

# **Instructions for Creating and Editing a Neutral Profile**

1. Go to <https://drcases.healthlawyers.org/drs/AppPages/Neutral.aspx>
2. Click on “Register”

## AHLA Dispute Resolution Service

Log In

Register

Forgot Password

First time users: Please click on Register and create a user name and password.  
AHLA Members: Your member user name and password will not work on this site.

User name:

Password:

Sign In

Rectangular Snip

Sign me in automatically

### 3. Complete Required Fields

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Log In

Register

Forgot Password

## User Registration

\* All fields required

**User Name:**

Use letters and numbers only. No special characters such as #, &, \*, etc

**Password:**

Min. 8 characters to include 1 upper case, 1 number and 1 special character other than & and ?

Rectangular Snip

User Name:

Password:

Confirm Password:

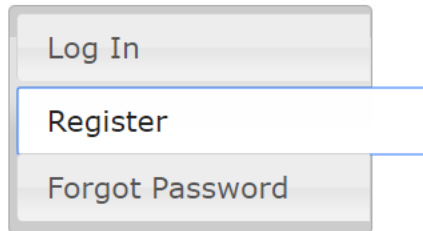
First Name:

Last Name:

Email:

Create User

## 4. Click on Create User



Log In

Register

Forgot Password

## User Registration

\* All fields required

**User Name:**

Use letters and numbers only. No special characters such as #, &, \*, etc

**Password:**

Min. 8 characters to include 1 upper case, 1 number and 1 special character other than & and ?

Rectangular Snip

User Name:

Password:

Confirm Password:

First Name:

Last Name:

Email:



Create User

## 5. Enter the new User Name and Password you just created and click on Sign In

Log In

Register

Forgot Password

First time users: Please click on Register and create a user  
AHLA Members: Your member user name and password v

User name:

Password:

Sign me in automatically

Sign In



## 6. Click on Create Profile

The screenshot shows the AHLA Dispute Resolution Service interface. At the top, there is a blue header with the text "fake name" and a "Browse Page" button. Below the header, the page title is "AHLA Dispute Resolution Service" and the current page is "Neutral Profile". A "Home" button is visible in the top right corner. A prominent red arrow points to a "Create Profile" button located in the center of the page. Below this button, there are two sections: "Neutral Profiles" and "Profile Uploads". Each section includes a search bar, a "Search" button, and a message stating "No data was found for the selected view. Choose another view or modify your data selection criteria." The "Neutral Profiles" section has a page size of 1, while the "Profile Uploads" section has a page size of 30. Both sections also feature pagination controls and a "Refresh" button.

7. Fill in the blanks as appropriate. The more information you provide about your subject matter expertise, training, and other qualifications, the more likely you are to be selected.

The image shows a web browser window titled "Neutral Form" for the AHLA Dispute Resolution Service. The page header includes the AHLA logo and the text "Dispute Resolution Service". A red asterisk indicates that fields marked with an asterisk are required. At the top right, there are three buttons: "Save as Draft", "Submit", and "Cancel". Below the buttons, there is a block of instructions: "Instructions To increase your chances of being selected, please complete this form carefully and upload a resume. You can update your information at any time, as often as you wish. However, once the AHLA proposes you as a neutral for a particular case, you cannot charge more than the rate on the profile viewed by the parties. Questions? Contact us at 202-833-0762 or DRS@HealthLawyers.org." The main section of the form is titled "Contact Information" and contains several input fields: a dropdown menu for "Prefix", text boxes for "First Name", "Last Name", "Title", "Organization", "Office Phone", "Cell Phone", "Fax", and "Email". The "Address Line 1:" field is partially visible at the bottom.

**Important:** If you need to turn to some other task before you complete the profile, click on Save as Draft. For security reasons, your session will time out and you will lose any unsaved data. When you log back in, click on Edit Profile to resume completing your profile.

8. These fields are critical—parties want to know if you are genuinely familiar with a subject area



The screenshot shows a form titled "Health Law Expertise" with a sub-section "PROVIDER-PROFESSIONAL RELATIONS". It contains three unchecked checkboxes: "Credentialing/Medical Staff Relations", "Reimbursement", and "Quality/Peer Review". Below these is a text input field labeled "My expertise is derived from". At the bottom, there is a sentence "I devote [ ] % of my practice as an attorney or neutral to this area/these areas of law." with a small input box for the percentage. Two red arrows originate from the text above: one points to the "My expertise is derived from" text box, and the other points to the percentage input box.

Indicate where your expertise truly lies, and what it is derived from.

9. After completing all the relevant fields, click on

**Submit**

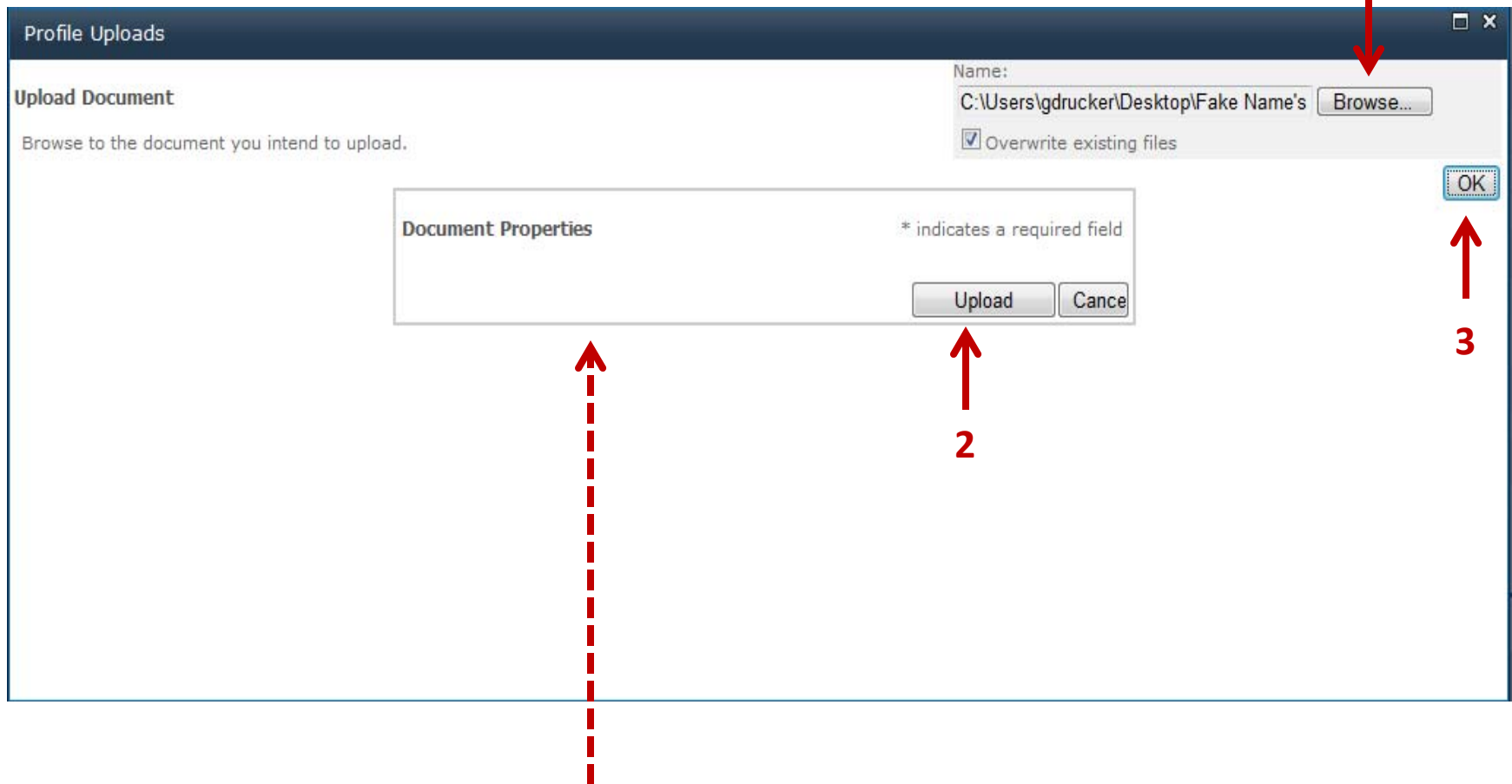


10. After completing a profile, you must upload a resume



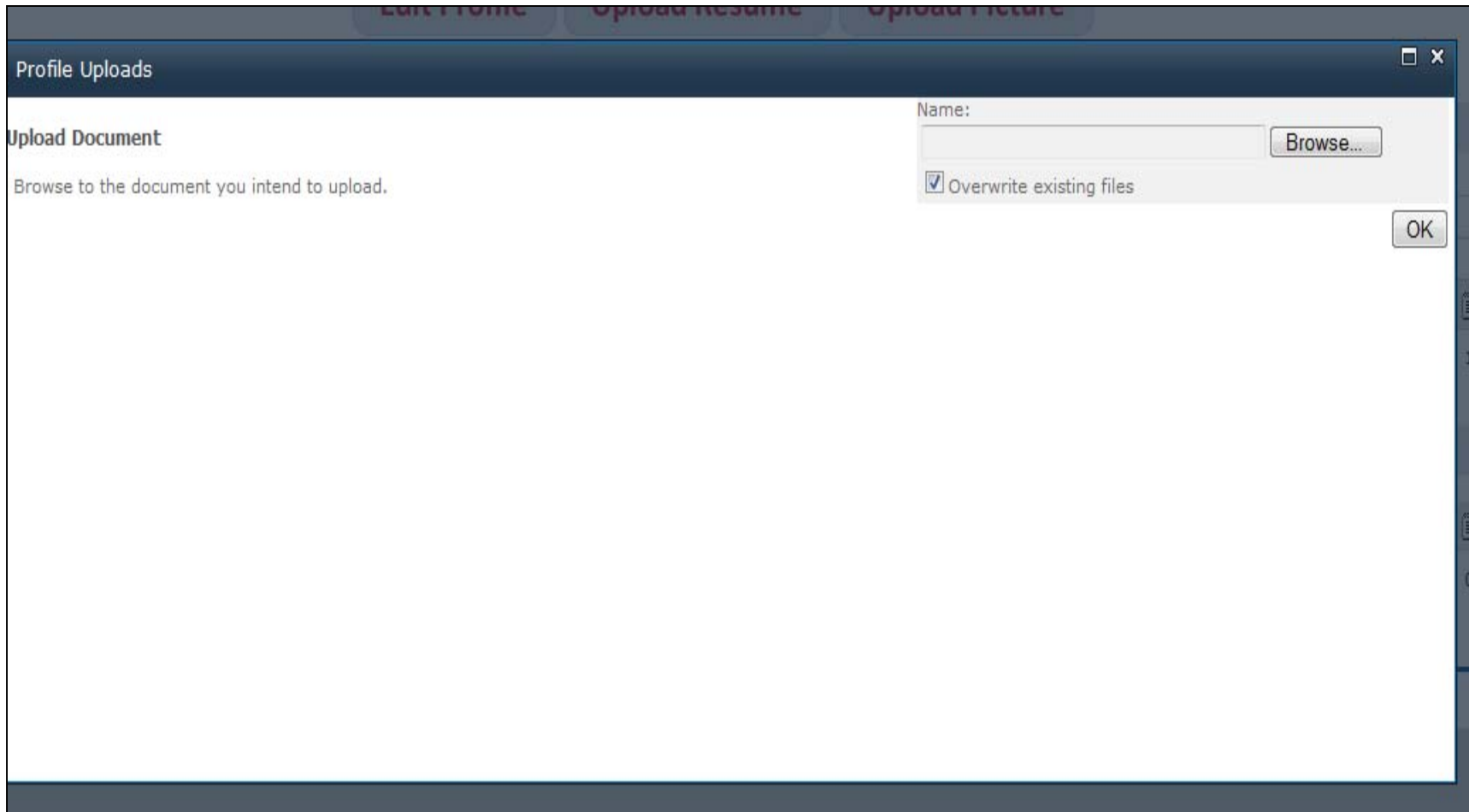
The screenshot shows the 'Neutral Profile' page in the AHLA Dispute Resolution Service. At the top, there is a blue header with 'fake name' and a 'Browse Page' button. Below the header, the 'AHLA Dispute Resolution Service' logo is visible, along with a 'Home' button. The main content area features three buttons: 'Edit Profile', 'Upload Resume', and 'Upload Picture'. Below these buttons is a table titled 'Neutral Profiles' with columns for 'FIRST NAME', 'LAST NAME', 'EMAIL', and 'LAST MODIFIED'. The table contains one row with the date '3/7/2014'. Below the table is a pagination control showing 'Page: 1 of 1' and 'Page size: 1'. Another section titled 'Profile Uploads' is shown below, with a message stating 'No data was found for the selected view. Choose another view or modify your data selection criteria.' and a pagination control showing 'Page: 1 of 1' and 'Page size: 30'.

11. Click on Browse to locate your resume on your computer, then click OK.

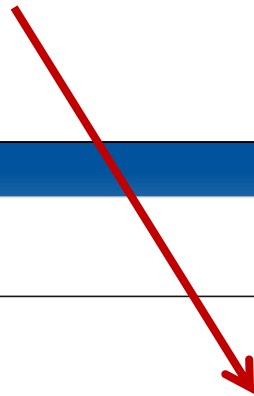


12. After you click on OK, this box will pop up. Click on Upload

13. Click on the “x” in the top right hand corner to exit the Upload menu



14. Click here to upload a picture.



The screenshot shows the AHLA Dispute Resolution Service user profile page. At the top, there is a blue header with 'fake name' and 'Browse Page'. Below the header, the 'AHLA Dispute Resolution Service' logo is visible. The main content area is titled 'Neutral Profile' and includes a 'Home' button. Three buttons are prominently displayed: 'Edit Profile', 'Upload Resume', and 'Upload Picture'. Below these buttons, there is a section for 'Neutral Profiles' with a search bar and a table. The table has columns for 'FIRST NAME', 'LAST NAME', 'EMAIL', and 'LAST MODIFIED'. A single row is visible with the date '3/7/2014'. Below the table, there are navigation controls including 'Page: 1 of 1', 'Go', 'Page size: 1', and 'Ok'. The bottom section is titled 'Profile Uploads' and contains a message: 'No data was found for the selected view. Choose another view or modify your data selection criteria.' This section also has navigation controls showing 'Page: 1 of 1', 'Go', 'Page size: 30', and 'Ok'.

This step is recommended if you do not have a picture on your resume, but is not required. Follow the same steps used to upload a resume.

To view and/or print your profile and resume click on the magnifying glass icon.

fake name Browse Page

**AHLA** Dispute Resolution Service

Neutral Profile Home

Home

Edit Profile Upload Resume Upload Picture

Neutral Profiles

Actions  Search

	FIRST NAME	LAST NAME	EMAIL	LAST MODIFIED
<input type="checkbox"/>				3/7/2014

Refresh |

Page: 1 of 1 Go Page size: 1 Ok Item 1 to 1 of 1

Profile Uploads

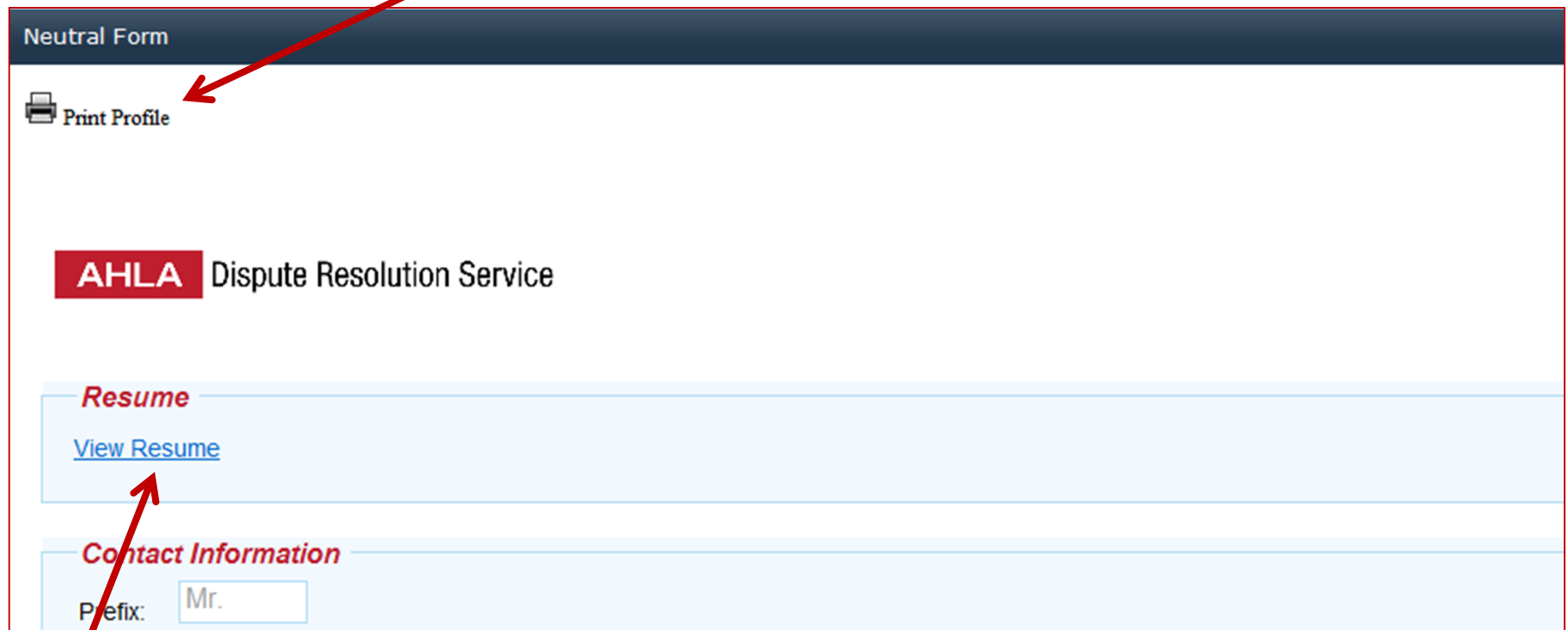
Actions  Search

No data was found for the selected view. Choose another view or modify your data selection criteria.

Refresh |

Page: 1 of 1 Go Page size: 30 Ok Item 0 to 0 of 0

You will see your profile in exactly the same format as the parties will see it in the Case Management System. Click here to print your profile.



The screenshot shows a web interface for a user profile. At the top, there is a dark blue header with the text "Neutral Form". Below the header, there is a "Print Profile" button with a printer icon. A red arrow points from the text above to this button. Below the button, there is a red box with the text "AHLA" followed by "Dispute Resolution Service". Underneath, there are two light blue sections. The first section is titled "Resume" and contains a "View Resume" link. A red arrow points from the text below to this link. The second section is titled "Contact Information" and contains a "Prefix:" label and a dropdown menu with "Mr." selected.

Click here to view your resume

You can edit your profile or add a new resume or picture at any time. Just log in using the same link, user name, password you used to create profile or go the case management system portal: [drcases.healthlawyers.org](https://drcases.healthlawyers.org). If you forgot your password, please use the Forgot Password feature on the login screen. **Creating a new account will not work.**

When you add a new resume or picture, the system will automatically replace the old one with the new one. You do not need to delete the old resume or picture.

**Thank you for serving  
as an AHLA Neutral**