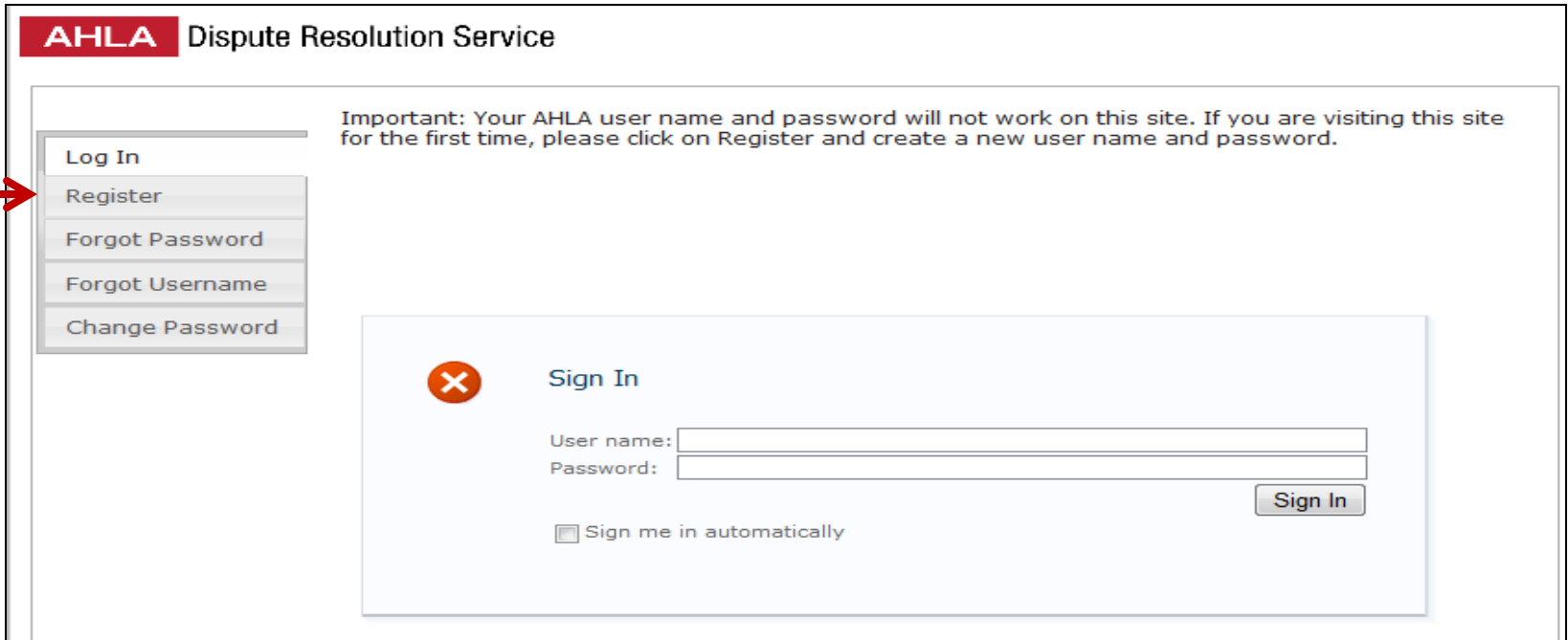


Instructions for Creating a Neutral Profile

1. Go to <http://drcases.healthlawyers.org/nep>

2. Click on “Register”



AHLA Dispute Resolution Service

Important: Your AHLA user name and password will not work on this site. If you are visiting this site for the first time, please click on Register and create a new user name and password.

- Log In
- Register**
- Forgot Password
- Forgot Username
- Change Password

Sign In

User name:

Password:

Sign me in automatically

3. Enter a User Name, Email Address, and Password

AHLA Dispute Resolution Service

Log In
Register
Forgot Password
Forgot Username
Change Password

Register

All fields required

Message Center:

Username:
Letters and numbers only. No special characters such as # or *

Check User

Email:

Password:
Min. 8 characters including 1 capitol letter, 1 number, and 1 symbol other than & and ?
(e.g. “#1Neutral”)

Confirm Password:


Register Account

The password must comply with these instructions. It is the same password you will later use for accessing case information, so security requirements are high.

The user name may not contain special characters

4. Click on Log In

AHLA Dispute Resolution Service



- Log In
- Register
- Forgot Password
- Forgot Username
- Change Password

Register

All fields required

Message Center: [The account has been created. Please click on "Log In" now to access the site.](#)

Username:

Check User **Available**

Email:

Password:

Min. 8 characters including 1 capitol letter, 1 number, and 1 symbol other than & and ?
(e.g. "#1Neutral")


Confirm Password:

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

AHLA Dispute Resolution Service

Important: Your AHLA user name and password will not work on this site. If you are visiting this site for the first time, please click on Register and create a new user name and password.


- Log In
- Register
- Forgot Password
- Forgot Username
- Change Password

 **Sign In**

User name:

Password:

Sign me in automatically



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" link. Below the header, the "AHLA Dispute Resolution Service" logo is visible, followed by the "Neutral Profile" section. A "Home" button is located in the top right corner of this section. A prominent red arrow points to a "Create Profile" button in the center of the page. Below this, there are two sections: "Neutral Profiles" and "Profile Uploads". Each section has a search bar and a "Search" button. Both sections display a message: "No data was found for the selected view. Choose another view or modify your data selection criteria." Below the messages are navigation controls, including a "Refresh" button, icons for document actions, and pagination information. For "Neutral Profiles", the pagination shows "Page: 1 of 1", "Go", "Page size: 1", "Ok", and "Item 0 to 0 of 0". For "Profile Uploads", the pagination shows "Page: 1 of 1", "Go", "Page size: 30", "Ok", and "Item 0 to 0 of 0".

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". At the top left, there is a red box with the text "AHLA" followed by "Dispute Resolution Service". Below this, a red asterisk is followed by the text "* indicates a required field". On the right side, there are three buttons: "Save as Draft", "Submit", and "Cancel". Below the buttons, there is a paragraph 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." Below the instructions, there is a section titled "Contact Information" in red. This section contains several input fields: "Prefix:" with a dropdown menu, "First Name:", "Last Name:", "Title:", "Organization:", "Office Phone:", "Cell Phone:", "Fax:", "Email:", and "Address Line 1:".

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 after four hours 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 web 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 [input] % of my practice as an attorney or neutral to this area/these areas of law." with a small input box for the percentage. A red arrow points from the top of the page down to the "My expertise is derived from" field, and another red arrow points from the top of the page down 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



fake name ▾ Browse Page

AHLA Dispute Resolution Service Home

Neutral Profile





 Home

Edit Profile **Upload Resume** **Upload Picture**

Neutral Profiles

Actions ▾ Search

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





Refresh |    

Page: 1 of 1 Page size: 1 Item 1 to 1 of 1

Profile Uploads

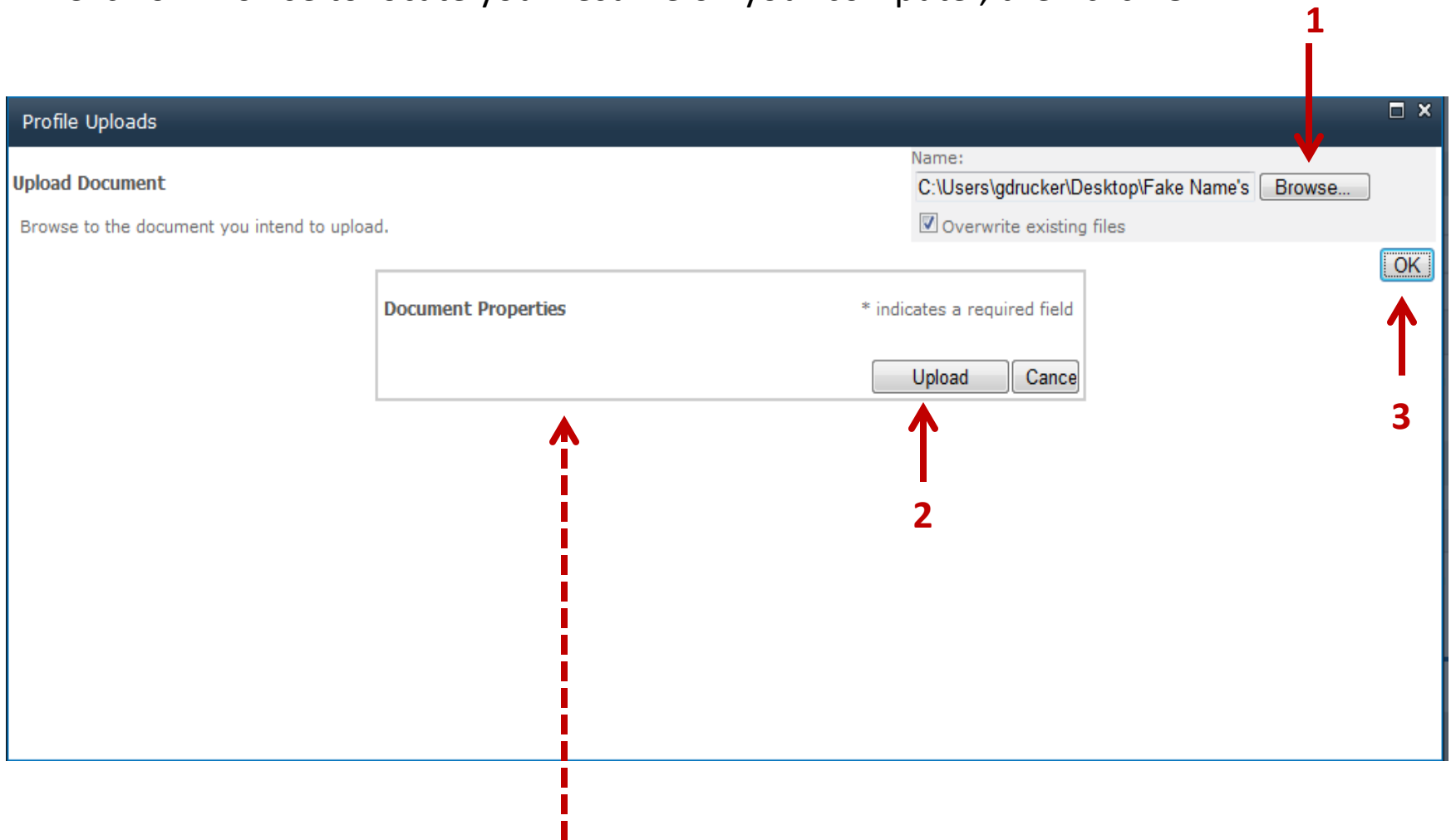
Actions ▾ Search

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

Refresh |    

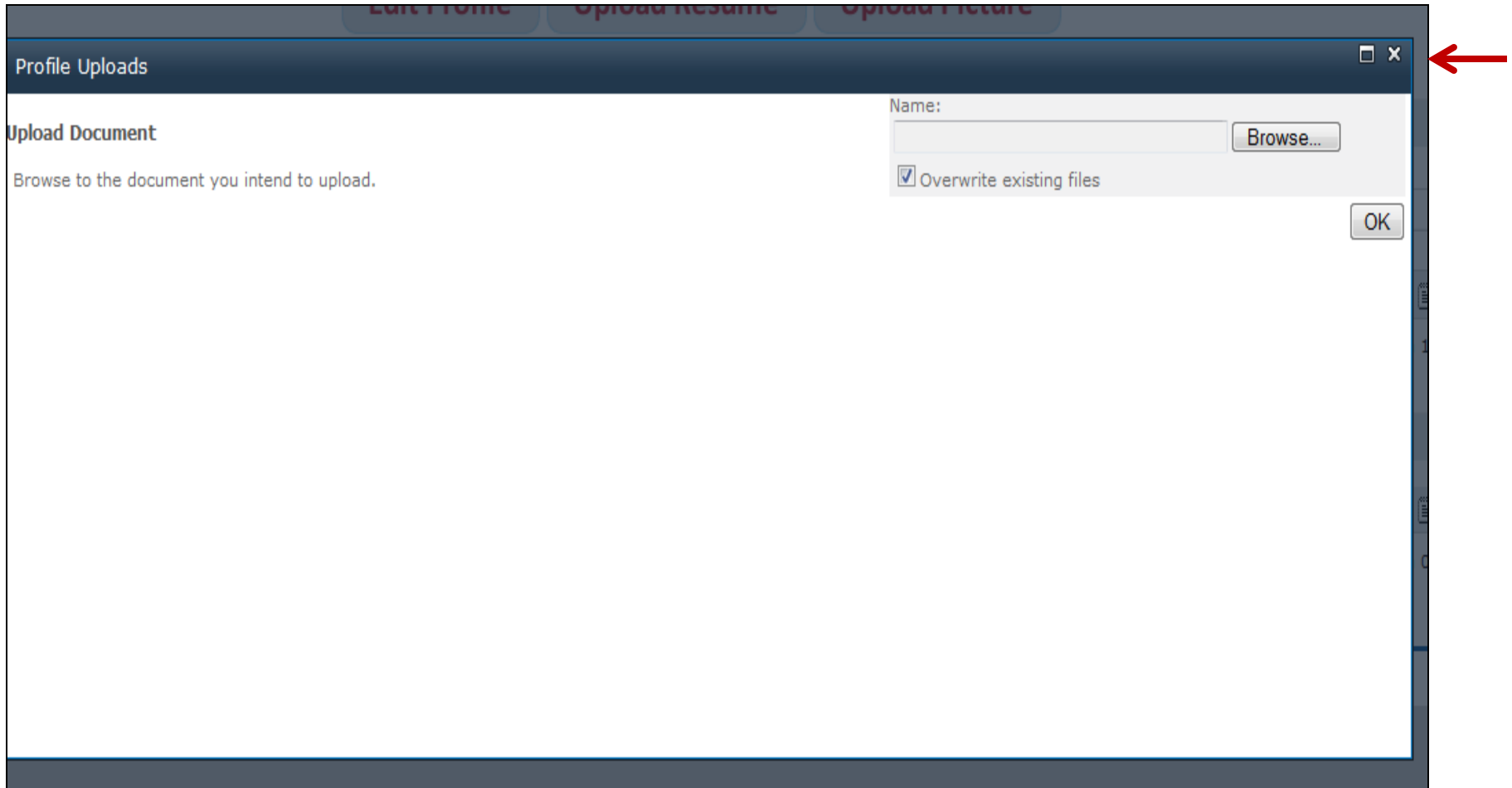
Page: 1 of 1 Page size: 30 Item 0 to 0 of 0

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

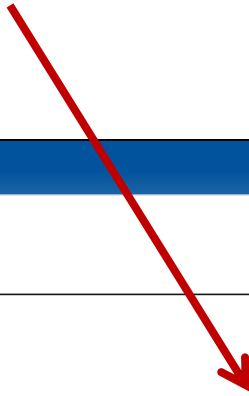


12. After you click on OK, this box will pop up. Click on Upload

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



14. Click here to upload a picture.



fake name Browse Page

AHLA Dispute Resolution Service

Neutral Profile Home

Home

Edit Profile Upload Resume **Upload Picture**

Neutral Profiles

Actions Search

<input type="checkbox"/>	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 |

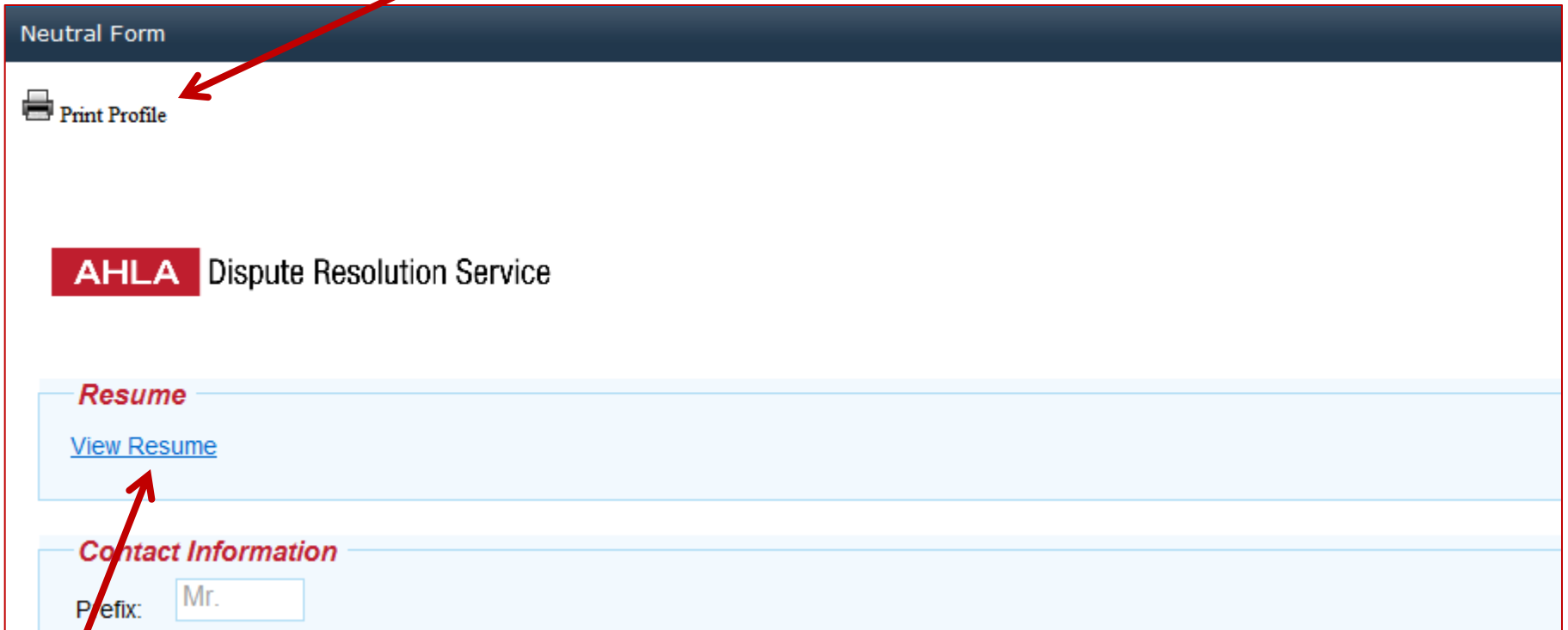
Page: 1 of 1 Go Page size: 30 Ok Item 0 to 0 of 0

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.

The screenshot shows the AHLA Dispute Resolution Service Neutral Profile page. At the top, there is a blue header with the user's name 'fake name' and a 'Browse Page' button. Below the header, the 'AHLA Dispute Resolution Service' logo is displayed. The main content area is titled 'Neutral Profile' and includes a 'Home' button, a 'Home' icon, and three buttons: 'Edit Profile', 'Upload Resume', and 'Upload Picture'. Below these buttons is a section titled 'Neutral Profiles' with an 'Actions' dropdown, a search input, and a 'Search' button. A table with columns 'FIRST NAME', 'LAST NAME', 'EMAIL', and 'LAST MODIFIED' is shown. The first row contains a magnifying glass icon, a checkbox, and the date '3/7/2014'. Below the table is a navigation bar with 'Page: 1 of 1', 'Go', 'Page size: 1', 'Ok', and 'Item 1 to 1 of 1'. 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.' Below this is another navigation bar with 'Page: 1 of 1', 'Go', 'Page size: 30', 'Ok', and 'Item 0 to 0 of 0'. A red arrow points from the top right towards the magnifying glass icon in the table.

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.

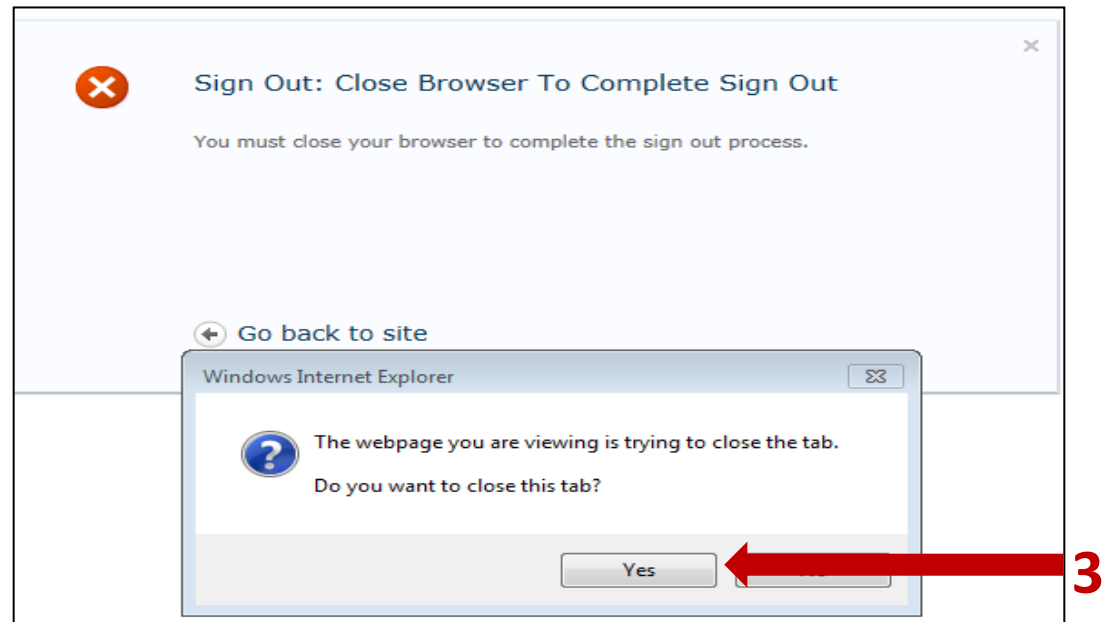
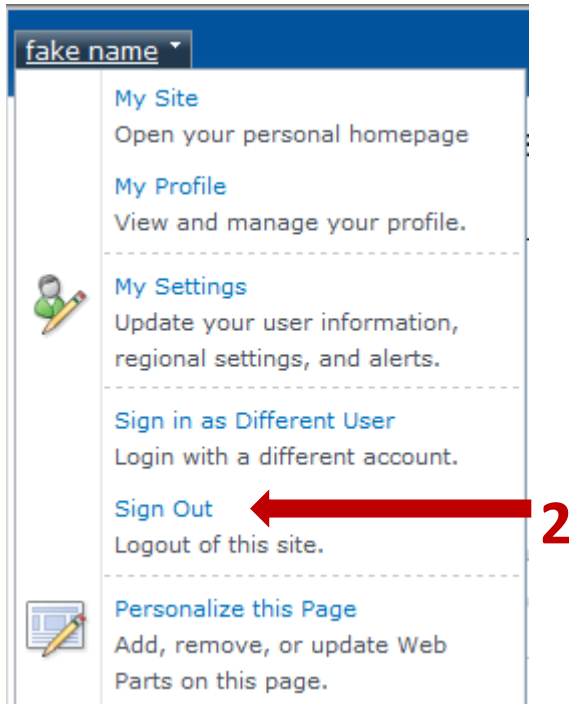
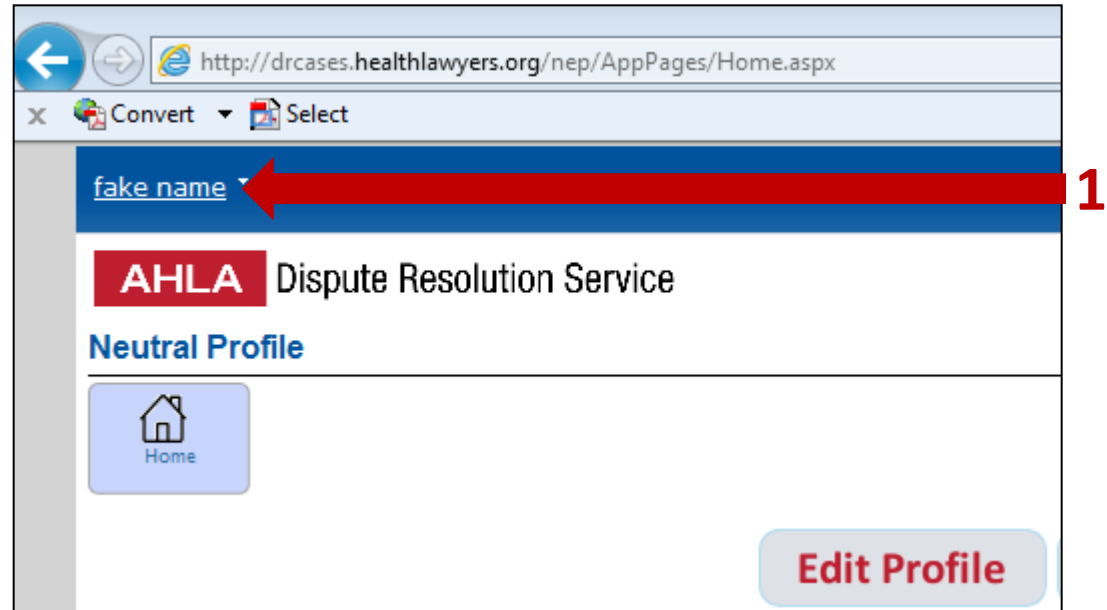


The screenshot shows a web interface for a user profile. At the top, there is a dark blue header with the text "Neutral Form". Below the header, on the left side, there is a printer icon followed by the text "Print Profile". A red arrow points from the top of the page down to this "Print Profile" link. In the center of the page, there is a red rectangular box containing the text "AHLA" in white, followed by the text "Dispute Resolution Service". Below this, there are two light blue horizontal panels. The first panel is titled "Resume" in red and contains a blue underlined link "View Resume". A red arrow points from the bottom of the page up to this "View Resume" link. The second panel is titled "Contact Information" in red and contains a label "Prefix:" followed by a text input field containing the text "Mr."

Click here to view your resume

Important!

For security purposes, please sign out after you create or edit your profile.



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