

Place In Queue Report

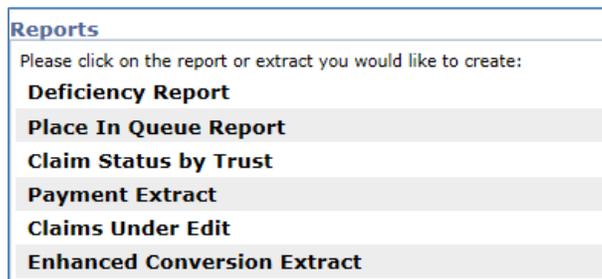
Objective

To identify the current *place in queue* for claims that have a status of **Ready to Review** or **Ready to Re-Review** and to determine the approximate length of time until it is selected for the review process.

1. To run the **Place In Queue** report, log into Trust Online and click on the **Reports** tab.



2. This will direct you to the **Reports** page which displays a list of pre-formatted reports in which everyone in **your** firm has access to. Click on the **Place In Queue Report** to begin the reports process.



3. After clicking on this report, a new page will be displayed with a number of criteria to select from. First select the **Trust** from the trust drop-down. You may only select one Trust at a time.

The screenshot shows a form with the following fields: 'Trust' dropdown set to 'FK', 'Output Type' dropdown set to 'PDF', a 'Create Report' button, 'Status' dropdown set to 'All', and 'Attorney' dropdown set to 'All'. The 'Status' dropdown also lists 'Ready to Review' and 'Ready to Re-Review'.

4. Next, specify the **Status(s)** from the list box or you may select **All** to run a report for all status. You may select multiple status by selecting the first one and then holding the <Ctrl> button while selecting other status in the list.

The screenshot shows the same form as the previous one, but the 'Status' dropdown is now set to 'Ready to Review' and 'Ready to Re-Review'. The 'Attorney' dropdown remains set to 'All'.

- Next, specify the **Attorney(s)** from the list box or you may select **All** to run a report for all attorneys in the firm. You may select multiple attorneys by selecting the first one and then holding the <Ctrl> button while selecting other attorneys in the list.

- Next, specify the **Output Type** from the drop-down box. The option selected will mainly depend upon your reporting requirements. To view the data in a readable formatted report, you may select **PDF** or **EXCEL** types. The PDF version may be preferable when printing the formatted report. For data in a spreadsheet format with simple column headings, select the **CSV** type.

- After selecting the Output Type, click on the **Create Report** button, a file will open with the following data: Status, Firm Name, Attorney Name, Claim Number, Firm File Number, Injury, Process Option, Exposed Name, Exposed Masked SSN, Place In Queue and Date Received.

- PDF

Place In Queue Report									
Flintkote Asbestos Trust									
Firm Name	Attorney Name	Claim #	Firm File #	Injury	Option	Injured	SSN	PIQ	Received
Ready to Re-Review									
Acme Law	SMITH, JOHN S	72005816		Level II. Asbestosis/Pleural Disease	Expedited	W, R	*****1510	15	11/16/2015

- EXCEL

Place In Queue Report									
Flintkote Asbestos Trust									
Firm Name	Attorney Name	Claim #	Firm File #	Injury	Option	Injured	SSN	PIQ	Received
Ready to Re-Review									
Acme Law	SMITH, JOHN S	72005816		Level II. Asbestosis/Pleural Disease	Expedited	W, R	*****1510	15	11/16/2015

- CSV

	A	B	C	D	E	F	G	H	I	J	K
1	Status	Firm Name	Attorney Name	Claim Number	Firm File Number	Injury	Process Option	Exposed Name	Exposed SSN	Place In Queue	Date Received
2	Ready to Re-Review	Acme Law	SMITH, JOHN S	72005816		Level II. Asbestosis/Pleural Disease	Expedited	W, R	*****1510	15	11/16/2015

- To determine the approximate length of time the claim will be waiting until it is selected for the review process, go to the Claim Search page and enter the claim number from the report. From the search results, click on the name to open the claim in the General Tab.

General	Deficiency	Changes	
Claim Form Documents Print Claim Form			
Claim Number	72005816	Alleged Injury	Level II. Asbestosis/Pleural Disease
Current Queue	Re-Review Queue	Evaluated Injury	Level II. Asbestosis/Pleural Disease
Status	Ready to Re-Review	Jurisdiction	MD
CheckOut Date	6/18/2019	Last Review Date	1/6/2016
Checked Out By	Facility	Attorney	SMITH, JOHN
Date Received	11/16/2015	Firm	Acme Law (Law Acme)
Place in Queue	15	Assigned To	<input type="text"/>
FIFO Number	30741087	Firm Passkey	8B29F3D

- From the previous image, click on the label “Place in Queue” to open a new window which displays the Flintkote Weekly Averages for Initial Review and Re-Review. In the claim example, the current place in queue is 15. Using the Re-Review average of 238 and the current place in queue, the user can calculate the time it will take for this claim to be reviewed.

Flintkote Weekly Average		
Date Updated	Initial Review	Re-Review
11/1/2020	195	238

We hope that with this useful bit of information as well as other resources available through Trust Online, we can better help you manage your claims inventory and its current progression through the system.