

## Section 5 CONVERSION & LINKING

**NEW**

### 5.2 Linking

The Delaware Claims Processing Facility (DCPF) has created a method to link claims for multiple trusts using Trust Online. This method provides users with the capability to submit multiple claims at once, therefore, greatly reducing the time and effort it would take to submit new claims for each trust that resides on Trust Online.

Currently, Trust Online only provides linking between the **B&W** and **USG Trust**. There are several options to consider when submitting and linking multiple claims:

- If the firm has an existing **Celotex** claim and does not have a **B&W** or **USG** claim, they may opt *to convert* the existing claim to **B&W** or **USG** and link them together on the Finish page of the electronic claim form.
- If the firm has an existing **Celotex** or **B&W** claim, they may opt *to convert* and *link* the **B&W** claim to the **USG** claim, if:
  - The existing **B&W** claim is not yet in an **Offer Issued** status.
- If a firm does not have an existing claim for **Celotex** or **B&W**, they will need to *submit a New Claim* for either **B&W** or **USG** and link them to each other on the Finish page of the electronic claim form.

#### 5.2.1 Linking Claims using New Claim

After logging on to Trust Online, simply click on the **New Claim** link on the top menu bar. This will bring you to the **Choose Trust** page.

From the Trust drop-down, select a Trust for which you wish to submit a new claim and click on **<New Claim>**. Enter all of the claim information and submit the supporting documents. *For instructions on how to submit a new claim see 2.3 New Claim Submission on page 10 of this manual.*

Prior to submitting the new claim, the Finish page will display all other Trusts the user has access to. In this example, we created a **B&W** claim and now have the option of submitting a claim for **USG** by clicking on the check box.

**Finish Claim**  
If you are satisfied with contents of this claim, click Submit. If you want to discard all changes you have made, click Cancel.


If you intend to submit this information to multiple Trusts, please check the appropriate boxes below. This will link the claims. Updates to this claim will be automatically applied to all its linked claims. Claims do not have to be linked but doing so will allow updates and review decisions to be applied to all linked claims. Claims can be unlinked at any time. However, once claims are unlinked, they can not be re-linked in the future and all future responses must be submitted separately. In addition, review decisions will no longer be carried over between unlinked claims.

USG ←

Submit Claim Cancel Save Draft

FIGURE

After checking the **USG** box and clicking **<Submit Claim>**, a chain link icon will be displayed in the claim header indicating that this is a linked claim. See **Figure**

	<b>B&amp;W #:</b> 2107856 <b>Name:</b> Young, Stev <b>DOB:</b> 6/22/1945 <b>Deceased/DOD:</b> No,(none) <b>Status:</b> Ready to Review
	<b>SSN:</b> 012345678 <b>Firm File#:</b> (none) <b>Lit Date:</b> 1/1/0001
	<b>Option:</b> Expedited <b>Alleged Injury:</b> Level II. Asbestosis/Pleural Disease

FIGURE

On the bottom of this claim summary, you will see a new Linked Claims section. This section will display information about the linked claims such as *Trust*, *Claim Number* and *Status*. To view the linked claim, simply click on the Claim Number highlighted in the red font. See **Figure**

<b>General</b>   Medical   Deficiency   Changes					
<b>Claim Form</b>		<b>Documents</b>		<b>Print Claim Form</b>	
<b>Claim Number</b>	2107856	<b>Alleged Injury</b>	Level II. Asbestosis/Pleural Disease		
<b>Current Queue</b>	Review Queue	<b>Evaluated Injury</b>			
<b>Status</b>	Ready to Review	<b>Last Review Date</b>			
<b>CheckOut Date</b>		<b>Attorney</b>	Smith, Robert		
<b>Checked Out By</b>	Not checked out.	<b>Firm</b>	Acme Law		
<b>Date Received</b>	2/17/2007	<b>Assigned To</b>	<input type="text"/>		
<b>Place in Queue</b>	51859				
<b>FIFO Number</b>	200702171999010119450622				
<b>Linked Claims</b>					
Save To File < 1 to 1 of 1 >					
<b>Trust</b>	<b>Claim Number</b>	<b>Status</b>			
USG	6000044	Ready to Review			

FIGURE

### 5.2.2 Linking Claims using Conversion

As described in the previous page, there are several scenarios to consider when linking claims during the conversion process:

- The firm has an existing **Celotex** claim and does not have a **B&W** or **USG** claim:
  - I. Convert the Celotex claim to either **B&W** or **USG**;
  - II. At the Finish page, click the check box to link the B&W and USG claims;
  - III. Click **<Submit Claim>**.

<b>Finish Claim</b>
If you are satisfied with contents of this claim, click Submit. If you want to discard all changes you have made, click Cancel.
If you intend to submit this information to multiple Trusts, please check the appropriate boxes below. This will link the claims. Updates to this claim will be automatically applied to all its linked claims. Claims do not have to be linked but doing so will allow updates and review decisions to be applied to all linked claims. Claims can be unlinked at any time. However, once claims are unlinked, they can not be re-linked in the future and all future responses must be submitted separately. In addition, review decisions will no longer be carried over between unlinked claims.
<input type="checkbox"/> USG
<b>Submit Claim</b> <b>Cancel</b> <b>Save Draft</b>

FIGURE

- The firm has an existing **B&W** claim that does not have a release
  - I. Convert the B&W claim to USG.
  - II. At the Finish page, click the check box to link the B&W and USG claims.
  - III. Click <**Submit Claim**>.

**Finish Claim**  
 If you are satisfied with contents of this claim, click Submit. If you want to discard all changes you have made, click Cancel.

If you intend to submit this information to multiple Trusts, please check the appropriate boxes below. This will link the claims. Updates to this claim will be automatically applied to all its linked claims. Claims do not have to be linked but doing so will allow updates and review decisions to be applied to all linked claims. Claims can be unlinked at any time. However, once claims are unlinked, they can not be re-linked in the future and all future responses must be submitted separately. In addition, review decisions will no longer be carried over between unlinked claims.

B&W; 2017884; Ready to Review

**Submit Claim** **Cancel**

FIGURE

- The firm has an existing **B&W** claim that does have a release.
  - I. Convert the B&W claim to USG.
  - II. Click <**Submit Claim**>.

**Note:** Claims that have a release issued cannot be linked.

### 5.2.3 Editing Linked Claims

Trust Online provides users with the capability to edit claims across multiple trusts by simply editing one of the linked claims. After editing the claim, simply proceed to the finish page and submit the changes to the claim. These edits will be updated to the linked claims that are listed on the finish page.

If the user does not want the edits to be applied to the linked claims, simply uncheck the box next to the Trust for which you do not want the changes applied to and click <**Submit Claim**>.

**Finish Claim**  
 If you are satisfied with contents of this claim, click Submit. If you want to discard all changes you have made, click Cancel.

If you intend to submit this information to multiple Trusts, please check the appropriate boxes below. This will link the claims. Updates to this claim will be automatically applied to all its linked claims. Claims do not have to be linked but doing so will allow updates and review decisions to be applied to all linked claims. Claims can be unlinked at any time. However, once claims are unlinked, they can not be re-linked in the future and all future responses must be submitted separately. In addition, review decisions will no longer be carried over between unlinked claims.

B&W; 2017884; Ready to Review ←

**Submit Claim** **Cancel**

FIGURE

**NOTE:** Once a claim is unlinked, it can no longer be re-linked.