

Pre-ACSR Tip Sheet

When you receive your list, please consider the following:

- Your list will be organized by claimant name and DOI to make it easier for you to check for duplicate claims. Merging duplicative claims will lower your overall open claim count.
- Some of these claims may be quite old, so you may want to review them first to ensure you can gather information on them before they're purged from your system.
- If you identify claims needing to be merged, you may provide the Bureau with the correct parent JCN (WCAIS claim number) and the duplicate(s) which need to be merged into it.
Note: BWC may request additional supporting evidence prior to combining any claims that don't have the same DOI or employer.

Review your lists with the goal of updating WCAIS to match your system and the documentation on file. EDI will be needed to bring the claims up to date.

- A SROI UR may be used to update the claim in one transaction. Claims that have the SROI UR Flag are identified in the spreadsheet. However, for older claims needing multiple SROIs to bring them up to date, you may request that BWC apply the SROI UR flag. Please submit no more than 50 claims at a time.
- If you have older non-electronic inactive claims for which you cannot issue EDI, please identify those to BWC in a spreadsheet. We will need the suspension date for each claim. Once you've completed the review of your entire pre-ACSR list, send us only these identified claims. BWC will have those marked as "Suspended-ACSR". No further EDI will be expected on those claims.

NOTE: You can see how many claims your organization has, and their status, at anytime by checking the "My Claims" section of your WCAIS Dashboard.

Tips on EDI:

- All Compromise & Release Decisions should be matched by a SROI PY with a Lump Sum Payment/Settlement code. If the settlement closed the claim, then a SROI FN should follow it.
- All suspending forms should have a SROI S1 filed.
- Any action you take on a claim **MUST** be represented in an EDI transaction.

EDI tips to prevent claims from appearing on your future ACSR list:

- ❖ EDI must be filed to match ALL WCJ Decisions. Decisions do not update the WCAIS claim status or claim details. EDI is required to document the WCJ's determination in WCAIS.
- ❖ EDI must be filed to match ALL forms. Although EDI is used to generate the LIBC-90, LIBC-495, LIBC-496, LIBC-501, & LIBC-502, all other forms are prepared outside of EDI by the adjuster. Forms uploaded on the Actions tab of the claim do not impact the WCAIS claim status or claim details. Therefore, EDI is required to ensure WCAIS reflects the current state of the claim.

It is important to note that all interested parties to the claim may access and view the claim details and forms on file. Utilizing industry best practices, such as those identified above, ensures that all parties viewing the claim know that WCAIS is accurate and up to date.