  - b. You can ask the system to verify your math by hitting the **Check Calculations** button. (can only be used if all the fields are completed weeks, rate & total due)
  - c. Text entered into the Addendum section will be automatically printed on a separate Addendum page. This extra page will accommodate 3500 characters.
  - d. The Judge's Name will default to the assigned judge, but you can select another name from the dropdown.
  - e. The Allowances section will allow you to add rows as needed.
  - f. A lien indicator button will be displayed at the very bottom of the page on cases that have an active Lien.

	der Approving Se etails 2 Related Case						
	CA-COLA ENTERPRISES					Year-Case #	*: 2013-28843
DISABILITY AWARDED: TEMPORARY: PERMANENT: Bonafide Voluntary 1		= \$ = \$ = Voluntary Tende	1	paid = Balance d paid = Balance d paid = Balance d	lue \$		Calculations
MEDICAL BILLS (Doctors	and/or Institutions) AND,	OR MISCELLANEO	US INFORMATION	:			
						×	
Addendum (Any Inform:	ation entered here will be	printed on an adc	litional page.)			A V	
JUDGE: CHERKOS,RUSSE	ELL 👤						
			Allowances				
MEDICAL FEE		REIMBURSE Select or type	e name	TAX ID	TOTAL AMT. ALLOWED	PAYABLE BY PETITIONER	PAYABLE BY RESPONDENT
			•				
- <u> </u>		Select	•		-		
		Select	•				
		Select	•				
Add Row							
INTERPRETER		REIMBURSE Select or type	e name	TAX ID	TOTAL AMT. ALLOWED	PAYABLE BY PETITIONER	PAYABLE BY RESPONDENT
		Select	•				
Add Row							
ATTORNEY FEE		REIMBURSE		TAX ID	TOTAL AMT.	PAYABLE BY	PAYABLE BY
Select or type name		Select or type			ALLOWED	PETITIONER	RESPONDENT
Select	<u>•</u>	Select	<u> </u>				
Add Row							
STENOGRAPHY SER	<u>VICE</u>	REIMBURSE Select or typ	e name	TAX ID	TOTAL AMT. ALLOWED	PAYABLE BY PETITIONER	PAYABLE BY RESPONDENT
Select	•		•				
Add Row							
MISC FEE(S)		REIMBURSE Select or type	e name	TAX ID	TOTAL AMT. ALLOWED	PAYABLE BY PETITIONER	PAYABLE BY RESPONDENT
		Select	•				
Add Row					-		and Castiens
Lien(s)					Car	ncel Sav	e and Continue

g. Hit **Save & Continue** at the bottom of the form when you are done entering information on this tab. You can also hit the next tab at the top of the form **Related Cases** and that will also Save the data.

At this point you have a couple of options:

- You can leave the flow. The document will be saved to your Drafts List. You can return to it at any point in the future.
- You can continue to the final step where you can select other related cases (if you are consolidating this decision). This "**Related Cases**" tab (as shown below) will <u>only</u> appear if there is another related case in active status.

	t/Order Approving S etails 1 Details 2 Related			
Case Title:	DOE VS COCA-COLA ENTERPR	ISES		Year - Case # : 2013-28843
		Select related case(s) if this is a consolid	dated decision.	
Select V	Year-Case# 2014 -9822	Case Title DOE VS COCA-COLA ENTERPRISES	Date of Accident 10/09/2013	
				Cancel Save and Continue

- .. or you can print the form in its latest saved state (hit the **Print** tab)
- <u>PRINT</u>: The last step in the process is printing the form. For all forms, we are giving you the option of attaching the following standard attachments: Order for Child Support, Medicare Addendum, Case Exhibit List
  - a. You can check or uncheck the selection boxes as appropriate. These standard attachments will come prefilled with case/party information at the very top.
  - b. Hit the **Print Preview** button. This will display the document as a PDF. You can Print it or choose to Save it to your local computer.

Judgment/Order Approving Settlement Caption Details 1 Details 2 Related Cases Print			
Case Title: DOE VS COCA-COLA ENTERPRISES			Year-Case #: 2013-28843
Salact	ed documents will be printed with the st	tandard Order	
Select	ed documents will be printed with the st		
Corder for Child Support	Medicare Addendum	Case Exhibit List	
			Print Preview Cancel

## B. HOW TO SEARCH FOR A PREVIOUSLY SAVED DRAFT ORDER:

1. From the Orders menu at the top, Select Draft Orders.

Hello, TIM MINDEK STARK & STARK					Logout
Today is CW: 3 CD: 1	E-Filing	Inquiries	Reports	Orders Create New Draft Orders	
Home	Welcome 1	To COURTS On-line		System Alerts There are no Active System Alerts at this time	
Inbox Case Search Refined Case List			- #1.1		

2. The Filter Draft Orders screen comes up, as shown below:

Filter Draft O	Orders			
Year	Case #	Case Status	•	Updated By Select
From Date	0	To Date	Last Name	
				Search Full List Clear

- a. You have a variety of different ways to refine your search. You can search for a specific document or a group of documents. If you are an attorney, you can also search for all the documents last edited by your or an individual in your firm. Note: If you are a judge, you will have access to just those documents for cases that are assigned to you or that have been last updated by you.
- b. If you want to see all of the documents, simply click on the **Full List** button and all saved documents will be displayed below.

ear	Draft Ord	Case	•	Case St	atus 💌			Updated Select	By •		
rom Da	ite 🕜		T	o Date	_	ast Name Contains 💌					
										Search Full I	ist Clear
ly Dra	aft Orders	;									
Check /	All Unche										
Check / One item	All Unche	eck All			_						
Check /	All Unche		Petitioner	Respondent Name	Insurance Carrier	Doc	Case Type	Hearing Dte	Last Updt	Updt By	Preview
Check / ne item Delete	All Unche	eck All	Contraction of the Party of the	Respondent Name COCA-COLA	Insurance Carrier ACE PROPER	Doc ORDER JUDGEMENT	Case Type CP	Hearing Ote 06/06/2014	Last Updt 11/04/2015	Updt By BERICH, WAT	Preview
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- c. From here, you can continue with editing the document by clicking on the hyperlinked CP#. This will take you back into the data entry workflow.
- d. Or you can choose to print the document by clicking on the pdf icon under the Preview column.
- e. Lastly, unwanted documents or documents that have already been printed and submitted should be deleted. Simply select those documents by placing a check in the check box and then hitting the **Delete** button.

This is a sample printed Judgment/Order Approving Settlement form, with all the available attachments:

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8	NEPTUNE, NJ 07753			CARRI	ADDRESS		×	ORDER FOR CHILD SUPPORT	× MEDICA	RE ADDENDUM ATT			X ADDENDUM	
	NAME			8	PO BOX 656 SCRANTON		A	LLOWANCES		REIMBURSE	TAXID	TOTAL AMT. ALLOWED	PAYABLE BY PETITIONER	PAYABLE BY RESPONDENT
FOR	CIPRIANI & WERNER ADDRESS: 155 GAITHER DR SUITE B			INSURANC	CLAIM NUMBER:			edical Fee Allowed: (report and/or testimony) DR. HOROWITZ 12 MAIN STREET, FREEHOLD NJ	s	RESPIATTNY	123456789	1,000.00	500.00	500.00
	MOUNT LAUREL, NJ 08054 TELEPHONE NUMBER(AREA CODE)				DATE OF ACCID	NT: 1005/2012								
ATTORNEY RESPOND	TELEPHONE NUMBER(AREA CODE) ( 856 ) 761-0725 E.e. APPEARING ATTORNEY:				DESCRIBE (Briefly feil off the roof									
(List) dismb	NISTRATIVE DISMISSALS ther insurance Carriers to be ised from case, without prejudice): ily Wages: \$ 1,000.00	DGWICK CMS / NO				700.00	In	terpreter: QLOBO SERVICES			12345678	100.00		100.00
	-OPENED PETITION, INDICATE FO			ermaner	t Paid: \$	Temporary Paid: \$	A	ttorney(g) Fee: Stark & Stark						
	MATTER HAVING COME BEFORE	E THE COURT OF	N THIS		Sth C	AY OF February 2015	81	enographic service:						
	ORDER FOR JUDGMENT It appearing that the Petitioner It is Ordered and Adjudged that Peti	r suffered a compe itioner be awarded	ncable injury on the compensation ben	above m stite, pay-	entioned date whil able as indicated o	e in the employ of respondent; n Page 2.	м	Iscellaneous Fees:(list below)						
×	ORDER APPROVING SETTLEMEN The parties have settled the m It is Ordered that this settlement be	natter and a finding	g by the Court havin petitioner be paid a	g been m s Indicate	ade that the terms of on page 2.	of the settlement are fair and just;								
_	k = 0 Under Units (init certainment or approved as in a previous er and as indicated of page 2.      PERMANENT DISABILITY (Describe Percentages below followed by the nature and Extent of Injury and Members Involved): <u>50.00 _ 50 of _ PART. TOTL     [50.00 _ 50 of _ PART. TOTL     [50.00 _ 50 of and page 100 - 50 o</u>						This out from the parties abstantly uncertaintee later intend, be that as it may, should a Medicar issue and, his Court realing jurisdiction. We integrit constant for the termin water rooms of their constant from the court reales that a set transmit real and auto- and admictive court reade the court reade the set transmit real and auto-							
for the	cture of the head and spinal column									_				
								TARK & STARK, Attorney for Petitioner		RUSSELL CHERKOS JUDGE OF COMPENSATION DA				
							ETITIONER			COMPENSATION	WILL BE MAINTAIN	IT, SIGNED BY THE JU ED ON FILE IN THE DI ANT TO <u>N.J.S.A.</u> 34:15-	ISION OF	
	Page 1 of 6								Page 2 of 6					

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Use this space for additional information. Mar characters 3500.	Petitioner: JOSEPH DOE Respondent: COC+COLA ENTERPRISES
	Probation Case 4: Probation Division (County):  The Division of Worker Compensation has matched data received from the New Jersey Administrative Office of the Cours is no find support judgment detectors against the information the Division markarais for Individuals and have fitted evolves: compensation damins, und the match has liselified the petitioner as a nitit support judgment detector against the information the Division markarais for Individuals and have fitted evolves: compensation damins, und the match has liselified the petitioner as a nitit support anews over 0 by the petitioner on al case enforceable through the state Probation Division are 8 are of
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Page 3 of 6	Page 4 of 6
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Partitioner:     JOSEPH DOS     PAYMENT ADDRENDUM     2014-9822     Vonge: TOMERVER      Vonge: TOMERVER      Petitioner:     JOSEPH DOS     Respondent:     COCA-COLAENTERPRISES      Please select Settlement type:     JUDGMENT:     Petitioner is Medicare entitied. The Center for Medicare Services (CMG) has been contacted for an itemization of monies, if any. CMS paulo for the compensable condition(s). As of this data, the CMS conditional payment review is pending.      All parties agree that should hey not be able to amicably resolve the responsibility for reimbursement in CMS, this Court relative signation to determine the total amount due CMS.	
Petitioner:	
Petitioner:	
Petitioner:     JOSEPH DOR     PAYMENT ADDENDUM     DISHAESC     Vonge     TOMERUER     Vonge     TOMERUER      Vonge     Vonge     TOMERUER      Vonge     TOMERUER      Vonge     TOMERUER      Vonge     TOMERUER      Vonge     V	
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