Thank you for joining the webinar. This webinar is being recorded and will begin shortly. Please see below for participant conference line features.

Q&A will be available at the end of the session; If you have questions during the presentation, please send them via chat to Shaina Wright.

Dial in: 888-324-7119
Passcode: 9448978
WCAIS Webinar for All
Self-Insured Employers

May 2014

Information for Self-Insured Employers regarding the Workers’ Compensation Automation and Integration System (WCAIS)
## Agenda

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Registration
Register for WCAIS

The online registration process provides users with a “Keystone ID” and password, a unique set of credentials that is used to access WCAIS.

HTG: “Self-Register to Get an Account (Keystone ID and Password): ‘Employers’ and ‘Group Self-Insured Fund’”

FYI:

• Self-insured employers that are not associated to a group self-insured fund must register in WCAIS once as an employer and distribute the PIN to non-administrative users in the organization

• Group self-insured fund administrators must register once as a group fund and distribute the group PIN to associated members in the fund

• Members who are associated with a Group self-insured fund must use the PIN distributed by the group self-insured fund administrator to register as a representative
## Specific User Roles

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<td><strong>Employer</strong></td>
<td>• An individual employer includes all employers in Pennsylvania. Employers must have Worker’s Compensation insurance and must register in the WCAIS system.</td>
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<td><strong>Individual Self-Insured Employer</strong></td>
<td>• Self-insured (SI) employers only need to register in WCAIS once as an employer. If the employer would like to apply to be a SI employer, they can do so once they register. SI Employers are granted access to WCAIS by the PIN provided by their administrative user.</td>
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| **Group Self-Insured Employer** | • Group self-insured fund administrators must register once as a group fund and distribute the group PIN to associated members in the fund  
• Members who are associated with a Group self-insured fund must use the PIN distributed by the group self-insured fund administrator to register as a representative. |
| **Third Party Administrator (TPA)** | • Acts on behalf of employer for administration of EDI for claims processing.  
• A transaction partner, on behalf of the insurer/TPA will be responsible for sharing the FROI/SROI data with Bureau of Worker’s Compensation. |
| **Insurer**                 | • Insurers send Worker’s Compensation claims electronically through Electronic Data Interchange (EDI). This includes information such as First Report of Injury (FROI)s and Subsequent Report of Injury (SROI)s to BWC. |
Best Practices for TPAs

TPAs and SI Employers should each have separate WCAIS user accounts.

TPAs acting on behalf of SI Employers should not be creating accounts for SI Employers.

Group Self-Employers: Make sure that you are inputting the correct Federal Employer ID Number.

It is your duty responsibility to register in the WCAIS system. Every user must register themselves.
To access WCAIS, self-insurers must first complete the online registration process at the homepage: https://www.wcais.pa.gov

- Select **Are You a New User?** and follow the prompts
- Self-insurers can establish users in distinct role categories including:

  1. **Administrative user**
     - Verify and approve user requests for all non-administrative users
     - Reset passwords for users within the firm
     - Modify user profiles
     - Self-insured employers are encouraged to have more than one administrative user

  2. **Non-administrative user**
     - Granted access through a registration PIN provided by administrative user
     - Most staff are assigned non-administrative user roles

**Group Self-Insured Fund** applications must be approved by a Bureau staff member if the organization does not exist in WCAIS or exists in the system and is not associated to three or more claims.

**Employers** can self-verify using the UC account number if the organization exists in WCAIS or by providing details for three or more claims. Employers can apply for SI status after registration.
Demo
Assessment Functionality
Submit Annual Compensation Payment Data

Self-insured employers and group self-insured funds can submit annual compensation data for the prior assessment year through WCAIS. Annual compensation data includes indemnity benefits (death and disability benefits, funeral expenses) as well as all medical benefits for injured workers.

HTG: “Submit Annual Compensation Payment Data”

FYI: This process begins in mid-March. All active self-insured employers receive notification to complete this form. Until completed, the status of the form is listed as Requested.
To submit annual compensation data users select **Self Insurance → Assessments → Submit Annual Compensation Payment Data**

Information needed to complete process for each entity:
- Total indemnity benefits paid
- Total medical benefits paid

Note: Users should round compensation amounts to the nearest dollar. Any negative entries will not be accepted.
Submit Annual Compensation Payment Data (cont’d)

This screen is used to submit payment data online for all entities (active and runoff affiliates) associated with the self-insurance program.

Follow the prompts to **Submit Annual Compensation Payment Data**:

1. Select **Edit** to adjust pre-populated information related to the specific entity

2. Enter **Total Indemnity Benefits Paid** and **Total Medical Benefits Paid**

3. Press **Submit**

Once the data is saved and submitted, WCAIS calculates and displays the annual compensation payment paid for each entity, sets the received date for all entities listed in the table to the current date, and updates the status to **Submitted**.
Enhancements
Upcoming WCAIS Enhancements

- **System automatically navigates to where user last saved the application upon return**
- **Print Group Fund Application after submission**
- **Future Release**
  - Capture former name of company and keep history of name changes
  - Ability to add a field for c/o or member name
Resources
• WCAIS is available at https://www.wcais.pa.gov

• Access the Online Help Center (top right-hand corner) in WCAIS
  − Frequently Asked Questions (FAQs)
  − How-To Guides

• Refer to the WCAIS Training Resources Page:
  http://www.portal.state.pa.us/portal/server.pt/community/wcais/20738/training_resources/1667298

• Call or email the BWC Helpline with any issues or concerns
  − Toll free inside PA: 1-800-482-2383
  − Local and outside PA: 1-717-772-4447
  − ra-li-bwc-helpline@pa.gov
Questions