Office Of Administrative Hearings Department of Commerce & Consumer Affairs

Medical Claims Conciliation Panels Design Professional Conciliation Panels State of Hawai'i

July 25, 1997

MEMORANDUM

TO: Attorneys Representing Parties in MCCP Proceedings

FROM: Rod Maile

Senior Hearings Officer

RE: MCCP Fast Track Claim Filing Procedures

In response to a number of concerns voiced by both Claimants' and Respondents' attorneys regarding the procedures presently used by the Medical Claims Conciliation Panel to open, process, and schedule claims for hearing, effective immediately, the MCCP will be instituting on a trial basis, the MCCP Fast Track Claim Filing system for claimants and claimants' attorneys who wish to have their cases processed on an expedited basis.

The primary requirements for utilizing the MCCP Fast Track Claim Filing system are: 1) the Claimant or Claimant's attorney must provide a suitable facility for conducting the hearing (the facility must comply with the requirements of the Americans With Disabilities Act, as well as being large enough to accommodate the panel members and the anticipated number of parties, attorneys, and representatives); and 2) the Claimant or the Claimant's attorney must complete the required Notice of Required Submittal form.

In order to implement the MCCP Fast Track Claim Filing system, we have developed new forms which must be used. Copies of the forms and formats are enclosed for your use, along with the procedures, instructions, and timetables. We also have copies of these documents and forms available on disk, in Word for Windows or Word Perfect format.

For all other cases, we will continue to follow the present MCCP procedures, and we will schedule the hearing for the first available hearing date.

The MCCP Fast Track Claim Filing system will be under continuous review from now until the end of December 1997, at which time the system may be further modified, permanently adopted for all cases, or terminated altogether.

We believe that this new approach will address the concerns that have been brought to our attention, while fulfilling our statutory obligations and responsibilities.

If you have any comments, suggestions, or questions, please feel free to contact us at 250 South King Street, Penthouse, Honolulu, Hawai'i 96813 Telephone: (808) 586-2823 or Fax (808) 586-3097