

# WCAIS Webinar for Attorneys

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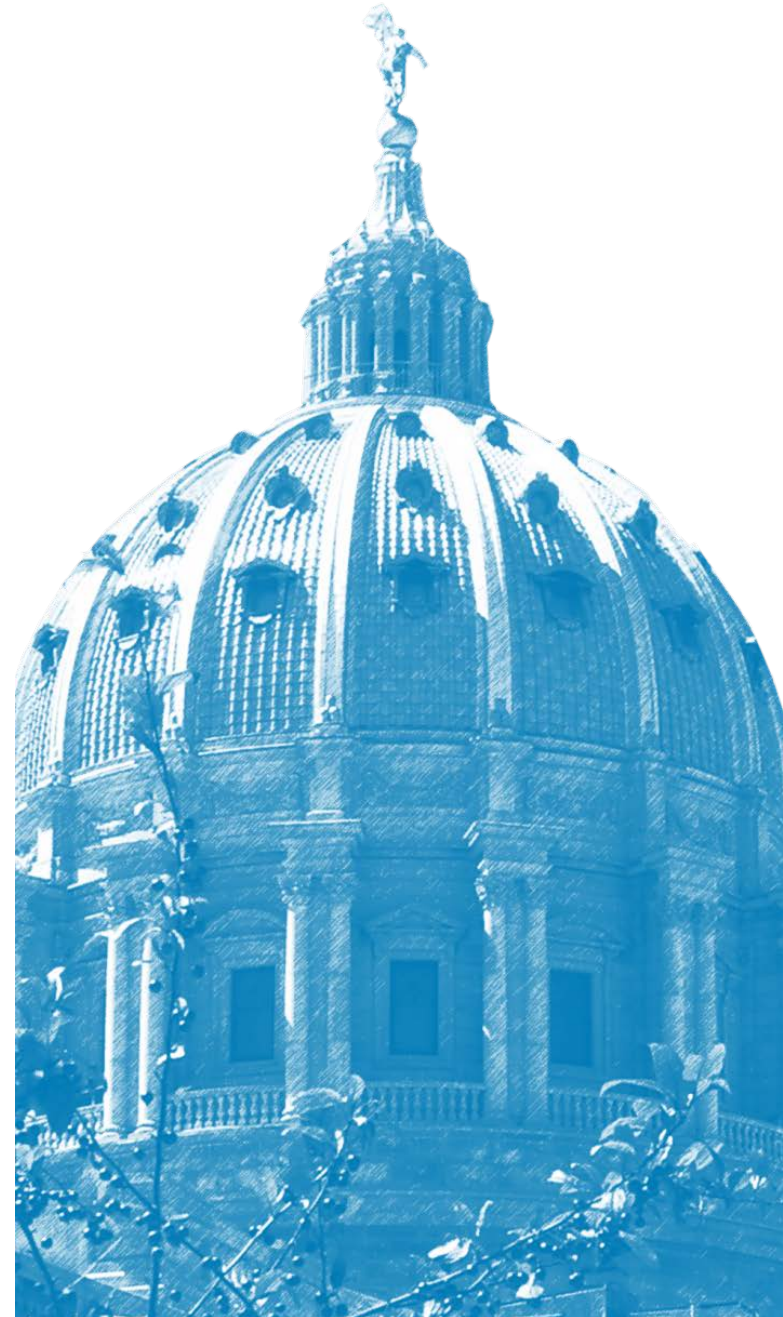
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# WCAIS Webinar Series






## Attorneys

**May 2014**

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



# Agenda

	<b>WCAIS Overview</b>
	<b>EDI Overview</b>
	<b>Attorney WCAIS Functionality</b> <ul style="list-style-type: none"><li>• <b>Entry of Appearance</b></li><li>• <b>Claim Summary v. Dispute Summary</b></li><li>• <b>Petitions</b></li></ul>
	<b>Resources</b>
	<b>Questions</b>

# WCAIS Overview





# Benefits of WCAIS

24/7 online access

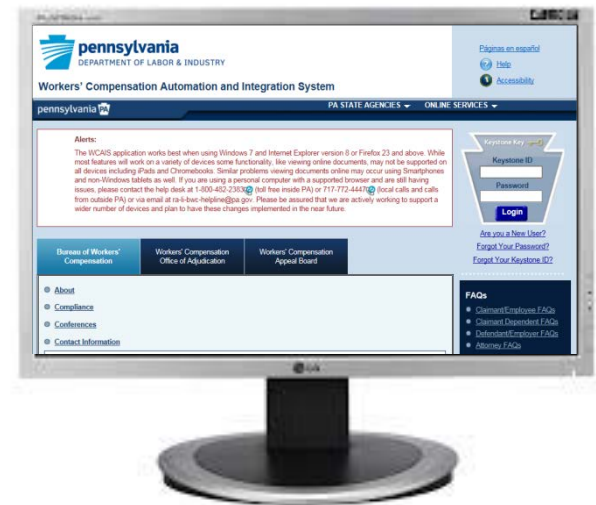
File IRE, UR, and med fee requests

File petitions

File UEGF notices

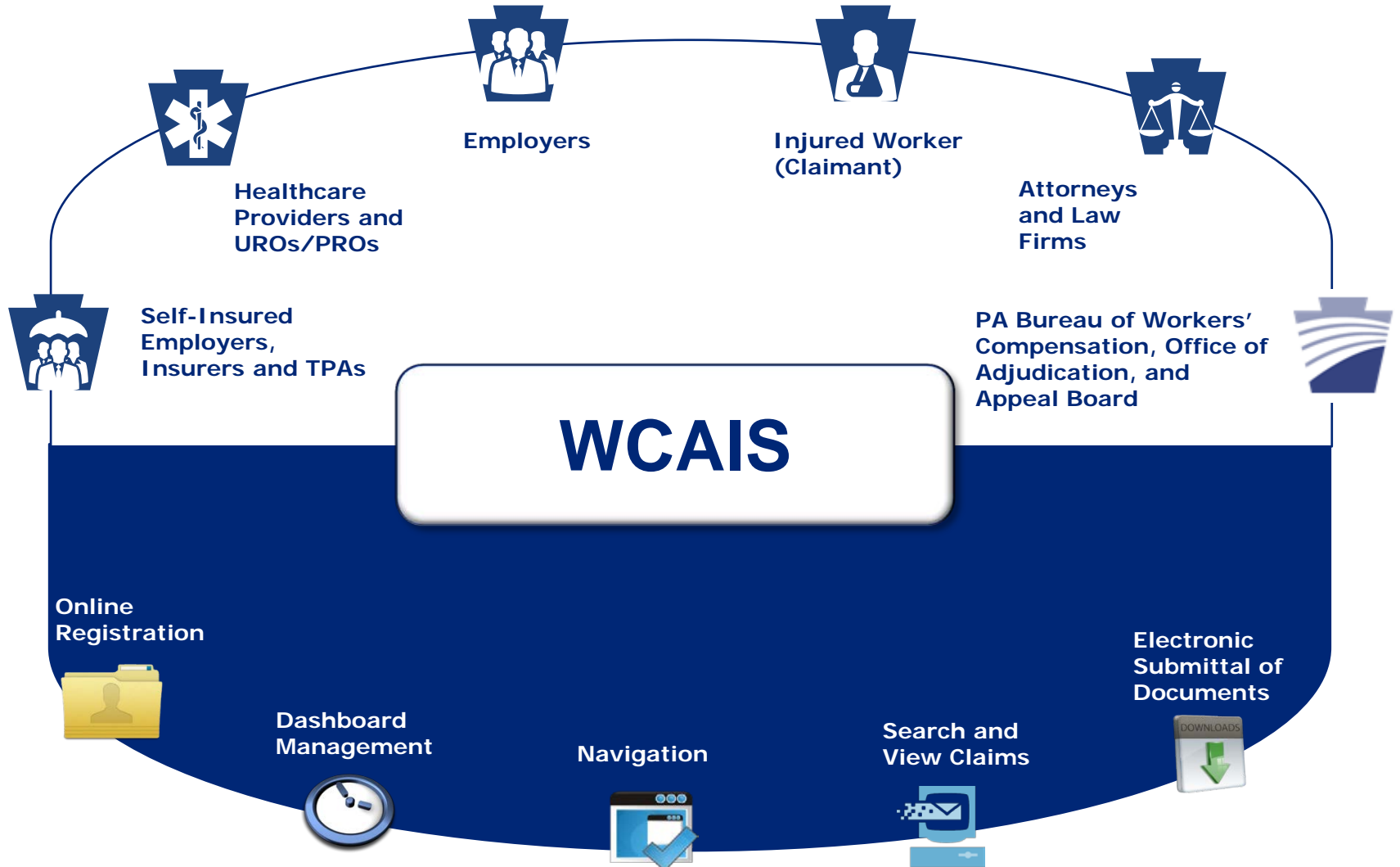
Monitor the status and history of claims, disputes, and appeals

View documents associated with cases





# Workers' Compensation Services Enabled by WCAIS





# User How-To-Guides

[Páginas en español](#)

[Help](#)

[Accessibility](#)

Keystone Key

Keystone ID

Password

[Login](#)

[Are you a New User?](#)

[Forgot Your Password?](#)

[Forgot Your Keystone ID?](#)

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**FAQs**

- [Claimant/Employee FAQs](#)
- [Claimant Dependent FAQs](#)
- [Defendant/Employer FAQs](#)
- [Attorney FAQs](#)
- [Insurer FAQs](#)
- [Healthcare Provider FAQs](#)
- [TPA FAQs](#)
- [URO/PRO FAQs](#)
- [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 Frequently Asked Questions (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



## Enhancements

The following enhancement will be implemented as part of the June 2014 release:

Title	Description
Remand and Reassignment Correspondence	An assignment notice for Remands and Reassignments will be created.



# EDI Overview



# Submit FROI/SROI Transaction through EDI Web Portal

Electronic Data Interchange (EDI) for claims is an electronic way for Insurers to send workers' compensation claims information, such as First Report of Injury (FROI) and Subsequent Report of Injury (SROI) to BWC.

FYI: Claim administrators are required to submit FROI and SROI data as per the International Association of Industrial Accident Boards and Commissions (IAIABC) Claims Release 3.0 EDI standard.





# EDI Web Portal Background

Data can be submitted using one of three methods:

## 1. Transaction Partner

- Insurers, Third Party Administrators (TPAs), and Self-Insured (SI) Employers can select and work with one of four transaction partners to submit EDI Release 3 transactions to BWC. A transaction partner, on behalf of the insurer, TPA, or SI Employer will be responsible for sharing the FROI/SROI data with PA

## 2. Direct Filer

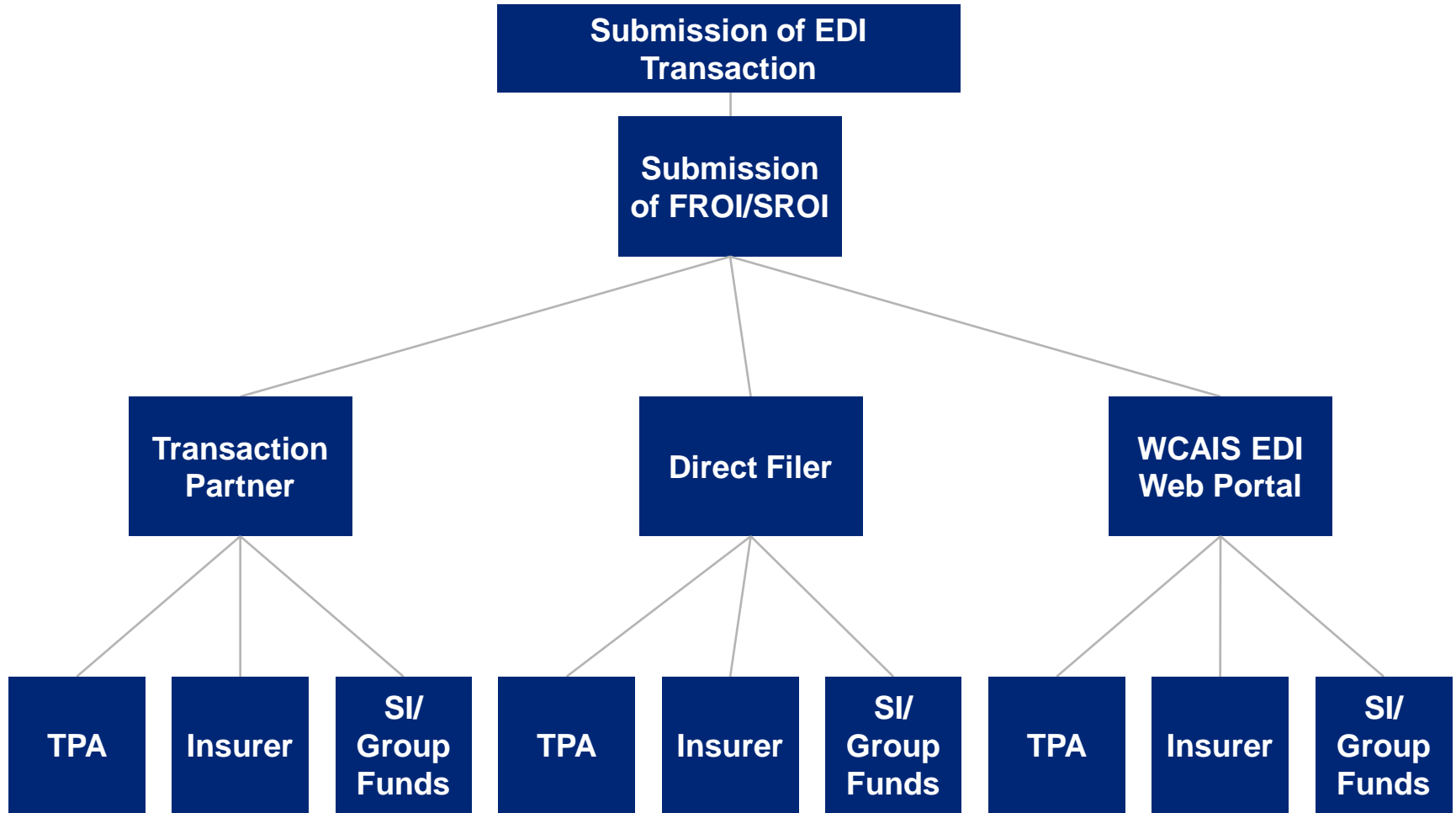
- A direct filer submits EDI Release 3 transactions by placing their files directly at the Department of Labor & Industry's Secure File Transfer Protocol (SFTP) location

## 3. WCAIS EDI Web Portal

- Trading partners can submit transactions directly to BWC by using the WCAIS EDI Web Portal



# Submission of FROI/SROI Using EDI Web Portal





# Submission of FROI/SROI Using EDI Web Portal (cont'd)

Insurers can file a FROI/SROI by submitting an **EDI Web Portal Transaction** from their **Dashboard** in WCAIS.

Information required to complete process includes:

- Transaction Type
- Maintenance Type Code
- Injury Details
- Interested Parties Contact Information
- Insurer FEIN
- \*Benefits and Payments Information Required to Complete SROI\*

**Submit EDI Transaction**

Required fields are indicated by \*:

1 **Submit EDI Transaction**

2 Injury Details

3 Interested Parties

4 Certification

**Submit EDI Transaction**

Transaction Type\*:

Maintenance Type Code\*:

Jurisdiction Claim No.:

1 **Submit EDI Transaction**

2 **Injury Details**

3 Interested Parties

4 Certification

**Claim Information**

Initial Date Disability Began:

Jurisdiction\*:

Type of Loss Code:

Claim Type Code:

Claim Status Code:

Death Result of Injury Code:

Accident Site County/Parish:

Late Reason Code:

Initial Return to Work Date:

Initial Date Last Day Worked:

Employment Status:

Employer Paid Salary in Lieu of Compensation Indicator:

Date Employer had Knowledge of Date of Disability:

Claim Administrator Claim Number\*:

Return to Work Type Code:

Employee Date of Hire:

# Attorney WCAIS Functionality



# 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

Attorneys select **My Matters** → **Request for Entry of Appearance** on the **Dashboard**

Follow the prompts on the **Request for Entry of Appearance** screen:

1. Select the party on whose behalf you are appearing
2. Enter the requested information
  - **If you know the WCAIS Claim Number**, enter it in the space provided; **do not** enter information for all three fields (Claim Number, SSN, and Date of Injury)
  - **If you do not know the WCAIS Claim Number**, enter both the **Claimant's SSN** and the **Date of Injury**
3. Select the **I certify that all parties have been notified of this request** checkbox
4. Press **Submit**

**Request for Entry of Appearance**

Required fields are indicated by \*.

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.

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

WCAIS Claim Number:

Claimant's SSN #:  Date of Injury:

I certify that all parties have been notified of this request.

Cancel Submit





# Request for Entry of Appearance (cont'd)

You can then print the Entry of Appearance confirmation message for your records from the **Internet Explorer** toolbar.

The screenshot shows the Internet Explorer interface. The 'File' menu is open, and the 'Print...' option is highlighted with a red box. The main content area displays a confirmation message for a 'Request for Entry of Appearance'. The message is enclosed in a green box with a red border, indicating it is a required field. The message reads: 'Your Request for Entry of Appearance has been processed successfully. Click here to view the claim summary'. Below the message, there is a dropdown menu labeled 'Please select the party on whose behalf you are entering your appearance\*' with the value 'SELECT' and an information icon.

Demo



# Claim Summary vs. Dispute Summary

Attorney and law firm users can search for claims and disputes on every screen in WCAIS.

A 'Claim Summary' contains and stores the claim information. You will need to access a Claim Summary when your entry of appearance is granted.

A 'Dispute' in WCAIS refers to all information related to litigation.

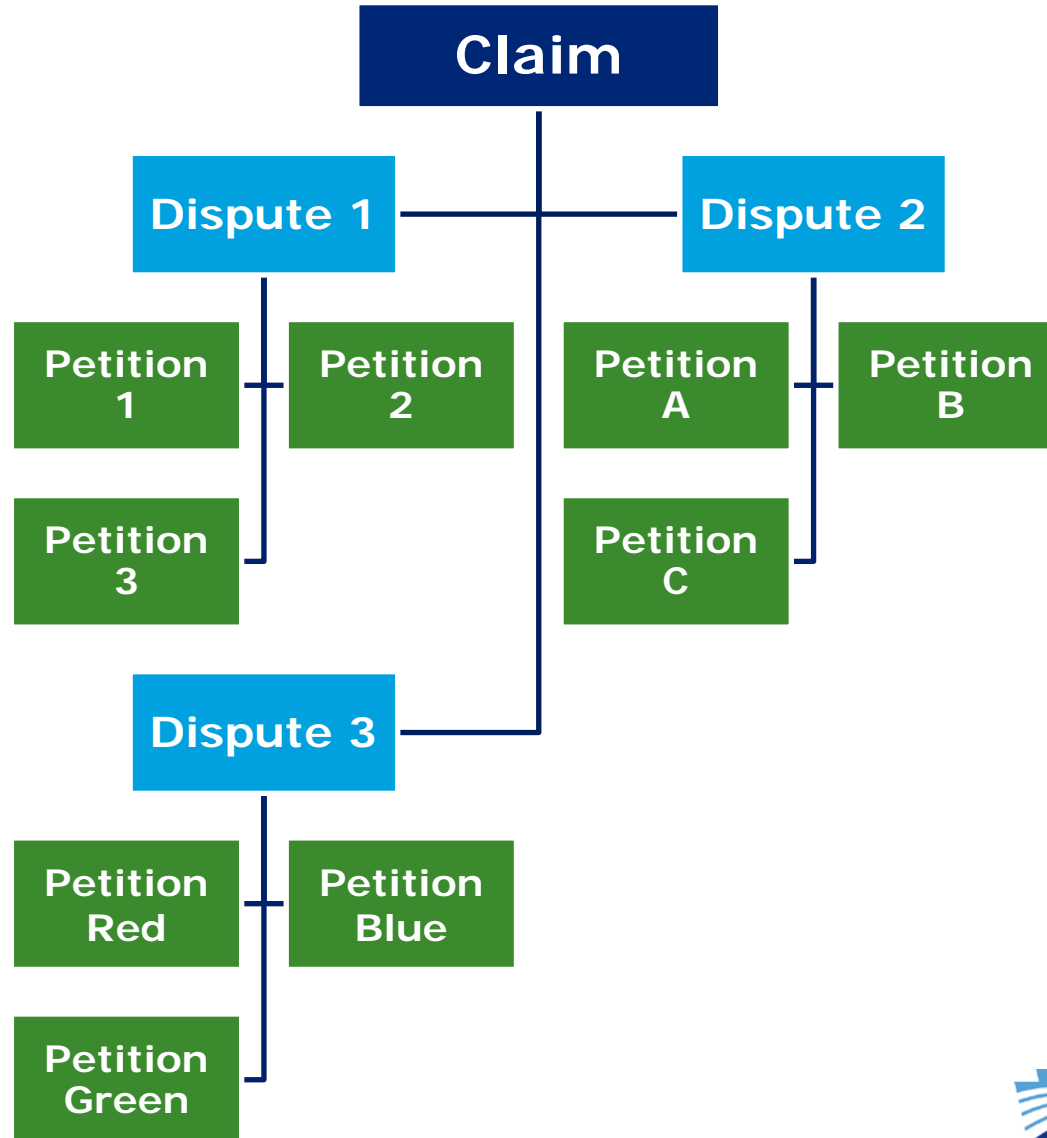
Petitions (and all documents related to litigation) should be uploaded to a Dispute, (i.e., not a claim).

*HTG: "Search/View Matters"*

FYI: Users can access claims and disputes from the **Dashboard** by selecting **My Claims** and **My Disputes** from the **Additional Dashboard Items** drop-down list.



# Claim Summary vs. Dispute Summary



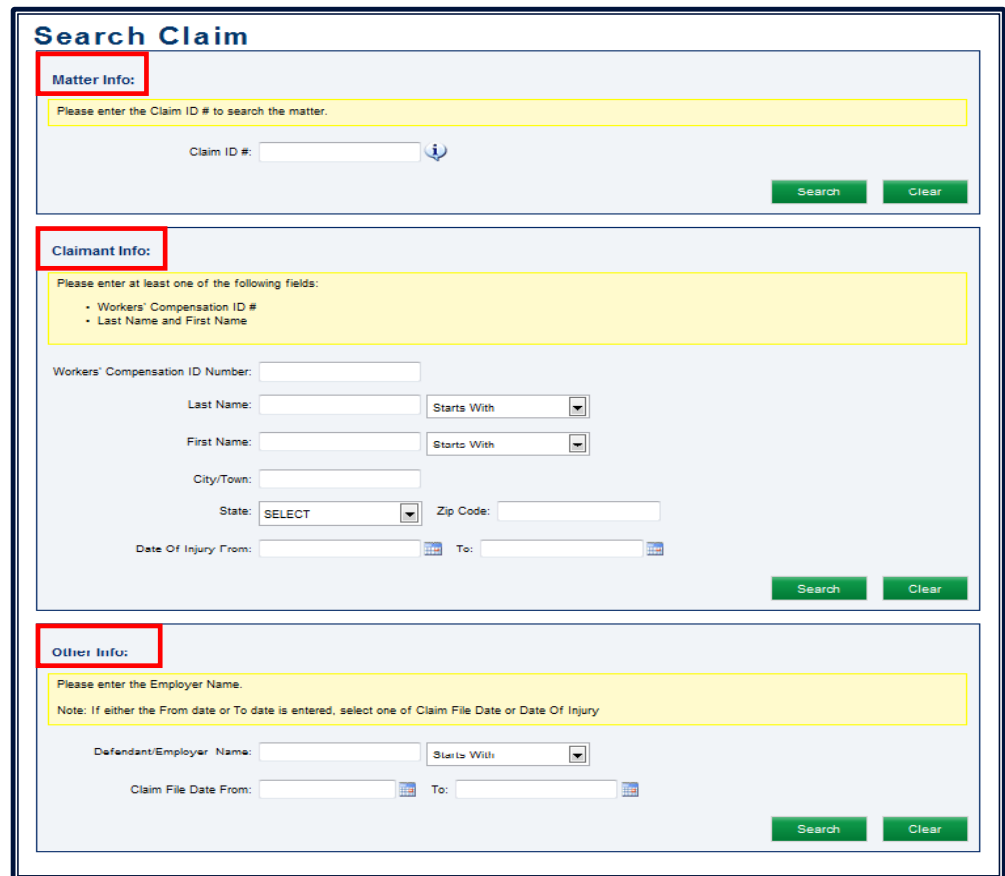
## Claim Summary vs. Dispute Summary (cont'd)

Attorneys can search for a claim from their **Dashboard**: select **Search** → **Search Matter** → **Claim**

From the **Search Claim** screen, attorneys can search using:

- Matter Information
- Claimant Information
- Other Information, such as Defendant/Employer Name

WCAIS uses the entered search criteria to identify all matching claims and displays the results. The details of the claim can be viewed by clicking on the desired **Claim #** after conducting a search.



The screenshot displays the 'Search Claim' web form, which is organized into three main sections: Matter Info, Claimant Info, and Other Info. Each section is highlighted with a red box in the original image.

- Matter Info:** This section contains a yellow instruction box: 'Please enter the Claim ID # to search the matter.' Below this is a text input field for 'Claim ID #' with a help icon to its right. At the bottom right of this section are 'Search' and 'Clear' buttons.
- Claimant Info:** This section contains a yellow instruction box: 'Please enter at least one of the following fields:' followed by a bulleted list: 'Workers' Compensation ID #' and 'Last Name and First Name'. Below this are several input fields: 'Workers' Compensation ID Number', 'Last Name' (with a 'Starts With' dropdown), 'First Name' (with a 'Starts With' dropdown), 'City/Town', 'State' (a 'SELECT' dropdown), 'Zip Code', 'Date Of Injury From' (with a calendar icon), and 'To' (with a calendar icon). At the bottom right are 'Search' and 'Clear' buttons.
- Other Info:** This section contains a yellow instruction box: 'Please enter the Employer Name.' Below this is a note: 'Note: If either the From date or To date is entered, select one of Claim File Date or Date Of Injury'. Below the note are input fields for 'Defendant/Employer Name' (with a 'Starts With' dropdown) and 'Claim File Date From' (with a calendar icon) and 'To' (with a calendar icon). At the bottom right are 'Search' and 'Clear' buttons.

# Claim Summary vs. Dispute Summary (cont'd)

On the **Claim Summary** screen, you have access to the following information:

- Claim History
- Interested Parties
- Injury Details
- Dispute
- Appeal Case Information
- Benefits Information
- SFR Applications
- Healthcare Services Requests
- Payment History
- Actions
- Documents & Correspondences
- EDI Transactions

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

WCAIS Claim #: 4190971 Claimant/Employer Name: MCDONALD, ANTHONY Defendant/Employer Name: BLOMMER CHOCOLATE COMPANY  
Claim Status: Compensable Date of Injury: 4/3/2013

**Claim History**

Action	Claim Status	Received Date	Status
EDI Transaction SROI-UR is received	Compensable	10/23/2013	
			Approved
			Pending Approval
Answers	Compensable	8/2/2013	Approved
Notice of Compensation Payable		7/15/2013	Rejected
Notice Stopping Temporary Compensation (LIBC-502) is submitted		7/15/2013	Rejected
Claim Petition (LIBC-362) is filed		7/11/2013	Approved
TNCP Conversion Notice		7/8/2013	Approved
Employer's Report		8/17/2013	Approved
Statement of Wages-C is Uploaded		8/3/2013	Approved
Notice of Temporary Compensation Payable		5/3/2013	Converted
Statement of Wages-C is Uploaded		5/3/2013	Incomplete

[Back](#)

# Claim Summary vs. Dispute Summary (cont'd)

On the **Dispute Summary** screen, you have access to dispute information including:

- Dispute Status
- Interested Parties
- Petitions and Answers
- Hearing Information
- Mediation Information
- Exhibits
- Witnesses
- Requests
- Briefs
- Decisions
- Documents and Correspondence

## Dispute Summary [+Expand](#)

WCAIS Claim #: 4190971 Claimant/Employer Name: MCDONALD, ANTHONY Defendant/Employer Name: BLOMMER CHOCOLATE COMPANY  
Claim Status: Compensable Date of Injury: 4/3/2013 [View Claim Summary](#)

Dispute: DSP-4190971-1 [View Dispute Summary](#) Status: In Litigation

**General Information** Listed below are basic details for the selected Dispute:

Dispute Status: In Litigation  
Assigned Judge: Sabatino, Cathleen

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:  
Event Start Time:  
Event Type:  
Event Location:

- [Interested Parties & Associated Recipients](#)
- [Petitions and Answers](#)
- [Hearing Information](#)
- [Mediation Information](#)
- [Exhibits](#)
- [Witness](#)
- [Requests](#)
- [Briefs](#)
- [Decision](#)
- [Documents and Correspondence](#)

Demo





# Petitions

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.

*HTGs: “**Submit WCOA Petition Through a Claim (Attorney)**” and “**Submit WCOA Petition Without a Claim (Attorney)**”*

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





# Filing a WCOA Petition

**Petitions**

**File a Petition**

To file a WCOA petition, either with or without a claim, users select **WCOA**  
→ **Petitions** → **File a Petition** on the Dashboard

Information required to complete the process include:

- Associate claim information
- Desired petition type

There are four petition types that can be filed electronically through WCAIS:

- LIBC-378 Petition To/For
- LIBC-499 Petition for Physical Examination or Expert Interview of Employee
- LIBC-362 Claim Petition
- LIBC-602 Petition for Review of Utilization Review Determination



## Filing a WCOA Petition (cont'd)

Follow the prompts to file a WCOA petition on the **Associate Claim** screen:

1. Enter one of the three types of information:
  - Matter Information
  - Claimant Information
  - Other Information, such as Defendant/Employer Name
2. Press **Search**
3. Select the appropriate claim in the **Search Results** section or select the **File a Petition on a Claim not found above** link if the claim does not display
4. Continue to follow the prompts on the next screens

### Associate Claim

**Matter Info:**

Please enter the Claim ID # to search the matter:

Claim ID #:

**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:

**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:



## Filing a WCOA Petition (cont'd)

A HTG is available to assist with filing each type of petition:

Petition Type	HTG Name/Section
Fatal Claim Petition (LIBC-393)	Submit Petitions through Uploading a Document
Petition for Commutation (LIBC-34)	
Petition for Joinder (LIBC-376)	
Claim Petition for Additional Compensation for Subsequent Injury Fund (LIBC-375)	
Fatal Claim Petition for Compensation by Dependents for Death Covered by the PA Occupational Disease Act (LIBC-384)	
Fatal Claim Petition for Compensation by Dependent for Death Resulting from Occupational Disease (LIBC-386)	
Challenge to Notice of Suspension or Modification Petitions (LIBC-751)	
Occupational Disease Claim Petition (LIBC-396)	
Claim Petition for Benefits from the Uninsured Employer and the Uninsured Employer's Guaranty Fund (LIBC-550)	



## Filing a WCOA Petition (cont'd)

A HTG is available to assist with filing each type of petition:

Petition Type	HTG Name/Section
Petition To/For (LIBC-378)	Submit Petition To/For (LIBC-378)
Claim Petition (LIBC-362)	Submit Claim Petition (LIBC-362)
Petition for Review of Utilization Review Determination (LIBC-603)	Submit Petition for Review of Utilization Review Determination (LIBC-603)
Petition for Physical Examination or Expert Interview of Employee (LIBC-499)	Submit Petition for Physical Examination or Expert Interview of Employee (LIBC-499)

Demo



# Resources





## Resources

- Access the Online Help Center (top right-hand corner) in WCAIS
  - Frequently Asked Questions ([FAQs](#))
  - [How-to Guides](#)
- Refer to the Training Resources page:  
[http://www.portal.state.pa.us/portal/server.pt/community/wcais/20738/training\\_resources/1667298](http://www.portal.state.pa.us/portal/server.pt/community/wcais/20738/training_resources/1667298)
- Email the Petitions Resource Account
  - Email: [RA-LI-WCOA-PETUNIT@PA.GOV](mailto:RA-LI-WCOA-PETUNIT@PA.GOV)
- Email or call the Helpline
  - Email: [RA-LI-BWC-HELPLINE@PA.GOV](mailto:RA-LI-BWC-HELPLINE@PA.GOV)
  - Phone: 800-482-2383 (toll free outside PA) or 717-772-4447 (local inside PA)
  - Types of Assistance Provided: Password resets and Entry of Appearance requests





# Questions

