

WCAIS Webinar for All Self-Insured Employers

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.

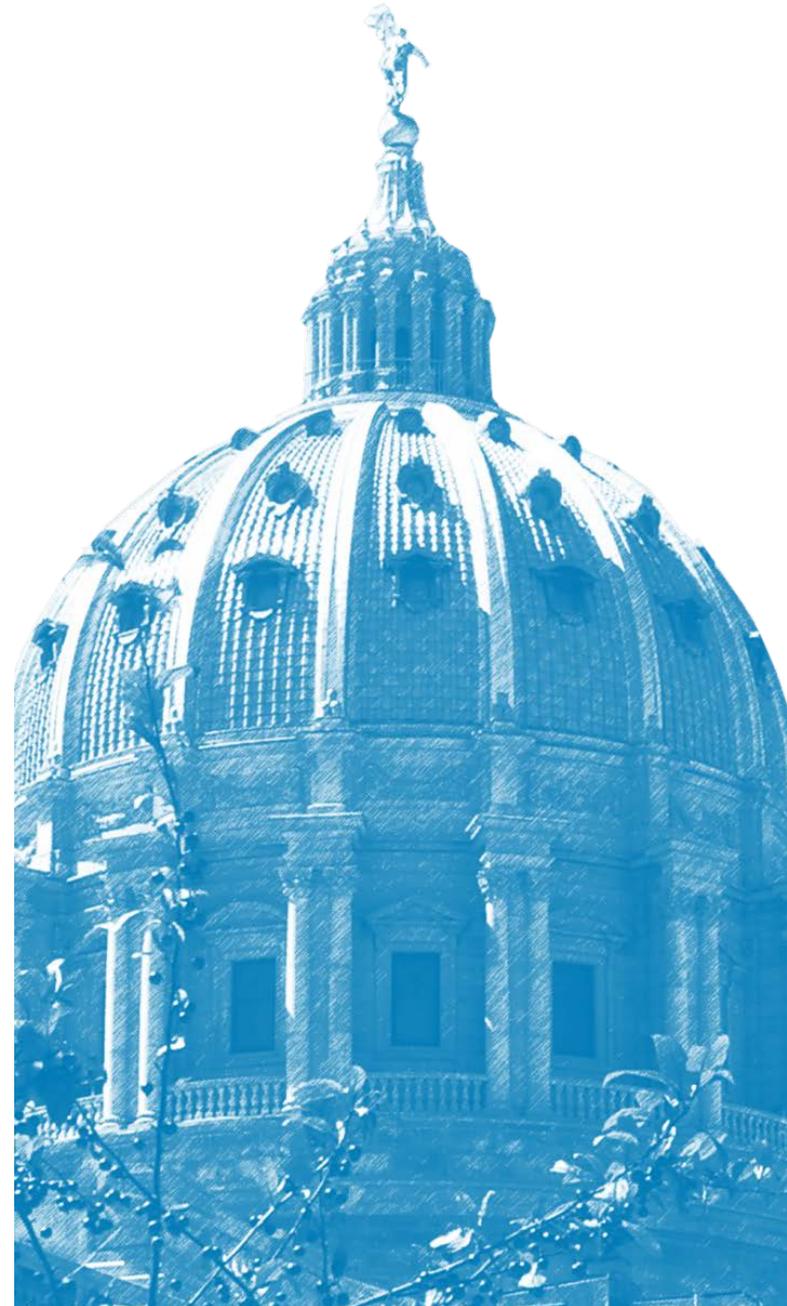
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WCAIS Webinar for All Self-Insured Employers

May 2014

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



Agenda

	Registration
	Assessment Functionality
	Enhancements
	Resources
	Questions

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

Role	Responsibilities
Employer	<ul style="list-style-type: none">An individual employer includes all employers in Pennsylvania. Employers must have Worker's Compensation insurance and must register in the WCAIS system.
Individual Self-Insured Employer	<ul style="list-style-type: none">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.
Group Self-Insured Employer	<ul style="list-style-type: none">Group self-insured fund administrators must register once as a group fund and distribute the group PIN to associated members in the fundMembers 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)	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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.



Register for WCAIS

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

Keystone Key

Keystone ID

Ex. b-joansmith0

Password

Login

[Are you a New User?](#)

[Forgot Your Password?](#)

[Forgot Your Keystone ID?](#)

- **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**.





Submit Annual Compensation Payment Data

[Assessments](#)

[Submit Annual Compensation Payment Data](#)

[Self Insurance Program](#)

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**.

Annual Compensation Payment Data

Please provide the following data for your report of compensation paid in calendar year 2013. Please note that ACCURATE REPORTING IS ESSENTIAL, SINCE THIS INFORMATION CANNOT BE CHANGED ONCE ASSESSMENTS ARE CALCULATED.

Compensation paid for the purpose of calculating assessments, shall be all compensation under the Workers' Compensation Act actually paid as a self-insurer in calendar year 2013 regardless of when the injury or disease occurred. It must include death benefits (and funeral expenses), all disability benefits (temporary or permanent, total or partial) as well as all medical benefits for the injured workers. Compensation paid as part of a supplemental full wage or salary program must be separated and the applicable compensation rate included as compensation paid. The information provided should only be for claims incurred during periods that your company was self-insured. Since self-insured subsidiaries are assessed individually, compensation paid information must be submitted for each separately. The amounts provided should be rounded to the nearest dollar.

Calendar Year: 2013

Self Insurer Name	Self Insurer Type	Insurer Code	Total Indemnity Benefits Paid (Payments for wages lost AND Death Benefits)(\$)	Total Medical Benefits Paid(\$)	Annual Compensation Payment Paid(\$)	Edit
United Airlines, Inc.	Self-Insured Employer Affiliate	0625	677,657.00	67,567.00	745,224.00	Edit

By submitting the above information, I verify that the facts set forth on this annual report are true and correct. This verification is made subject to the penalties of the Crimes Code, 18 Pa. C.S.A section 4904, relating to unsworn falsification to authorities.

If you have any questions or concerns, please contact us at 717-783-4476

Demo



Enhancements



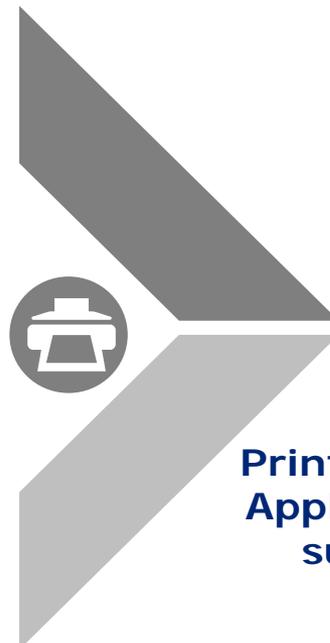


Upcoming WCAIS Enhancements



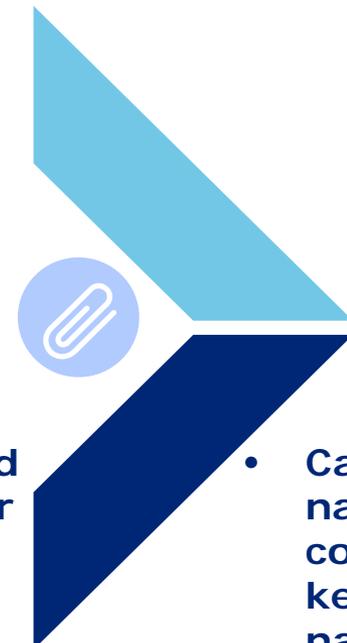
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System automatically navigates to where user last saved the application upon return



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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





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

