

GUIDELINES FOR CREATION AND SUBMISSION OF CLAIMS PACKAGES

Deadline for Claims Package Submission: July 1, 2008

1.	Method of Submission. The Claims Administrator can process Claims Packages in hard-copy or electronic form. However, the preferred method for submission of a Claims Package is to do so electronically using the Adobe PDF format, rather than mailing or delivering them in hard copy form. These Guidelines describe how to prepare and submit Claims Packages electronically. Following these Guidelines, while not required, will expedite the processing of the claim.
2.	Gather All Required Components of Claims Package for Each Claimant. The following documents are required in a Claims Package: <ul style="list-style-type: none">a) Event records;b) Follow-up records (as required by Exhibit 1.3.1 to the Settlement Agreement);c) Proof of Use;d) Complete Claims Form (the Claims Administrator will not begin review of a Claim until a Claims Form is submitted); if you submit a Claims Form on-line and use the electronic signature, then you will not need to print or submit a hard copy of the Claims Form to the Claims Administrator;e) Certification of Claimant’s Counsel or Custodian of Records for non-LMRD records;f) Profile Form (as defined in Section 17.1.71 of the Settlement Agreement) (“Profile Form”) Gather these required documents and prepare to create Adobe files in accordance with Items 4 and 5 below.
3.	Vioxx Pill Count Calculator. Although not required by the Settlement Agreement, you may include the Pill Count Calculator you have completed for each Claimant in the Claims Package you submit. You may convert the Excel Pill Count Calculator into Adobe and send the Adobe version in the package in accordance with items 4 and 5 below.
4.	Create a Master Folder. Create a Master Folder on your computer or server for each claimant to serve as that Claimant’s Claims Package. Put the Vioxx Claim Number (“VCN”) at the beginning of the Master Folder name when you name that folder. The Claims Administrator provided the seven digit VCN for each Claimant in your Claimant Spreadsheet returned to you after you sent in your Registration Affidavit and initial Claimant Spreadsheet. Do not put “VCN” in the title, but just include the actual number (<i>e.g.</i> , 1234567). Place a dash (-) after the VCN and then put the Claimant’s Last Name, and First Name. Do not put any spaces on either side of the dash. Example: 1234567-Doe Jane.
5.	Create Subfolders. Create subfolders within the Master Folder for each component of the Claims Package and name them: <ul style="list-style-type: none">a) Event Records;b) Follow-up Records;c) Proof of Use;d) Claims Form;e) Certification;f) Profile Form;g) Vioxx Pill Count Calculator (optional).

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6.	<p>Use Bookmarks and Highlighting within Document. After you have created your subfolders and have placed the Adobe documents in them, you may take advantage of the bookmark and highlighting features in Adobe to help facilitate the review of your claim. Items 7-10 describe specific items to highlight for each component of the claim.</p>
7.	<p>For MI/SCD Claims.</p> <ul style="list-style-type: none">a) Proof of the MI or SCD. Bookmark the relevant records that support this diagnosis as defined by Exhibit 2.2.1.1. Highlight the date of the Eligible Event and the entries in the records that support the Event.b) Death. Bookmark the death certificate and any autopsy records.c) Ejection Fraction. Bookmark every nuclear isotope study and echocardiogram test and highlight the date of the test and the Ejection Fraction.d) CABG. Bookmark the medical records and highlight any complications and the date.e) Hospital Stays. Bookmark these records and highlight the admittance date, the discharge date, and any applicable diagnoses.f) PTCA/Stent/Angioplasty/Pacemaker/Defibrillator/Catherization. Bookmark the records for each applicable procedure and highlight the date(s) and discharge summary for each event.
8.	<p>For IS Claims.</p> <ul style="list-style-type: none">a) Proof of the IS. Bookmark the relevant records that support the IS diagnosis as defined by Exhibit 2.2.1.1. Highlight the date of the Eligible Event and the entries in the records that support the Event.b) Death. Bookmark the death certificate and any autopsy records.c) Disability Records. Bookmark and highlight all medical records or diagnoses showing disabilities and required assistance for all BADLs or IADLs outlined in Exhibit 3.2.1.
9.	<p>Proof of Use.</p> <ul style="list-style-type: none">(a) Pharmacy Records. Bookmark all pharmacy records showing Vioxx prescriptions. Highlight the drug name, the date, and the total number of pills dispensed for each entry.(b) Contemporaneous Medical Records when Pharmacy Records Destroyed. Bookmark all contemporaneous medical records and highlight the drug name, the date, and dosage information. Bookmark all applicable affidavits or notarized evidence from all applicable pharmacies as required by Exhibit 2.2.2 that pharmacy records evidencing the prescription of Vioxx no longer exist and stating the reason such records do not exist.(c) Samples. Bookmark contemporaneous documentation in physician or hospital records and highlight notations showing samples given and the specific quantity.
10.	<p>Risk Factor Adjustments. Bookmark and highlight all applicable medical records and diagnoses that demonstrate any MI/SCD or IS Risk Factors as enumerated and defined in Exhibit 3.2.1. Also, bookmark and highlight any information that minimizes the impact of any applicable Risk Factors (e.g., evidence of controlled cholesterol, diabetes, hypertension, etc. or Regular Smoking instead of Extreme Smoking).</p>

