

Forms Solution Q & A

Question	Answer
What is Forms Solution?	Forms Solution is the EDI-triggered generation of the following four forms: NCP, NTCP, NCD, & Stopping Notice . Accepted EDI transactions will satisfy your filing requirement by placing the form on the Bureau record in WCAIS and returning a copy of the form to the user by batch run to be served upon the claimant.
What are the benefits of Forms Solution?	Carriers will save on postage because they will no longer have to submit these forms to BWC by mail. The multiple batch process will make it easier than ever for forms to be filed by their statutory deadlines while affording the filer the entire time allotted for deadlines. Adjusters will no longer have to duplicate their efforts to report the associated claim events by both preparing the form and submitting the EDI transaction. One additional cost-saving benefit is that the forms created from Forms Solution will have a condensed employee address section which is positioned perfectly to sit in the window of a standard business-sized envelope, saving the carrier from printing labels or creating and printing cover letters.
Why aren't all Bureau forms and EDI transactions included in Forms Solution?	The NCP, NTCP, NCD and Stopping Notice are the most often filed forms. In 2015, they accounted for 69 percent of forms filed or 309,108 Forms Solution forms out of a total of 442,977 forms filed. Forms Solution will save the time and postage from preparing these forms and mailing them to the Bureau. Additionally, besides the occasional use of the Agreement for Compensation, the four forms included in Forms Solution are generally the "first notice" forms which are bound by the timeline for 21-Day Compliance.
Why isn't the Statement of Wages form available through Forms Solution? Is the carrier still required to file/issue a Statement of Wages along with every indemnity NCP and NTCP where the wages are not marked "estimated?"	Yes, the carrier is still required to file a Statement of Wages form with the Bureau and issue same to the claimant along with all NCPs and NTCPs where the wages are not marked "estimated." The SOW forms (LIBC 494A and LIBC 494C) are not available for preparation with Forms Solution (see answer to previous question to learn why). You may choose to prepare Statement of Wage forms from the Actions tab of the claim in WCAIS or by preparing and mailing or uploading onto the Bureau record on the Actions tab.
Will PA mandate use of the WCAIS generated forms?	Yes, Claim Administrators will be required to use the WCAIS generated LIBC 495, 496, 501, & 502 beginning June 2016. The WCAIS application will be modified to not allow upload of these forms because the forms would already have been generated in WCAIS when the EDI transaction was accepted. Forms mailed to BWC will be returned to sender.
Will WCAIS send the form to the claimant?	No, the carrier is still responsible for submitting the forms to the claimant.
Will the system ask me what form to generate?	No, the transaction submitted along with specific associated data fields will determine the form that will generate and which fields are included.
Will a form be issued from a rejected transaction?	No, only "accepted" transactions will come back with an LIBC form.
How many pages will the forms be?	Each of these two-sided one pagers are intended to be printed as duplex so you should verify your printer settings to accommodate.

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Where will the Bureau copy of the Forms Solution forms get posted on the official Bureau file?	The form will be attached to the Actions tab of the claim in WCAIS.
How often will the batches run? Will you mandate we submit more than one batch per day?	Flat file batches will run four times a day; 9 AM, 1PM, 6PM, and 11:59:59PM. Each filing entity should work with their Transaction Partner to determine the submission schedule that best meets their business needs.
Even if there are multiple batches available in WCAIS, if the carrier still chooses to only send once per day, will that be acceptable?	Yes, the additional batches will still run if you need them but you may stick with only once per day or whichever combination of batches best fits your business practices.
If we don't pick up the batches you processed for us earlier in the day, will they fold into the next one?	The older files will be there waiting for you until you pick them up. Nothing will be lost.
Are we allowed to submit a Web Portal transaction to get the form and then go back to using a Transaction Partner for our other transactions?	Trading Partners should not switch back and forth between flat-file transmissions and using the WCAIS EDI Web Portal or sequencing & data quality issues will surface which could result in increased costs to correct.
Will Claims Administrators who use a Transaction Partner be able to download the zip files containing their generated forms directly from PA servers?	No, zip files will be distributed to Transaction Partners who will be responsible for forwarding the zip files to the respective Claim Administrators.
Will the claims representative's signature be required on the NCP, NCD, NTCP, & Stopping Notice?	Your WCAIS credentials serve as verification of your signature when you submit a transaction, so the signature line was removed from the four forms that are included in Forms Solution: The NCP, NTCP, NCD, & Stopping Notice.
Is there a possibility that you will allow attorneys to submit EDI?	The carrier is statutorily responsible for administering the claim.
Is the calculation of the 90 days of a Temporary Notice going to be automated or manual?	The system will calculate the 90 day period based upon the elements provided in the transaction.
Will the carrier be able to amend a DOI on an NCP if it is incorrect?	Yes, a corrected Date of Injury will result in an Amended form.
What is the character limit for the injury narrative field?	There are 500 characters allotted for the Injury Narrative.
What if a carrier files an NCD and then gets a conversion notice? Is there a WCAIS glitch that causes an NCD to turn into an NCP?	No, in that case the carrier submitted an EDI transaction after the NCD which changed the claim status to Temporary. Carriers are responsible to ensure that they are filing acceptable transactions. The information on how to file accurately is posted on the website.
Why is the system pulling from the FROI for injury data when that is just what the claimant reported and not what is accepted or denied?	A FROI 02 is expected prior to the SROI transaction to update the injury fields if a change has been determined.
How do I report an NCP with specific loss?	Benefit Type code 020 must be used along with one Permanent Impairment Body Part in order to populate section 4 of the NCP. You will also need to provide Benefit Type Claim Weeks and Benefit Type Claim Days. The first instance of the Benefit Type Claim Weeks and Benefit Type Claim Days will populate in 4a and the second occurrence, if appropriate, will populate in section 4c.