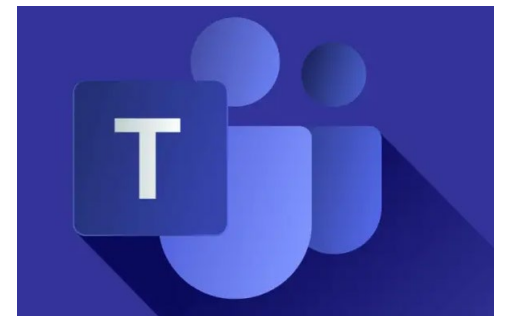


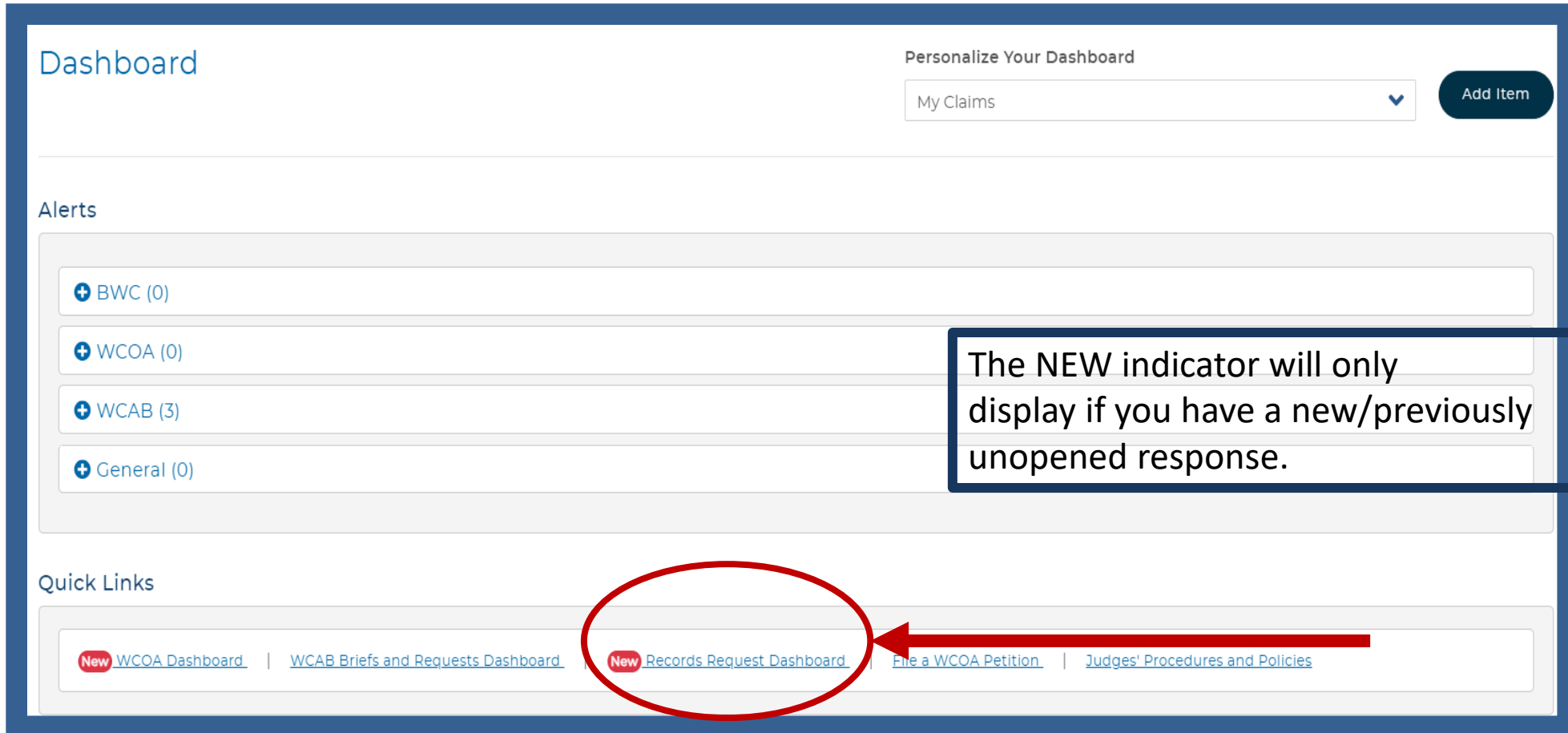


to the Record Request Dashboard...



Records/Subpoena Request Submission

Your records request Dashboard link is found on the main dashboard, under “Quick Links”.



The screenshot shows a dashboard with the following sections:

- Dashboard:** Includes a "Personalize Your Dashboard" dropdown menu currently set to "My Claims" and an "Add Item" button.
- Alerts:** A list of alert categories: BWC (0), WCOA (0), WCAB (3), and General (0).
- Quick Links:** A row of navigation links: [New WCOA Dashboard](#), [WCAB Briefs and Requests Dashboard](#), [New Records Request Dashboard](#), [File a WCOA Petition](#), and [Judges' Procedures and Policies](#). The "New Records Request Dashboard" link is circled in red, and a red arrow points to it from a text box.

The text box contains the following text: "The NEW indicator will only display if you have a new/previously unopened response."







Records/Subpoena Request Submission

Upon entry, this is what you will see:

Your Records Request Dashboard





Create Request

Available Records Request Files (1)

Done 	Confirmation # 	Claimant/Employee Name 	Requester Reference # 	File(s) Available Until 	# Files 	File(s)
<input type="checkbox"/>	RR-288861	Cunningham, Richie	1	02/28/2024	1	Request Response

Showing 1 - 1 of 1

Pending Records Request Submitted Online (2)


Confirmation Number 	Claimant/Employee Name 	Requester Reference # 	Submit Date 
RR-288864	Winkler, Henry	2WC2023CE1	11/30/2023
SR-288862	Snow, Chrissy	2	11/13/2023

Showing 1 - 2 of 2

Back to Dashboard

Requests with a PA Workers' Compensation Judge issued subpoena and requests where you are a party or have a signed request can be submitted online.

Let's get started creating a new Records Request.

 Important

Any Subpoena not issued by a PA Workers' Compensation Judge must be mailed. Please continue to serve non-PA Workers' Compensation Subpoenas, and their supporting documentation, at the following address:

Bureau of Workers' Compensation - Records
651 Boas Street, 8th Floor
Harrisburg, PA 17121

WCAIS Records/Subpoena Request Submission

Be sure to follow the instructions listed here and on the upload screen for a successful submission.

Request Instructions

Please read the following before initiating your request:

- Responses for all requests submitted online will be returned to your WCAIS Records Response Dashboard.
- Request information will be confidential.
- One claimant per submission.
- An email notification will be sent to the email in your WCAIS profile when your request is fulfilled. Currently, notifications would be sent to: wcais.test@gmail.com.

Records/Subpoena Request Submission

Creating a request is as easy as 1...2...3...4!

Request Type

Choose a Request Type *(required)*

- Records Request Online
- Subpoena Request Online (Issued by WC Judge)

Choose your request type:
Records Request Online should be chosen if you are a party to the claim or have an authorization.

Request Details

Accurate Claimant/Employee information will help us find and process your request in a timely manner.

Claimant/Employee First Name *(required)*

Tootie

Claimant/Employee Last Name *(required)*

Ramsey

Requester Reference #

WCSK1120235

Complete the request details with the claimant's full name. You may also elect to add a reference number that can be used to track your request.

Upload Document ✕

The following information continues to be required for all Record Requests:

- Authorization Form signed within 60 days (for records for which you are not a party)
- Printed Claimant/Employee's name
- Claimant/Employee's Social Security Number and/or Date of Birth (if SSN unknown)
- Printed Requester's name
- Requester's Contact Phone Number
- Party Representation (if applicable)
- What Workers' Compensation records are you requesting (specific, all, etc.)

The required information should be provided in a cover letter. All documentation uploaded for your Records Request must be in non-fillable PDF format and not more than 10MB in size.

Select a Document (required)

No file selected

Document Description

Max 500 Characters

Upload a non-editable PDF. The file should contain a cover letter including the correct spelling of the party's name, an accurate social security number and/or date of birth, and your contact information.


The uploaded document should be one file containing a cover letter and request-related documents, such as an authorization or subpoena.


Please be sure your authorization is within 60 days of being signed and that it, or your cover letter, indicates you are requesting workers' compensation records and what records (a specific document, all documents, etc.).

Records/Subpoena Request Submission


A successful upload will trigger a confirmation message and then you submit your request.

Upload Documents (required)



 Document successfully uploaded! If this screen contains a Submit/Save/Continue button, please click button to finalize the upload. Scroll down to verify.

 Upload Document

Uploaded Documents (1)

Document Type ↑	Document Description ↑	Action
Records Request		

Showing 1 - 1 of 1

Records/Subpoena Request Submission

www.wcaisua.pa.gov says

You are submitting a Records Request Online not a Subpoena Request Online, are you sure you want to continue?

OK

Cancel

When you click submit, you will receive a pop-up message to verify the type of request you are submitting. If this needs to be changed, hit cancel and you can update the type and re-submit. If it is correct, just click "OK".

Record Request Online Confirmation

Thank you for your Online Records Request submission.

Confirmation Number

RR-288865

Claimant/Employee Name

Tootie Ramsey

If you would like a copy of your confirmation number, you will need to print it directly from this screen.

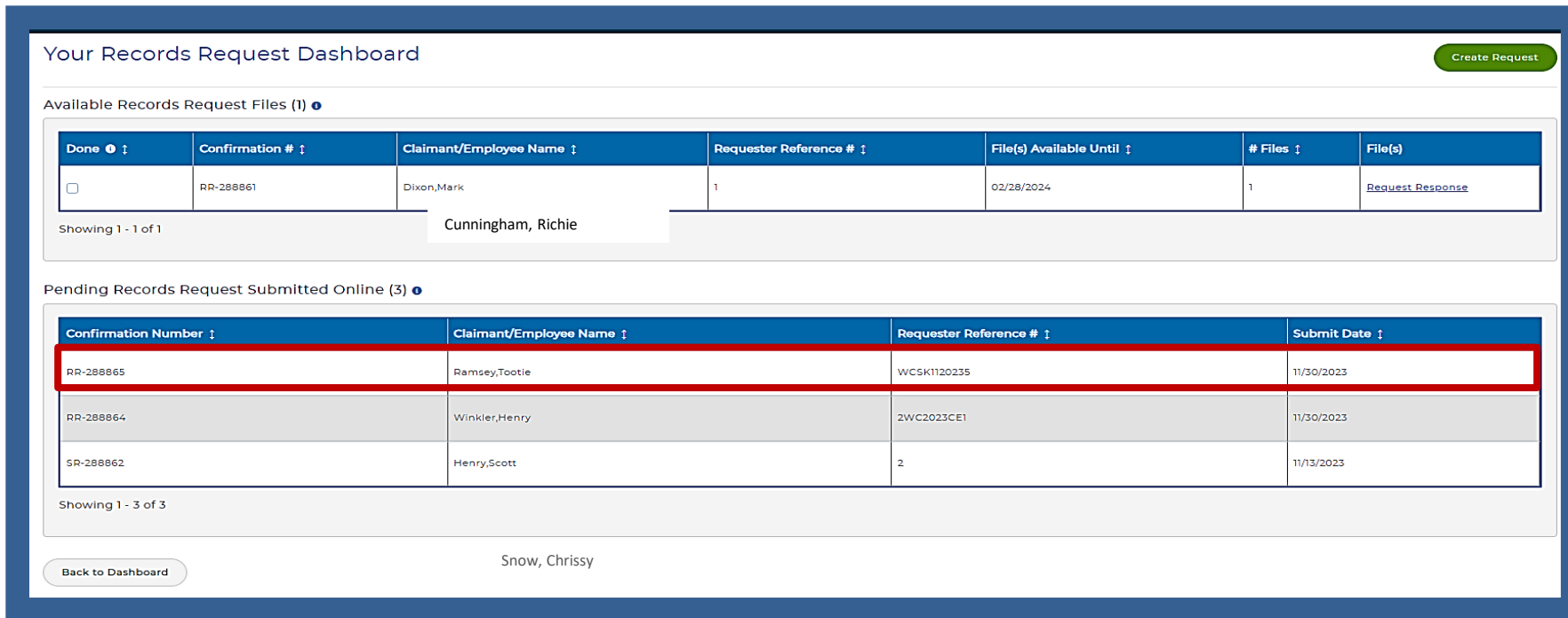
From the confirmation screen, you can print a copy or return to your Records Request Dashboard. A confirmation email will also be sent to the logged-in user's WCAIS registration email. Confirmation numbers will begin with an SR for Subpoena requests and an RR for regular requests.

Print

Return to Records Request Dashboard

Records/Subpoena Request Submission

When you return to your dashboard, you will see the new submission at the top of your Pending Requests grid, with its confirmation number, claimant name, submission date, and, if added, a reference number.



Your Records Request Dashboard Create Request

Available Records Request Files (1)

Done	Confirmation #	Claimant/Employee Name	Requester Reference #	File(s) Available Until	# Files	File(s)
<input type="checkbox"/>	RR-288861	Dixon, Mark	1	02/28/2024	1	Request Response

Showing 1 - 1 of 1

Cunningham, Richie

Pending Records Request Submitted Online (3)

Confirmation Number	Claimant/Employee Name	Requester Reference #	Submit Date
RR-288865	Ramsey, Tootie	WCSK1120235	11/30/2023
RR-288864	Winkler, Henry	2WC2023CE1	11/30/2023
SR-288862	Henry, Scott	2	11/13/2023

Showing 1 - 3 of 3

Back to Dashboard

Snow, Chrissy

When responses are ready, the listing will move from the “Pending” grid to the “Available” grid, where they are accessible for 90 days.

Important Reminders:

- To request records online, you must be registered in WCAIS.
- Claimants, attorneys, defendants/employers, insurers, third-party administrators, group funds, healthcare providers, law firms, and self-insured group funds are all able to access the Records Request Dashboard to submit online records requests.
- Request information should be accurate and include all documentation currently sent to the bureau by mail or fax.
- Requests should be legible and include a claimant name, claimant social security number and/or date of birth, a requestor name, and contact information. Requests must request Workers' Compensation records, not medical records.
- Only one claimant per request.
- For records of claims for which you are not a party, an authorization (dated within 60 days) or a subpoena is required.
- Requests are confidential and will only appear on the dashboard of the requestor (logged-in WCAIS user.)

Important Reminders:

- An email notification including the request confirmation number will be sent to the email listed in the registration of the requestor, so it is important to keep your profile email address current to ensure delivery of WCAIS notifications.
- Once a response is ready, it will be listed in the “Available Records Request Grid.” It will stay there for 90 days (unless the grid exceeds 250 entries, and then the oldest responses will disappear to make room for the newer requests.
- Files may be unlimitedly viewed, printed, or saved.
- The “done” checkbox in the Available grid is an optional field that allows users to mark requests as completed. It can be unchecked if clicked in error.
- The Requestor Reference Number is also an optional field for use by stakeholders. If you use something other than a name to identify your requests, you can add that identifier to WCAIS. This number can be up to 30 characters containing letters, numbers, dashes, and slashes.
- Exhibits and transcripts are not part of the bureau record nor sent with bureau records.
- If you have any suggestions or questions, you may contact the Records Unit directly at (717) 787-3361.

The use of the Records Request Dashboard offers us all

SAVINGS!



Bureau of Workers' Compensation (BWC)

Information Services Helpline:
Toll-Free inside PA: 800-482-2383
Local outside PA: 717-772-4447
Email: ra-li-bwc-helpline@pa.gov

Workers' Compensation Office of Adjudication (WCOA)

Phone: 844-237-6316
Email: wcoaresourcecenter@pa.gov

Workers' Compensation Appeal Board (WCAB)

Phone: 717-783-7838
Email: ra-li-wcab@pa.gov