

# Managing Pennsylvania's Worker's Compensation Program

Information for Attorneys/Law Firms regarding  
the Workers' Compensation Automation and  
Integration System (WCAIS)



# Agenda

WCAIS Overview

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Common Functions

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Attorney/Law Firm Specific Functions

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Resources

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# WCAIS Overview



## Purpose of This Overview

- Understand how the implementation of a new computer system by the Pennsylvania Department of Labor & Industry impacts attorneys/law firms who represent all involved parties throughout the petition process
- Provide information to attorneys/law firms on how to register and use general functions of WCAIS
- Provide specific information relevant to attorney/law firm administrators on WCAIS functionality
- Identify additional resources for support when using WCAIS

# A Change for the Better



Before WCAIS, attorneys/law firms interaction was limited:

- File and submit documents by mail
- Limited electronic interaction

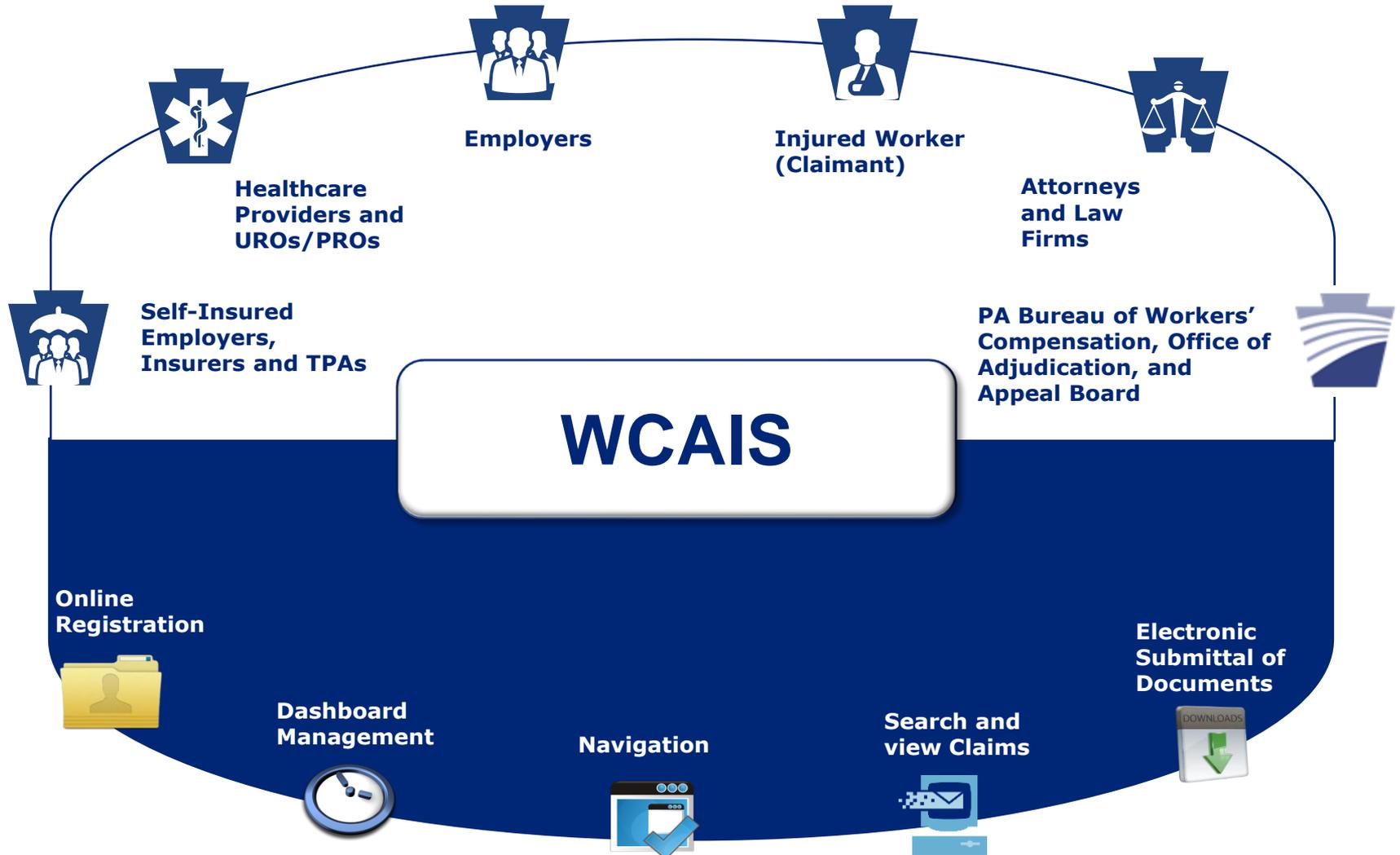


Now, attorneys/law firms can submit data electronically using WCAIS!

**The web-based system will provide users with "24/7" electronic access and availability of online services**

The workers' compensation community will have access to all matters including claims, disputes and appeal information.

# Workers' Compensation Services Management Enabled by WCAIS



# Common Terms

WCAIS Term	Old Term/s	Definition
<b>Dispute</b>	Case	Created when a petition is filed, a party requests mediation, or an administrative appeal is approved for litigation. The decision is now made at the dispute level.
<b>Dispute Summary</b>	Case File	Contains and stores the case information relevant to a dispute.
<b>Claimant/Employee</b>	Employee, Interested Party, Claimant	Injured worker prior to claim, after claim is created or after appeal is filed
<b>Insurer</b>	Insurance Carrier, Carrier	Group Self-Insurer, SWIF, Self-Insurer, Insurance Carrier
<b>Claim</b>	Claim	A single instance of a particular injury reported on a particular date
<b>Claim Summary</b>	Claim File	Contains and stores the claim information
<b>Petition</b>	Petition	Filed when an interested party requests an action taken by a WC Judge or Appeal Board
<b>Appeal</b>	Appeal	Filed when an associated party is not satisfied with the WC Judge's decision
<b>Appeal Summary</b>	Case File	Contains and stores the appeal information for WCAIS
<b>Employer/Defendant</b>	Employer	Employer

# User How-To-Guides

The screenshot shows the WCAIS login page. At the top left, there is a link for 'Páginas en español'. Below it are links for 'Help' (circled in red) and 'Accessibility'. The main login area is a large arrow-shaped box containing a 'Keystone Key' icon, a 'Keystone ID' input field, a 'Password' input field, and a 'Login' button. Below the login area are links for 'Are you a New User?', 'Forgot Your Password?', and 'Forgot Your Keystone ID?'. At the bottom, there is a dark blue box titled 'FAQs' with a list of links: 'Claimant/Employee FAQs', 'Claimant Dependent FAQs', 'Defendant/Employer FAQs', 'Attorney FAQs' (highlighted with a red box), 'Insurer FAQs', 'Healthcare Provider FAQs', 'TPA FAQs', 'URO/PRO FAQs', and 'SI Group Fund FAQs'.

- For every function in WCAIS discussed in this presentation there are how-to-guides (HTGs) available for users to use and follow for step-by-step directions for each process
- The HTGs and FAQs are available from the homepage of WCAIS ([www.wcais.pa.gov](http://www.wcais.pa.gov)). Access the online help center either below the keystone key log-in section or in the upper right-hand corner of the screen
- Relevant HTGs will be listed throughout this presentation as they relate to the processes discussed

# Common User Functions



# Features of WCAIS

	<b>Register for WCAIS</b>
	<b>Dashboard Management</b>
	<b>Navigate WCAIS</b>
	<b>Search/View Claims</b>
	<b>Upload Documents</b>

# Register for WCAIS

The online registration process provides users with a “Keystone ID” and password, a unique set of credentials that is used to access the Workers’ Compensation Automation and Integration System (WCAIS).

***HTG: “Self-Register to Get an Account (Keystone ID and Password): ‘Attorney’ and ‘Law Firm’”***

FYI: Attorneys must also present their Pennsylvania credentials and photo identification at a WCOA judges office or at the BWC Helpline to be approved to use WCAIS.





# Register for WCAIS

- To access WCAIS, attorneys must first complete the online registration process at the homepage, <https://www.wcais.pa.gov>
- Select **Are You a New User?** and follow the prompts
- Attorneys can establish users in distinct role categories including:
  - 1. Administrative user**
    - Verify and approve user requests for all non-administrative users
    - Reset passwords for users within the firm
    - Modify user profiles
    - Attorneys are encouraged to have more than one administrative user
  - 2. Non-administrative user**
    - Granted access through a registration PIN provided by administrative user
    - Most staff are assigned non-administrative user roles

Keystone Key

Keystone ID

Ex. b-joansmith0

Password

Login

[Are you a New User?](#)

[Forgot Your Password?](#)

[Forgot Your Keystone ID?](#)

Attorneys must also present their Pennsylvania credentials and photo identification in person within two weeks of registration to be approved to use WCAIS:

- Visit [BWC Helpline](#)
- Visit a [WCOA Judges' Office](#) during regular business hours

# Dashboard Management

After logging into WCAIS, attorney/law firm users are automatically directed to the dashboard as the starting point for all functions. The dashboard is a 'key task' management tool. It contains alerts, correspondence and upcoming events. Quick links also display according to the assigned login. Functionality exists to add or remove customized dashboard items.

*HTG: "Manage Your Dashboard"*



# Dashboard Management



WORKERS' COMPENSATION AUTOMATION AND INTEGRATION SYSTEM

[Home](#) [Help](#)

DIANE PLUNKARD [Logout](#)

[Search](#) [Helpline](#) [My Matters](#) [WCAB](#) [WCOA](#) [Healthcare](#) [UEGF](#) [Profile](#)

[Dashboard](#)

## Dashboard

**Alerts:** 1.

Date	Alerts
No Data Found	

**Correspondence:** 2.

Document Type	Case #	Date Sent
<a href="#">Answer Proof of Service</a>	DISPUTE NUMBER - 2448848	8/24/2013
<a href="#">Notice of Continuance</a>	APPEAL CASE NUMBER - A13-0448	
<a href="#">Assignment Notice</a>	DISPUTE NUMBER - DSP-2851886-5	8/6/2013
<a href="#">Certification Of Utilization Review Request</a>	UR-85	
<a href="#">Decision Order</a>	DISPUTE NUMBER - DSP-4155925-1	

1 2 3 4 5 6 7 8 9 10 ...

Quick Links

[File a WCAB Appeal/Petition](#)

Additional Dashboard Items:

My Claims

[Add Item](#)

**My Claims:**

Claim Number	Claimant/Employee Name	Defendant/Employer Name	Date Of Injury	Status
<a href="#">1053832</a>	Peters, Stephen	JF SEBASTIAN AND SON	9/12/1990	Compensable
<a href="#">153597</a>	STEFANIDE, CLIFFORD	ALLENTOWN SCHOOL DISTRICT	3/13/1992	Compensable
<a href="#">2582993</a>	ARNDT, GREGORY	ELWYN, INC.	7/23/2003	Closed
<a href="#">2438468</a>	PROCTOR, Stacy	SABRE HOLDINGS CORPORATION	8/11/2000	Compensable
<a href="#">2200432</a>	CHANDLER, WAYNE	TARGET STORES	5/17/2000	No FROI

1 2 3 4 5 6 7 8 9 10 ...

[X Remove from Dashboard](#)

1. The alerts section displays messages to the users set by the commonwealth staff.

2. The correspondence section displays any correspondence sent by the commonwealth to the logged in user. The electronic correspondence is received in lieu of paper if that preference is set by the user.



# Dashboard Management

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## Dashboard

**Alerts:**

Date	Alerts
No Data Found	

**Correspondence:**

Document Type	Case #	Date Sent
<a href="#">Answer Proof of Service</a>	DISPUTE NUMBER - 2448848	8/24/2013
<a href="#">Notice of Continuance</a>	APPEAL CASE NUMBER - A13-0448	
<a href="#">Assignment Notice</a>	DISPUTE NUMBER - DSP-2851866-5	8/6/2013
<a href="#">Certification Of Utilization Review Request</a>	UR-85	
<a href="#">Decision Order</a>	DISPUTE NUMBER - DSP-4155925-1	

1 2 3 4 5 6 7 8 9 10 ...

**Quick Links**

[File a WCAB Appeal/Petition](#)

**Additional Dashboard Items:**

My Claims

**Add Item** 3.

**My Claims:** 4.

Claim Number	Claimant/Employee Name	Defendant/Employer Name	Date Of Injury	Status
<a href="#">1053832</a>	Peters, Stephen	JF SEBASTIAN AND SON	9/12/1990	Compensable
<a href="#">153597</a>	STEFANIDE, CLIFFORD	ALLENTOWN SCHOOL DISTRICT	3/13/1992	Compensable
<a href="#">2582993</a>	ARNDT, GREGORY	ELWYN, INC.	7/23/2003	Closed
<a href="#">2438468</a>	PROCTOR, Stacy	SABRE HOLDINGS CORPORATION	8/11/2000	Compensable
<a href="#">2200432</a>	CHANDLER, WAYNE	TARGET STORES	5/17/2000	No FROI

1 2 3 4 5 6 7 8 9 10 ...

**X Remove from Dashboard** 5.

3. The dashboard widgets can be customized by the logged-in user. The user can choose to see associated functions by selecting *Add Item* in the drop down menu.

4. The *My Claims* widget displays a summary of all claims that the logged-in user is affiliated with. The user can select the claims number and the system will display the summary for the selected claim.

5. The *Remove from Dashboard* widget can be selected to remove any dashboard items.

# Navigate WCAIS

From the dashboard, users can navigate WCAIS and perform specific attorney-related functions such as file WCOA and WCAB petitions and submit a UEGF notice. Users can submit a helpline ticket and update and change profile information.

FYI: Under the **Profile** tab, a user can indicate preferences for communications by mail or email as well as update associated addresses.





# Navigate WCAIS

- From the **Dashboard**, attorney/law firm users can perform the following functions:
  - Search for individuals, organizations, matters
  - View specified matters
  - File WCAB appeals/petitions
  - File WCOA petitions
  - View profile and update information
    - Select communication by mail or email
  - Search/View specified matters
    - Appeals, claims, WCAB petitions, hearing, opinion, disputes

# Search/View Matters

Attorney and law firm users can search and view all associated matters through the **Search Matter** link on the dashboard. This includes claims, appeals, disputes, petitions etc. that are associated with the attorney/law firm. The summary screen provides a comprehensive set of details about matter including history, interested parties and documents and correspondence.

*HTG: "Search/View Matters"*

FYI: Users can file a petition on a specific claim by selecting **Dispute** → **File a Petition** on the **Claim Summary**



# Search/View Matters



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Search Matter

- Appeal
- Claim
- Dispute
- Hearing
- Opinion
- WCAB Petition

- Users can view various matters from the dashboard including:
  - Appeals
  - Claims
  - Disputes
  - Hearings
  - Opinions
  - WCAB petitions
- Users can view matter details by clicking on the desired case number after conducting a search



# Search/View Matters

- To search/view one of these matters, users must:
  - Click search and enter one of three types of information:
  - Case or claim ID #
  - Claimant information
    - Defendant/employer name
    - Claim file date
  - Other information

1. **Search** Helpline My Matters WCAB WCOA Healthcare UEGF Profile Dashboard

### Search Claim

2. **Matter Info:**

Please enter the Claim ID # to search the matter.

Claim ID #:  ⓘ

Search Clear

3. **Claimant Info:**

Please enter at least one of the following fields:

- Workers' Compensation ID #
- Last Name and First Name

Workers' Compensation ID Number:

Last Name:  Starts With

First Name:  Starts With

City/Town:

State:  Zip Code:

Date Of Injury From:  To:

Search Clear

4. **Other Info:**

Please enter the Employer Name.

Note: If either the From date or To date is entered, select one of Claim File Date or Date Of Injury

Defendant/Employer Name:  Starts With

Claim File Date From:  To:

Search Clear



# Search/View Matters

- Users can perform the following functions from the **Claim Summary** screen:
  - View claim history
  - View interested parties
  - View injury details
  - File a petition through dispute
  - Request mediation through dispute
  - Appeal case information
  - View benefits information
  - Submit SFR application (LIBC-662)
  - View healthcare services request
  - View payment history
  - Submit LIBC forms through actions
  - View documents and correspondence


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Dashboard

## Claim Summary - External +Expand

WCAIS Claim #: 2513467
Claimant/Employer Name: **Stevens, ANDREA**
Defendant/Employer Name: **TRANS WORLD AIRLINES 8, INC.**

Claim Status: *suspended*
Date of injury: 11/19/2000

**Claim History**

**Interested Parties**

**Injury Details**

**Dispute**

**Appeal Case Information**

**Benefits Information**

**SFR Application**

**Healthcare Services Requests**

**Payment History**

**Actions**

**Documents and Correspondences**

**EDI Transaction**

Self-insured Employer: NO

Below are the Interested Parties and Associated Recipients for this Matter. The correspondence address can be updated by selecting "Change Address" option. A new address can be added by selecting the "Add Address" option.

**Interested Parties**

Name	Type	Correspondence Address	Email Address	Action	Add Address
<a href="#">DIANE M PLUNKARD D. ESQ.</a>	Claimant's Attorney	11 E Second St, Media, PA 19063-2905	wcais.test@gmail.com	<a href="#">Change Address</a>	<a href="#">Add Address</a>
<a href="#">ANDREA Stevens</a>	Claimant/Employee	4945 James Pl, Brookhaven, PA 19015-1009			
<a href="#">JOHN J MULDOWNEY</a>	Defendant's Attorney	140 S VILLAGE AVE STE 120, EXTON, PA 19341			
<a href="#">TRANS WORLD AIR LINES, INC.</a>	Defendant/Employer	PHILADELPHIA INTERNATIONAL AIRPORT, PHILADELPHIA, PA 19153			
<a href="#">AIG CLAIMS SERVICES, INC.</a>	TPA	PO Box 4050, Alpharetta, GA 30023-4050			

**Associated Recipients**

No Data Found

**Inactivated Interested Parties**

No Data Found

**Dependents**

No Data Found

# Upload Documents

Many functions in WCAIS require the user to upload supporting documents. Regardless of the path, the process to upload a document is consistent throughout the system.

*HTG: "Upload Documents"*

FYI: When users are uploading documents (e.g., exhibit) to an existing matter, the user searches for and selects the appropriate matter record. WCAIS directs the party to the appropriate screen and the user uploads the document in the **Claim** or **Dispute Summary**.





# Upload Documents

- When uploading documents through WCAIS, the screen will always display an **Upload Document** link:

1. Click "Upload Document" to expand section
2. Select the appropriate sub category
3. Select the appropriate document type
4. Click Browse to open the file upload screen
5. *Optional: Enter document description*
6. Click "Upload Document"
7. Click continue

Upload any document(s)

In order to file appeal on-line, a copy of the WCJ's Order must be uploaded:

[Upload Document](#) ⓘ 1.

Upload any document(s)

In order to file appeal on-line, a copy of the WCJ's Order must be uploaded:

[Upload Document](#) ⓘ

Document Sub Category: Select 2.

Document Type: 3.

Upload Documents:  Browse... 4.

Document Description:  5.

6.

7.



# Upload Documents

- WCAIS only accepts document files that are 10 megabytes or smaller in size
- ***Tips for Reducing the File Size***
  - Scan in black and white
  - Determine the lowest acceptable resolution
  - Divide large documents into several smaller documents
  - Limit a page's dimensions to its true size
  - Avoid using Optical Character Recognition (OCR)
  - Use the "Reduce File Size" feature in PDFs

# Attorney/Law Firm Specific Functions



## Features of WCAIS



**Request for Entry of Appearance**



**File a WCOA Petition**



**File a WCAB Petition**



**View and Manage Disputes**



**File IRE, UR and Med Fee Requests**



**File UEGF Notice**

# Request for Entry of Appearance

Attorney and law firm users can submit a **Request for Entry of Appearance** online through WCAIS.

*HTG: "WCOA Request for Appearance "*

FYI: After the user has been granted appearance, claim and dispute information will available to access.





# Request for Entry of Appearance

Manage My Matters

Request for Entry of Appearance

1.

- Users select **My Matters** → **Request for Entry of Appearance** on the **Dashboard**
- Information needed to complete process:
  - Claim number
  - Claimant information
  - Matter information



# Request for Entry of Appearance

## Follow the prompts to Request for Entry of Appearance:

1. Select the party on who's behalf the attorney is appearing
  - The screen will expand to show additional fields related to the chosen option
2. Press **Continue**
3. Press **Select Additional Matters** to include in the request that are related to the original claim
4. Click **Continue**

- Once submitted, WCAIS will submit the request to staff

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## Request for Entry of Appearance

Required fields are indicated by \*:

1. Complete Entry for Appearance Information

To submit a Request for Entry of Appearance, select a party below. Once a party is selected additional fields will display based on the Party type. Once all required information is completed, and the Request is submitted, it will be sent to staff for review.

2. Select Additional Matters

Please select the party on whose behalf you are entering your appearance\*: **SELECT**

- 1. **SELECT**
- Claimant/Employer
- Defendant/Employer
- Healthcare Professional
- Healthcare Provider
- Insurer

2. **Continue**

1. Complete Entry for Appearance Information

To submit a Request for Entry of Appearance, select a party below. Once a party is selected additional fields will display based on the Party type. Once all required information is completed, and the Request is submitted, it will be sent to staff for review.

2. Select Additional Matters

Please select the party on whose behalf you are entering your appearance\*: Claimant/Employer

WCAIS Claim Number\*:

Claimant/Employer WCID:  or Claimant's Last 4 SSN #:

Date of Injury\*:

Claimant/Employer First Name\*:

Claimant/Employer Last Name\*:

Claimant/Employer Date of Birth\*:

I certify that all parties have been notified of this request

4. **Continue**

**Back** **Cancel** **Continue**

# File a WCOA Petition

Attorney and law firm users can **File a WCOA Petition** through the dashboard. Depending on the type of petition, the attorney submits a petition by either uploading a document or entering information into WCAIS.

***HTG: "Submit WCOA Petition 'on Existing Claim' and 'Without a Claim'" and "File a WCAB Petition"***

FYI: The interested party must be logged into WCAIS and be a party associated with the claim or appeal board case.





# File a WCOA Petition

- To file a WCOA petition, either with or without a claim, users select **WCOA → Petitions → File a Petition** on the tool bar
- Information required to complete process
  - Associate claim information
  - Desired petition type
- The processes for filing different types of petitions vary, however there are common steps that are necessary for submitting petitions



# File a WCOA Petition

## Follow the prompts to **File a WCOA Petition**:

1. Enter one of three types of information in the associate claim screen and press search:
    - Matter, claimant or other info
  2. Select appropriate claim or press the **File Petition on Claim not Listed Above** link if the claim does not display
  3. Press **Select** and **Continue**
- WCAIS will display the **File Petition** screen

### Associate Claim

**Matter Info: 1.**

Please enter the Claim ID # to search the matter.

Claim ID #:

**Claimant Info: 1.**

Please enter at least one of the following fields:

- Workers' Compensation ID #
- Last Name and First Name

Workers' Compensation ID Number:

Last Name:  Starts With:

First Name:  Starts With:

City/Town:

State:  Zip Code:

Date Of Injury From:  To:

**Other Info: 1.**

Please enter the Employer Name.

Note: If either the From date or To date is entered, select one of Claim File Date or Date of Injury

Defendant/Employer Name:  Starts With:

Claim File Date From:  To:

### Search Results:

Select One	S.No	Claim #	Claimant/Employee Name	Defendant/Employer Name	File Date	Status	Date Of Injury
<input type="checkbox"/>	1	311119Z	SOHLORF, ANTHONY	PROSPECT PARK BOROUGH	3/13/2007	Suspended	1/24/2007
<input type="checkbox"/>	2	251340Z	Stevens, ANDREA	PIZZANO BROS CONCRETE PRODUCT	6/4/2003	Suspended	11/18/2000
<input type="checkbox"/>	3	251340Z	Stevens, ANDREA	TRANS WORLD AIRLINES, INC.	6/4/2003	Suspended	11/18/2000
<input type="checkbox"/>	4	3370801	SMITH, ANDRES	KIM'S UPTOWN GRILL INC	8/14/2008	Closed	8/10/2008

2.
2.



# File a WCOA Petition

- Follow the prompts to complete the **File a WCOA** Petition process:

1. Select the **Petition Type**
2. Press **Continue**

- Once the users selects the desired petition type, WCAIS saves the information and displays the appropriate screen. Refer to the **How to Guide** for specific petition type information

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## File Petition

Required fields are indicated by \*:

**Select Petition Type:**

Please select the type of Petition you would like to file below. If you are not filing a Claim Petition (LIBC-362), a Petition To/For (LIBC-378), a Petition for Review of Utilization Review Determination (LIBC-603), or a Petition for Physical Examination or Expert Interview of Employee (LIBC-499), you must download and complete the appropriate petition form. Click on this [link](#) for the petitions forms. If you need help determining what Petition type you would like to file, contact Helpline by calling 717-772-4447.

**Selected Claim:**

Claim Number	Claimant/Employee Name	Defendant/Employer Name	Date of Injury
3111197	SCHLORF, ANTHONY	PROSPECT PARK BOROUGH	1/24/2007

Select Petition Type\*:

1. **SELECT**
2. **Continue**

- SELECT
- Petition for Commutation (LIBC-34)
- Claim Petition (LIBC-362)
- Fatal Claim Petition (LIBC-363)
- Petition for Joinder (LIBC-376)
- Fatal Claim Petition for Compensation by Dependent for Death Resulting from OD (LIBC-386)
- Fatal Claim Petition for Compensation By Dependents for Death Covered by the PA OD Act (LIBC - 384)
- Occupational Disease Claim Petition (301i) (LIBC - 396)
- Petition for Review of Utilization Review Determination (LIBC - 603)
- Employee Challenge Petition (LIBC-751)
- Claim Petition for Additional Compensation from the Subsequent Injury Fund (LIBC - 375)
- Claim Petition for Benefits from UEGF (LIBC-550)
- Petition for Examination-Expert Interview (LIBC-499)
- Petition To/For (LIBC-378)

# File a WCAB Petition

Attorney and law firm users can **File a WCAB Petition** through the dashboard. Depending on the type of petition, the attorney submits a petition by either uploading a document or entering information into WCAIS.

*HTG: "File a WCAB Petition"*

FYI: The interested party must be logged into WCAIS and be a party associated with the claim or appeal board case.





# File a WCAB Petition



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[Dashboard](#)

[File WCAB Appeal/Petition](#)

- To file a WCAB petition, users select **WCAB** → **Petitions** → **File WCAB Appeal/Petition** or select a claim number in the **My Claims** widget on the **Dashboard**
- Information required to complete process
  - Associate claim information
  - Desired type of petition
  - Supportive documents
- The following types of WCAIS Petitions can be filed:
  - Commutation
  - Miscellaneous
  - Counsel fees
  - Supersedeas
  - Rehearing



# File a WCAB Petition

Follow the prompts to **File a WCAB Petition** through the claim summary screen:

1. Select **Appeal Case Information**
  2. Click **File Petition**
- WCAIS will display the **File Petition** screen

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## Claim Summary - External [+Expand](#)

WCAIS Claim #: 153597 Claimant/Employee Name: STEFANIDE, CLIFFORD Defendant/Employer Name: ALLENTOWN SCHOOL DISTRICT  
Claim Status: Compensable Date of Injury: 3/13/1992

[Claim History](#)

[Interested Parties](#)

[Injury Details](#)

[Dispute](#)

**1. [Appeal Case Information](#)**

[Benefits Information](#)

[SFR Application](#)

[Healthcare Services Requests](#)

[Payment History](#)

[Actions](#)

[Documents and Correspondences](#)

[EDI Transaction](#)

### Appeal Case Details

Appeal Number	Appeal Status	Appeal Filed By	Date Filed	Appeal Type	Commissioner	Opinion Date
<a href="#">A99-2119</a>	Closed	ALLENTOWN SCHOOL DISTRICT	7/12/1999	Appeal	FERGUS, HAROLD V	7/31/2001

### WCAB Petition Information

Petition Number	Status	Filed By	Date Filed	Commissioner	Opinion Date	Determination
<a href="#">SUPR-A99-2119-1</a>	Closed	ALLENTOWN SCHOOL DISTRICT	7/12/1999	FERGUS, HAROLD V		

**2. [File Petition](#)**



# File a WCAB Petition

- Follow the prompts to **File a WCAB Petition:**

- Select **Petition type**
- Enter **Petition Details** and upload supportive documents
- **Certify** and select **Manner of Service** for interested parties
- **Submit** Petition

- Once submitted, WCAIS will:

- Update the Petition status to **Pending Petition Review**
- Notify interested parties and WCOA

The screenshot shows the top navigation bar of the WCAIS website. It includes the Pennsylvania logo, the text 'pennsylvania WORKERS' COMPENSATION AUTOMATION AND INTEGRATION SYSTEM', and user information for 'DIANE PLUNKARD'. Navigation links include Home, Help, Search, Helpline, My Matters, WCAB, WCOA, Healthcare, UEGF, Profile, and Dashboard. A Logout button is also present.

## File Petition

Required fields are indicated by \*:

You are currently preparing to file a WCAB Petition in relation to the Claim, Dispute or Appeal below.

Questions regarding the completion of this form may be directed to the Workers' Compensation Appeal Board at (717)783-7838.

[+Expand](#)

WCAIS Claim #: 153597	Claimant/Employee Name: STEFANIDE, CLIFFORD	Defendant/Employer Name: ALLENTOWN SCHOOL DISTRICT
	Claim Status: Compensable	Date of Injury: 3/13/1992 <a href="#">View Claim Summary</a>

### File Petition: Select Petition Type

- 1 **Select Petition Type**
- 2 Petition Details
- 3 Certify
- 4 Preview
- 5 Confirmation

Please select the type of Petition you would like to file\*:

SELECT

If 'Other', please specify the section of the act:

# View and Manage Disputes

Attorney/law firm users can view and manage disputes online through WCAIS. Once the appropriate dispute has been selected, users can perform various functions. This includes filing an appeal and answer. Users must be an interested party to access and view disputes.

*HTG: "File an Answer to a WCOA Petition" and "File an Appeal Online"*

FYI:

- Users can file an answer on a specific dispute by selecting **Dispute → File a Petition** on the **Dispute Summary**
- Users can file an appeal on a specific dispute by selecting **Dispute → Decision → File Appeal** on the **Dispute Summary**



# View and Manage Disputes



[Home](#) [Help](#)

DIANE PLUNKARD [Logout](#)

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[Dashboard](#)

Search Matter

Appeal

Claim

Dispute

Hearing

Opinion

WCAB Petition

- To view and manage disputes, users select **Search** → **Matter** → **Dispute** or select a dispute number in the **My Disputes** widget on the **Dashboard**

- Information required to complete process
  - Associate claim information (e.g. "Dispute Number")
  - Desired type of petition
  - Supportive documents



# View and Manage Disputes

- From the **Dispute Summary** screen, users can view and manage:
  - General information
  - Interested parties and associated recipients
  - Petitions and answers
  - Hearing information
  - Mediation information
  - Exhibits
  - Witnesses
  - Briefs
  - Decisions
  - Documents and correspondence

**1.** **General Information**

Listed below are basic details for the selected Dispute:

Dispute Status: In Litigation

Assigned Judge: Poorman, Donald

This is an Act 46 (firefighter cancer) claim

Listed below are the Event details for the selected Dispute. This information is regarding the next scheduled Event for the Dispute:

Next Scheduled Event: 9/25/2013

Event Start Time: 9:30AM

Event Type: Hearing

Event Location: Malvern Field Office



# View and Manage Disputes

- To file an answer, users select **Petitions and Answers** → **File Answer** on the **Dispute summary** screen
  - The answer form displays based on the petition type selected
  - User follows the prompts, indicates **Manner of Service** and certifies submission
- Once submitted, WCAIS generates a **Proof of Service** correspondence to all interested parties and all selected associated recipients

## Dispute Summary

[+Expand](#)

WCAIS Claim #: 3973235	Claimant/Employer Name: CAMPBELL, DEBRA	Defendant/Employer Name: DAIS LAWI CARE INC
	Claim Status: No FROI	Date of Injury: 12/30/2011

[View Claim Summary](#)

Dispute: DSP-3973235-1	Status: In Litigation	<a href="#">View Dispute Summary</a>
------------------------	-----------------------	--------------------------------------

[General Information](#)

[Interested Parties & Associated Recipients](#)

[Petitions and Answers](#)

[Hearing Information](#)

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[Exhibits](#)

[Witness](#)

[Requests](#)

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[Decision](#)

[Documents and Correspondence](#)

### Petition Information

Listed below are all submitted Petitions associated with this Dispute:

Select One	Petition Number	Filed By	Date Filed	Petition Type
<input type="radio"/>	PET-3973235-1-1		1/17/2012	Claim Petition (LIBC-362)

[File Answer](#)

### Petition History:

Petition Number	Petition Type	Date Moved	Previous Dispute Number
No Data Found			

### Additional Petition Documentation:

Document Type	Submitted Date	Submitted By	Submission Method	Associated Petition Number
No Data Found				

### Answer Information

All Answers filed on Petitions related to this Dispute are listed below. Select the view option to display the submitted Answer:

Date Submitted	Answer Type	Submitted By	Petition Answer was Submitted For	Action
2/15/2012			PET-3973235-1-1	



# View and Manage Disputes

- An appeal is filed when an interested party disagrees with the judge's decision on a dispute
- Users file an appeal by selecting **Decisions** → **File an Appeal** on the **Dispute Summary** screen and following the prompts:
  - Select **Appeal type** and provide the reason for filing the appeal
  - Upload supporting documents
- Once submitted, WCAIS sends a **Proof of Service** to the WCOA field office and to all selected interested parties and associated recipients

## File Appeal

Required fields are indicated by \*.

You are currently preparing to file an appeal in relation to the claim and the dispute below. The rules for filing an appeal are available for your review by clicking [here](#).

WCAIS Claim #: 2651866	Claimant/Employee Name: BAIR, VIRGINIA	Defendant/Employer Name: LYON & TOWING	<a href="#">+Expand</a>
<a href="#">View Claim Summary</a>	Claim Status: Closed	Date of Injury: 7/19/2004	<a href="#">View Claim Summary</a>
Dispute: DSP-2651866-2	Status: Closed	Circulation Date: 11/21/2011	<a href="#">View Dispute Summary</a>
Appeal Case: A11-1887	Status: Closed	Date Filed: 12/5/2011	<a href="#">View Appeal Summary</a>

### Complete Appeal

- 1 Complete Appeal
- 2 Certify
- 3 Preview/Confirm
- 4 Confirmation

Type of Appeal:  Appeal  Cross Appeal

Select and provide reason(s) for filing this appeal: (Enter reasons in each text box below, OR upload text document and type 'uploaded' in specified box):

Findings of Fact

*I hereby appeal from the decision of Judge N/A and allege the following findings of fact are in error and are not supported by substantial evidence, or contain other errors as specifically set forth below. A copy of the Judge's decision is attached.*

Enter Findings of Fact:

Errors of Law

*I hereby appeal from the decision of Judge N/A and specify the following errors of law committed by the said Judge, and the reason why the decision does not conform to the provisions of the Workers' Compensation Act or the Occupational Disease Act. A copy of the Judge's decision is attached.*

Enter Errors of Law:

Waive rights to Oral Argument

Upload any document(s)

In order to file appeal on-line, a copy of the WCCJ's Order must be uploaded:

[Upload Document](#)

Cancel Back Spell Check Continue

# File UR, IRE and Med Fee Review Request

Attorney users can perform various healthcare related tasks related to utilization review (UR), impairment rating evaluation (IRE) and med fee review. For specific process information, refer to the **How To Guides**.

***HTG: "File UR Request", "Submit Application for Fee Review" and "Request for Physician to Perform Impairment Rating Evaluation"***

FYI: Only attorney users can perform healthcare tasks in WCAIS.



# File IRE, UR and Med Fee Review Request

Impairment Rating Examination (IRE)  
Med Fee Review  
Utilization Review

- To complete healthcare tasks users select **Healthcare** → **Impairment Rating Examination (IRE)**, **Med Fee Review**, or **Utilization Review** and follow prompts to complete the relevant process
- Information needed to complete the process varies depending on selection
  - Associate claim information



# File IRE, UR and Med Fee Review Request

- **Attorneys can perform the following healthcare related functions through WCAIS:**
- **IRE**
  - File IRE appointment
  - File request for designation of physician to perform IRE
  - File request for re-designation of physician to perform IRE
- **Med Fee Review**
  - File application for fee review
  - Submit a request for hearing to contest fee review determination
- **UR**
  - File application for UR
  - Resume application for UR
  - Resubmit application for UR
  - Submit insurer response
  - Withdraw UR request

# File UEGF Notice

Attorney and law firm users can submit **Uninsured Employer Guaranty Fund Notice (UEGF) Notices** online through WCAIS.

*HTG: "Submit Uninsured Employer Guaranty Fund Notice (Attorney)"*

FYI: Attorneys can submit UEGF notices on behalf of a claimant and/or a dependent.





# File UEGF Notice

UEGF Notice

Submit UEGF Notice

- Users select **UEGF** → **UEGF Notice** → **Submit UEGF Notice**
- Information needed to complete process:
  - Associate claim information
  - Supporting documents



# File UEGF Notice

## Follow the prompts to **File UEGF Notice**:

- The **Associate Claim** screen allows the attorney to search an existing claim to file the UEGF Notice or to file without claim
- Review the **Instructions** on how to submit a **Notice of Claim** and press **Continue**
- Upload the notice and any supporting documents
- **Certify** and **Submit** Notice

Once submitted, WCAIS saves the notice and sends it to a UEGF staff member

Navigation bar: Home, Help, DIANE PLUNKARD, Logout, Search, HelpLine, My Matters, WCAB, WCOA, Healthcare, **UEGF**, Profile, Dashboard

## Submit Notice of Claim Against Uninsured Employer (LIBC-551)

WCAIS Claim #: 4074413 Claimant/Employee Name: SHERBONDY, Theresa Defendant/Employer Name: KAOLIN MUSHROOM FARMS INC  
 Claim Status: **Compensable** Date of Injury: 7/25/2012 [View Claim Summary](#)

**Instructions**

To successfully submit Notice of Claim Against Uninsured Employer (LIBC-551), you will be required to upload a completed copy of the Notice of Claim Against Uninsured Employer (LIBC-551). The form must be completed in its entirety including the certification section which requires the signature of the Claimant/Employee/Dependant.

The certification section must be signed by the Claimant/Employee/Dependant and uploaded in order to complete the submission process.

If the capability to scan and upload a document is not available, please complete the paper form of the UEGF Notice of Claim Against Uninsured Employer (LIBC-551) and mail to the Bureau of Workers' Compensation, UEGF Division. A Claim Petition for Benefits from the Uninsured Employer and the Uninsured Employers Guaranty Fund, Form LIBC-550, will not be processed until 21 days after filing this notice.

Additional documents may be uploaded as part of completing the UEGF Notice. These documents include:

1. Medical Bills
2. Most Recent Pay Statement or Stub/Check

[Cancel](#) [Continue](#)

## Submit Notice of Claim Against Uninsured Employer (LIBC-551)

Required fields are indicated by \*:

To submit the Notice of Claim Against Uninsured Employer (LIBC-551) please upload a completed Notice of Claim Against Uninsured Employer (LIBC-551) document below and any additional documents. \*

[Upload Document](#)

**Certification\*:**

I certify I will serve a copy of this Notice of Claim Against Uninsured Employer (LIBC-551) either by mail, hand delivery or electronically on all parties, as required by the Pennsylvania Workers' Compensation Act and applicable Rules and Regulations. This certification is subject to penalties for unsworn falsification to public authorities pursuant to 18 Pa. C.S. \*4904.

[Back](#) [Cancel](#) [Submit](#)

4.

# Resources



## Resources and Helpful Links

- WCAIS is available at <https://www.wcais.pa.gov>
- Refer to detailed, step by step [how-to guides](#) for specific assistance
- Refer to [FAQs](#) page
- Refer to the [Training Resources](#) page