

## Healthcare (IRE) Webinar FAQ's 11-13-2013

1. **Q:** My organization conducts impairment rating evaluations (IREs) in several locations, is there a place in WCAIS to put all information in the system?  
**A:** If you open the profile of an IRE physician in WCAIS, it will list all locations that are currently serviced by an IRE physician.
  
2. **Q:** Will all parties who are in the system and associated to claims have access to be notified when I perform functions?  
**A:** When performing functions, the initial notification is to tell the bureau how you will report the information to parties in the system. Once it has been filed, you must inform the interested party either via mail or the interested party will be sent an electronic system notification if they have selected "system electronic" as their preferred manner of service. If the notification is electronic, the party must then download and access the report from the system.
  
3. **Q:** If I am already an IRE physician, and have not yet registered for WCAIS do I put my tax ID number in to populate the information?  
**A:** No, in order to populate information in the system, you must put in the license number.
  
4. **Q:** Is it mandatory to use the online process?  
**A:** There are processes that can only be completed online and other processes where paper is still acceptable. When filing request for designation, it can be done either online or by paper, but to become a new IRE physician or renew physician status, it has to be done online.
  
5. **Q:** When I submit an IRE, I submit many forms. Do I need to upload all forms separately?  
**A:** When you upload this information it needs to be done in one document. WCAIS only accepts document files that are 10 megabytes or smaller in size. Please refer to the tips below for how to reduce 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
  
6. **Q:** At some point, all physicians must use the system to submit request for designation - is that correct?  
**A:** Yes, you must self-register by the end of the year to continue to be an IRE physician. Once you access WCAIS, you can see all assignments and upload information.