



# INTEGRATED CLAIMS MANAGEMENT SYSTEM (ICMS)

## How To File Attachments That Are Non-Form Documents?



State Board of Workers' Compensation  
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Atlanta, GA 30303-1299  
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# List of Non-Form Documents

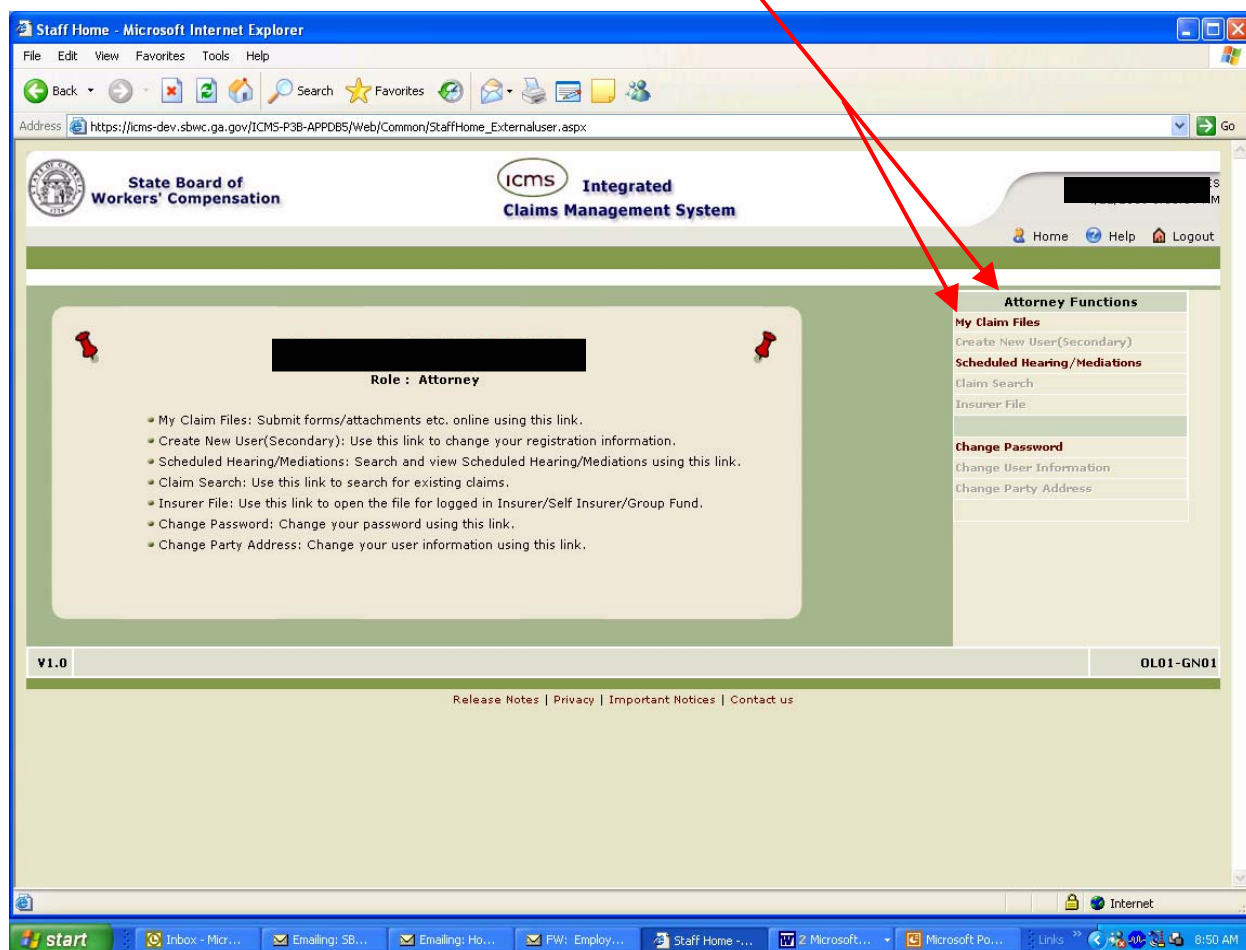
Non-form documents are documents that do not require a Board form to file. Below is a list of non-form documents.

- Appellant Brief
- Appellee Brief
- Change of Venue
- Employee ADR Brief
- Employee Hearing Brief
- Employer/Insurer/Self-Insurer ADR Brief
- Employer/Insurer/Self-Insurer Hearing Brief
- Enumeration of Error
- Higher Court Correspondence
- Miscellaneous Correspondence (This document type is to be used for the purpose of filing a letter in a claim file or correspondence. Such as a letter regarding a conference call. Do not use this document type if there is a response needed.)
- Motion for Reconsideration
- Notice of Appeal
- Notice of Resolution
- Objection to a WC-25
- Rehab correspondence
- Related Rehab Complaints
- Remand from Superior Court
- Request for Withdrawal
- SITF Reimbursement Request
- STIP (Top margin for the first page must be five inches)
- STIP Supplemental documents
- Superior Court Appeal
- WC-15 - Attorney Certification for Non Liability Stipulation
- WC-240 - Notice to Employee of offer for Suitable Employment

Use the following steps to file non-form documents:

1. Under **Attorney Functions** select **My Claim Files** on the home page.

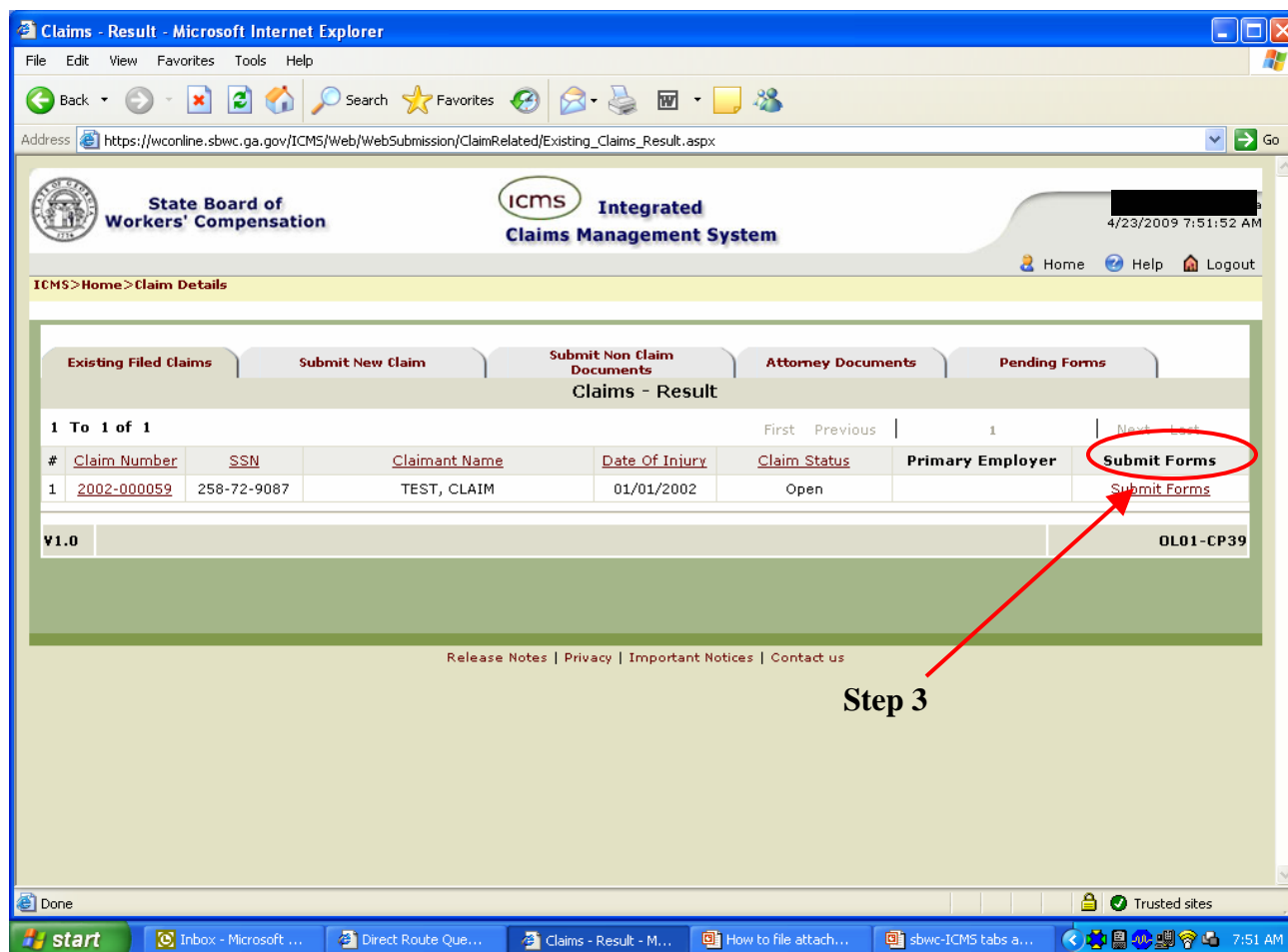
### Step 1



2. Click **Existing Filed Claims** tab. Enter claim number, SSN, or first and last name of the claim you want to file documents for and then click **Search**.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Claim - Search' page of the State Board of Workers' Compensation's ICMS (Integrated Claims Management System). The address bar shows the URL: [https://wconline.sbwg.ga.gov/ICMS/Web/WebSubmission/ClaimRelated/Existing\\_Claims\\_Search.aspx](https://wconline.sbwg.ga.gov/ICMS/Web/WebSubmission/ClaimRelated/Existing_Claims_Search.aspx). The page header includes the State Board of Workers' Compensation logo and the ICMS logo. The main content area features a navigation bar with tabs: 'Existing Filed Claims' (highlighted with a red circle), 'Submit New Claim', 'Submit Non Claim Documents', 'Attorney Documents', and 'Pending Forms'. Below the navigation bar, there is a search form with the following fields: 'Claim Number' (containing '2002000059'), 'SSN' (with a dropdown menu), 'Claimant Last Name' (with a 'Begins With' dropdown), 'Claimant First Name' (with a 'Begins With' dropdown), 'Date Of Injury' (with a calendar icon), 'County of Injury' (with a '--Select--' dropdown), and 'Claim Status' (with a '--Select--' dropdown). A large 'Step 2' watermark is visible on the left side of the form. At the bottom of the form, there are 'SEARCH' and 'CLEAR' buttons, both highlighted with red circles. The footer of the page includes the version number 'V1.0' and the identifier 'OL01-CP35'. The Windows taskbar at the bottom shows the Start button and several open applications, including 'Inbox - Microsoft ...', 'Direct Route Que...', 'Claim - Search - Mi...', 'How to file attach...', and 'sbwg-ICMS tabs a...'. The system clock shows the time as 7:49 AM.

3. Once file is listed, click [Submit Forms](#).



4. Select **Submit Non-Form Docs** tab and a list of non-form documents will be displayed. Select the document you want to file.

**Claim Attachments - Microsoft Internet Explorer**

Address: [https://wconline.sbwcc.ga.gov/ICMS/Web/WebSubmission/ClaimRelated/Attachment\\_Claim\\_Forms.aspx](https://wconline.sbwcc.ga.gov/ICMS/Web/WebSubmission/ClaimRelated/Attachment_Claim_Forms.aspx)

**State Board of Workers' Compensation** **ICMS Integrated Claims Management System**

4/23/2009 7:52:35 AM

Logout

Claim No. : 2002-000059  
SSN : 258-72-9087  
County of Injury : BARTOW  
ALJ : None

**Parties To Claim**

Employer	Insurer	Claim
		No Record

**Claimant Attorney(s)**  
DAVID K IMAHARA

**Rehabilitation Supplier Name**  
No Records Found

**Claim Attachments**

Forms Filed | New Forms Submission | **Submit Non Form Docs**

\*Form Title : --Select--

--Select--  
 Appellant Briefs  
 Appellee Briefs  
 Change Of Venue  
 Employee ADR Briefs  
 Employee Hearing Briefs  
 Employer /Insurer/ Self-Insurer ADR Briefs  
 Employer /Insurer/ Self-Insurer Hearing Briefs  
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 Rehab Related Complaints  
 Remand From Superior Court  
 Request For Withdrawal  
 SITF Reimbursement Request  
 Stip  
 Stip Supplemental Document  
 Superior Court Appeal  
 WC-15, Attorney Certification for No Liability Stipulations  
**WC-240, Notice to Employee of Offer of Suitable Employment**  
 --Select--

Step 4

ATTACH AND SUBMIT | BACK

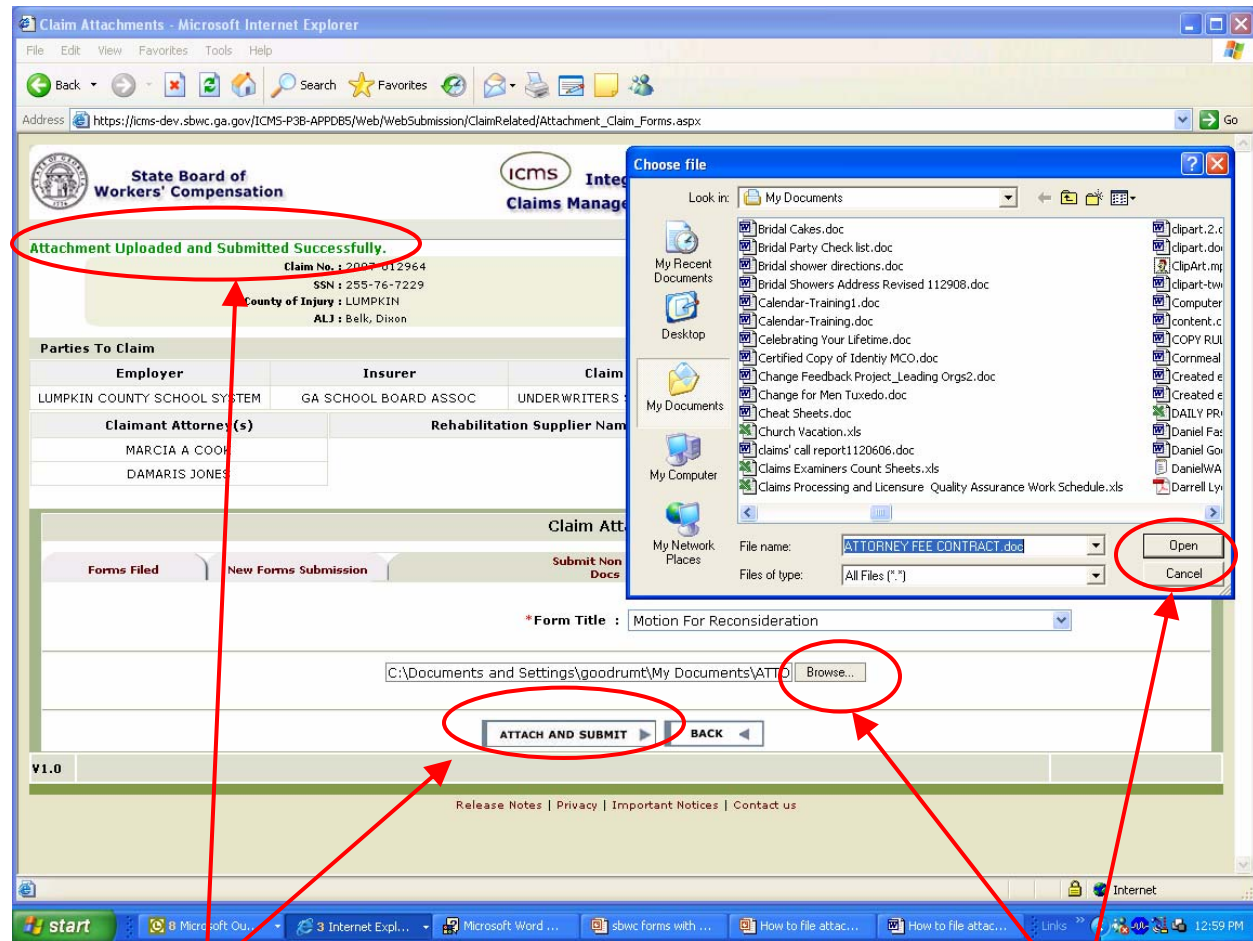
V1.0

Done

start | Inbox - Microsoft ... | Direct Route Que... | Claim Attachment... | How to file attach... | sbwc-ICMS tabs a... | 7:52 AM

5. Click **Browse** and select the document you want to attach from your list of files. Click the file or click **Open** to upload the document.
6. Select **Attach and Submit** and if document was uploaded successfully you will receive a message in green at the top of the screen.

Now you will be able to view your uploaded document in the file.



Step 6

Step 5