



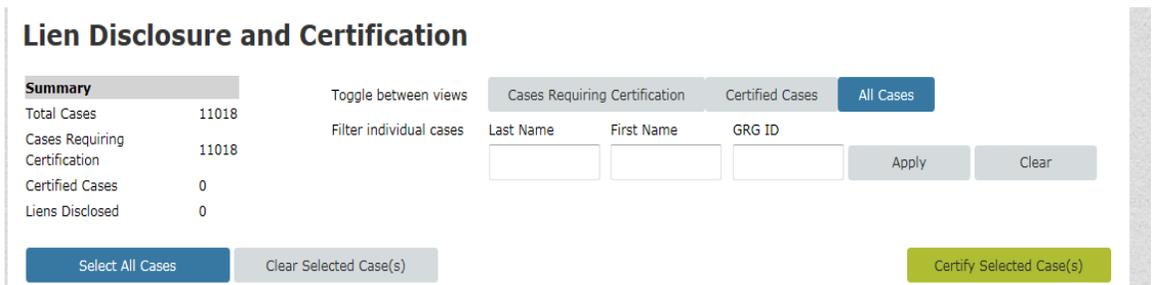
**ACTOS Lien Resolution Update:
Lien Disclosure – FIRM ACTION REQUIRED**

INSTRUCTIONS:

1. To access the new page, log in to the portal using your assigned username and password.
2. Click “Agree” in the HIPAA Disclaimer pop-up to proceed to the portal.
3. To navigate to the Lien Disclosure & Certification page, hover over the Case Management tab to reveal a drop-down menu. Click “Lien Disclosure & Certification” to proceed to that page.



4. There are three main sections of the Lien Disclosure & Certification page: The Summary of Total Inventory; The Case List; and Search and Filter Options. You can use these features to manage your full case inventory.





- To view additional information for an individual case, click “Open” to view the comprehensive case record.

Select All Cases		Clear Selected Case(s)		Certify Selected Case(s)					
	GRG ID	Last Name	First Name	Medicare Liens	Medicaid Liens	PLRP Liens	Disclosed Liens	Certified	Date Certified
Open	ACT000004	Baela	Hoaro	1	0	0	0	Yes	5/03/2016
Open	ACT000003	Bagea	Floyl	1	1	0	2	Yes	5/03/2016
Open	ACT000001	Balea	Jamea	1	0	0	0	Yes	5/03/2016
Open	ACT003422	Batea	Maena	1	0	0	0	Yes	5/03/2016

- If all liens are disclosed, and you are ready to certify, click the “Certify Now” button in the individual case.

If there are no liens to report, simply select “Certify Now.”

Briar, Maara **ACT000009**

Status: Requires Certification **Certify Now**

Liens Currently Being Resolved By GRG

Lien Type	Lien Holder	Entitlement
Medicare Global	CMS	Entitled
Medicaid	NJ	Not Entitled
Medicaid	PA	Entitled
PLRP	Rawlings Company	Wave Pending

Review the liens GRG has affirmatively identified and is resolving.

Disclosed Liens

Plan Type	Plan Name	Policy #	Coverage Period	Disclosed Date
No Records Found				

Add New Lien **OK**

Select to add a new potential lien interest



- To disclose additional liens, click “Add New Lien” in the claimant record. If you select a private plan, the list includes both PLRP and non-PLRP plans. A message will appear notifying you if the plan is participating in the PLRP. *If the message does not appear, your claimant’s private plan is not a PLRP participant. This means additional resolution is necessary.*

Briar, Maara **ACT000009**

Tell us more about the client's health plan coverage

Plan Type: Private * *Tell us the plan type and the provider's name. We will tell you if it is a PLRP Plan.*

Plan Name: WellPoint * *Tell us the plan type and the provider's name. We will tell you if it is a PLRP Plan.*

If you do not see your client's plan listed, [please contact GRG.](#)

Note: this is a PLRP participating plan.

ID or Policy Number: *If you know the Policy Number or Coverage Period, let GRG know. It is not required, but helps to quicken the process.*

Coverage Period: From To

Documents
(Max file Size 3 MB. Supported File Types .xls | .xlsx | .csv | .docx | .doc | .pdf)

Document Name	Document Type
<input type="button" value="Browse"/>	Explanation of Benefits <input type="text"/> Remove

Any documents to add? Just browse, select and submit.

- After you have completed the form, click “Submit.” The checkbox included in the field asks you to click the box if you certify that the payer has no lien or that the lien has been fully resolved. Take note, if your claimant’s plan is not participating in the PLRP, and you choose to select the checkbox, GRG will NOT notify the lienholder. Checking the box certifies that the insurer has no lien or that the interest has been resolved. If the potential interest is in need of resolution, simply leave the box un-checked, select “Submit,” and GRG will initiate and resolve the lien.

Submit New Lien

You are about to submit this lien and its supporting documentation to GRG. You cannot undo this action. Do you wish to proceed?

Click here if you wish to certify that this payer has no lien or that the lien has been fully resolved by counsel.



- To certify a group of cases, click the checkboxes next to the cases you want to certify, or you can click “Select All Cases” to select all cases eligible for certification. When you have selected the group of cases you want to certify, click the “Certify Selected Case(s)” button from the home page. Click “Certify Case” to certify the selected group of cases.

	GRG ID	Last Name	First Name	Medicare Liens	Medicaid Liens	PLRP Liens	Disclosed Liens	Certified	Date Certified
Open <input type="checkbox"/>	CT000009	Briar	Maara	1	1	0	1	No	
Open <input type="checkbox"/>	CT000010	Browr	Flrel	1					
Open <input type="checkbox"/>	CT000011	Browr	Haola	1					
Open <input type="checkbox"/>	CT000711	Catoa	Joocho						
Open <input type="checkbox"/>	CT000713	Chanh	Flori	1					
Open <input type="checkbox"/>	CT000014	Chash	Euenu	1					
Open <input type="checkbox"/>	CT000016	Clarl	Editd	1	1	0	2	No	
Open <input type="checkbox"/>	CT000021	Dasoa	DaaaD	1	1	0	1	No	

To save time, you can certify cases in batches. Click the box next to each case you want to certify and choose “Certify Selected Cases.” Two clicks and you are done.

If you have questions regarding the functionality of the new client portal addition or the program requirements, please e-mail actoslra@garrettsongroup.com.

Reminders

How to Access the GRG ACTOS Client Portal:

- Open your internet browser and go to <https://portal.garrettsongroup.com>.
- Existing Portal clients must use their current username and password to access the system. Once logged in, ACTOS will appear as a new selection on the drop down menu for the Mass Tort Dashboard.
- New Portal users must select the “retrieve password” button from the Client Portal Login Page. Enter your email address, and an email prompt will arrive with your current password. **If you do not receive an email within a few minutes, please check your spam folder.** Once logged in, new users may update their password.

If you encounter an error message or have any difficulties accessing information on the Portal, please send an email to actoslra@garrettsongroup.com and we will assist you with resolving the problem. Please be sure to copy and paste the error message into your email and include a detailed description of what you were trying to do when you encountered the error.