



# Pennsylvania Workers' Compensation Automation and Integration System

## WCAIS Facts

- WCAIS came to life September 2012.
  - Pennsylvania Stakeholders and Program Area Subject Matter Experts built WCAIS together!
  - WCAIS was the first of its kind to house three Bureaus in one online application.
  - WCAIS has over 47,000 users.
  - Technology & Online platforms change rapidly, which is why we brought Digital Transformation to WCAIS. (*i.e. Internet Explorer, now Edge*)

## What is an online platform?

It's a digital service that uses the Internet to facilitate interactions between two or more separate but interdependent users (whether companies or private individuals).

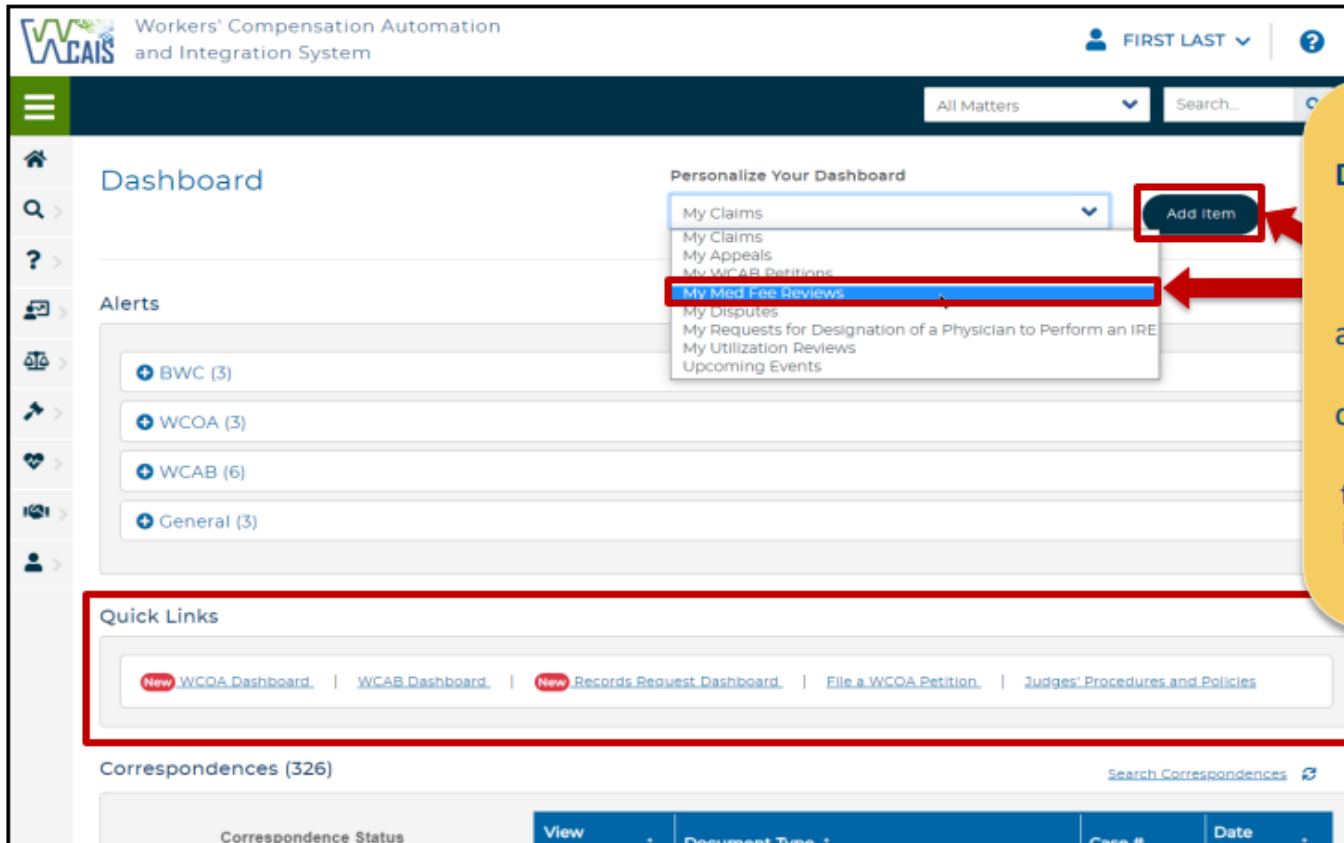
Platforms are places where demand and supply meet electronically!



## Year in review

- DT 1.2 - Claims, Compliance, Special Funds & Common Screens
- DT 1.3 - Health Care Services & Common Screens
- DT 1.4 – Workers’ Compensation Office of Adjudication and WCAIS Home Page & Dashboard
- Trading Partner Agreement Application process automation
- Workers’ Compensation Appeal Board complete redesign

*\*Workers’ Compensation Appeal Board, Uninsured Employers Guaranty Fund (UEGF), WCAIS Registration and Customer Service still need the new digital platform.*



The screenshot shows the WCAIS Dashboard interface. At the top, there is a header with the WCAIS logo and the text "Workers' Compensation Automation and Integration System". To the right of the header, there is a user profile icon with the text "FIRST LAST" and a dropdown arrow, and a search icon. Below the header, there is a navigation bar with a hamburger menu icon on the left, a dropdown menu with "All Matters" selected, and a search input field. The main content area is titled "Dashboard" and features a "Personalize Your Dashboard" section. This section has a dropdown menu with the following items: "My Claims", "My Claims", "My Appeals", "My WCAIB Petitions", "My Med Fee Reviews", "My Disputes", "My Requests for Designation of a Physician to Perform an IRE", "My Utilization Reviews", and "Upcoming Events". The "My Med Fee Reviews" item is highlighted in blue. To the right of the dropdown menu is an "Add Item" button. Below the "Personalize Your Dashboard" section is an "Alerts" section with four items: "BWC (3)", "WCOA (3)", "WCAB (6)", and "General (3)". Below the "Alerts" section is a "Quick Links" section with five links: "New WCOA Dashboard", "WCAB Dashboard", "New Records Request Dashboard", "File a WCOA Petition", and "Judges' Procedures and Policies". Below the "Quick Links" section is a "Correspondences (326)" section with a "Search Correspondences" button and a table with columns for "Correspondence Status", "View", "Document Type", "Case #", and "Date".

The **Personalize Your Dashboard** function will now display at the top of the **Dashboard**. If you wish to add additional items to your dashboard, select a category from the drop-down menu and press the **Add Item** button to include that section on your **Dashboard**.

**Note:** Links to screens which have not yet been digitally transformed will continue to display with the current view (e.g., links to Appeals and WCAB Petitions will continue to display the current look and feel.)

The **Quick Links** section will now display under the **Alerts** section. The same menu items will continue to be available.

# WCAIS Dashboard

To view Alerts, press the **plus icon** to display the Alerts for that section or the **minus icon** to collapse the Alerts for the selected section.

Alerts

- + BWC (3)
- + WCOA (3)
- WCAB (2)

Date ↓	Alerts ↓
09/23/2022	<p><b>Important Reminder Notice:</b> The <u>new WCAB brief filing requirements</u> are now in effect for all appeals filed on/after July 11, 2022.</p> <ul style="list-style-type: none"><li>• Petitioner's brief shall be submitted <u>within 30 days</u> from the Notice Date on the Acknowledgement of Receipt of Appeal.</li><li>• The Acknowledgement of Receipt of Appeal and the WCAIS Dashboard specify Petitioner and Respondent's briefing schedules.</li><li>• <b><u>Brief due dates are strictly enforced</u></b>, and late briefs will not be accepted even if the opposing party has no objection.</li><li>• <u>Brief Extension Requests are permitted</u>, <b>BUT</b> must be filed <b>PRIOR</b> to the Brief Due Date.</li></ul> <p>Following these requirements will ensure that your brief is successfully filed with the WCAB.</p>
08/16/2022	The 2023 WCAB hearing schedule can be found at <a href="https://www.dli.pa.gov/Businesses/Compensation/appeals/Pages/2023-Hearing-Dates.aspx">https://www.dli.pa.gov/Businesses/Compensation/appeals/Pages/2023-Hearing-Dates.aspx</a> .

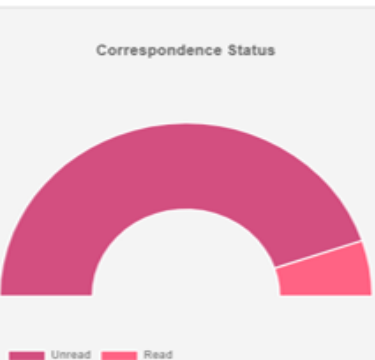
Showing 1 - 2 of 2

- + General (3)

# WCAIS Dashboard

### Correspondences (326)

Search Correspondences

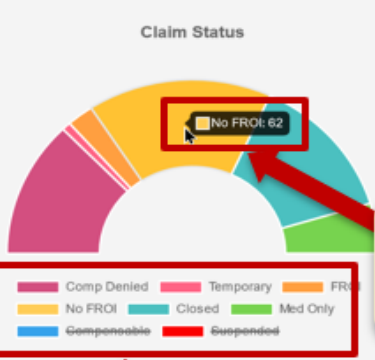


View Status	Document Type	Case #	Date Sent
	<a href="#">Petition for Review of Utilization Review Determination</a>	1111111	11/14/2022
	<a href="#">Request Proof of Service</a>	DSP-111111-10	11/13/2022
	<a href="#">Request Proof of Service</a>	DSP-111111-1	11/13/2022
	<a href="#">Brief Proof of Service</a>	DSP-111111-10	11/13/2022
	<a href="#">Request Proof of Service</a>	DSP-111111-1	11/13/2022

Showing 1 - 5 of 326

### My Claims (250)

Refresh My Claims



Claim Number	Claimant/Employee Name	Defendant/Employer Name	Business Unit Name	Date of Injury	Status
1111111	LAST, FIRST	COMPANY NAME		08/30/2022	Comp Deni
1111111	LAST, FIRST	COMPANY NAME		08/29/2022	Temp

The Correspondences grid will automatically load. The **Show Recent Correspondence** button will no longer display.

Hovering the cursor over an icon displays a description of the icon.

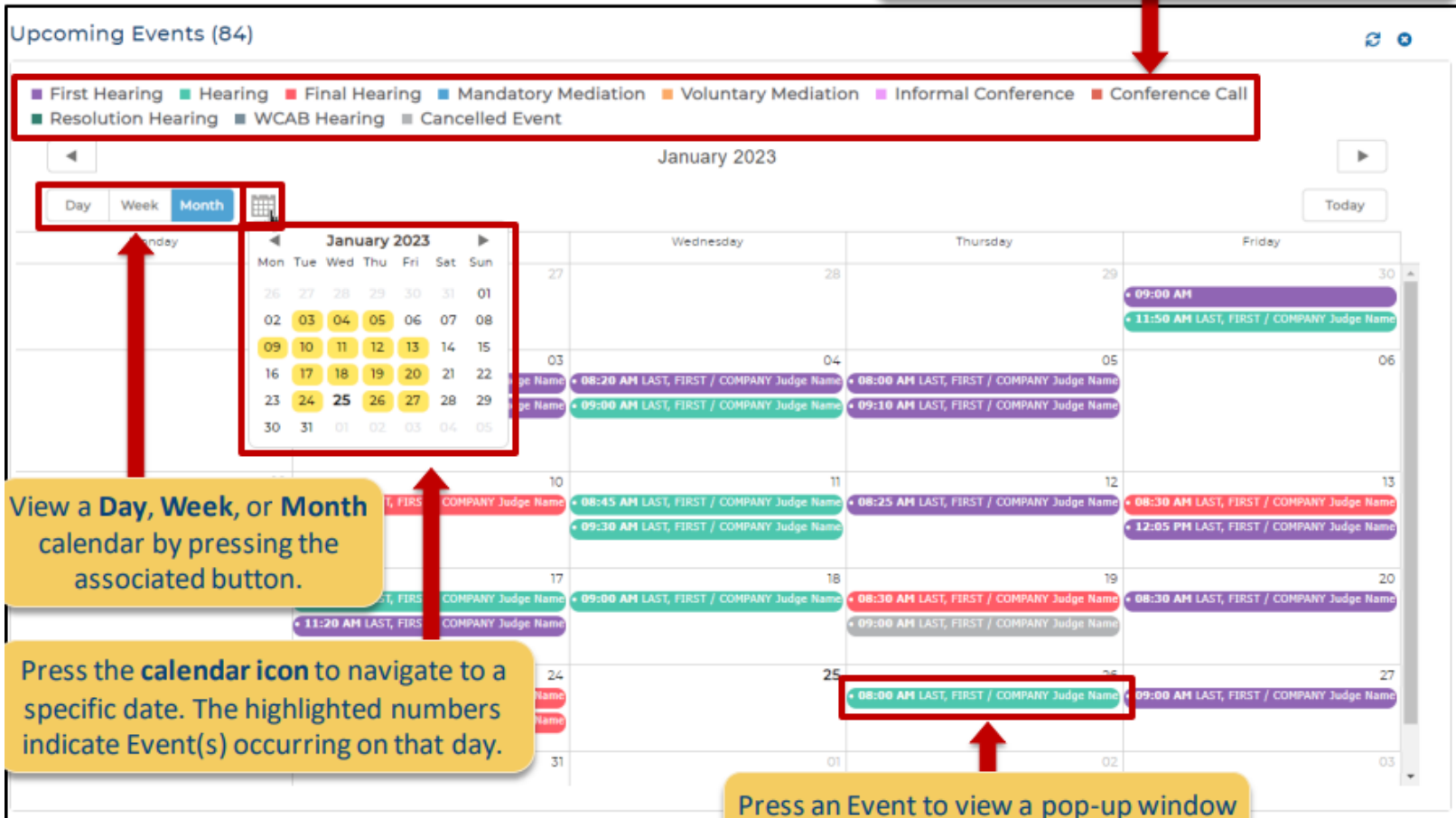
Pressing the **x icon** will remove the section from the **Dashboard**.

Hovering the cursor over the graphic will display the Status name and the quantity of that Status. Pressing a specific Status will filter the grid to only display Matters with that Status.

Sort the grid by pressing the **Statuses**. Statuses that are crossed out will not display in the grid.

# WCAIS Dashboard


A **key** displays at the top to indicate what type of Event is indicated by each color.



Upcoming Events (84)

■ First Hearing ■ Hearing ■ Final Hearing ■ Mandatory Mediation ■ Voluntary Mediation ■ Informal Conference ■ Conference Call  
■ Resolution Hearing ■ WCAB Hearing ■ Cancelled Event

January 2023

Day Week Month 

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

26 27 28 29 30 31 01  
02 03 04 05 06 07 08  
09 10 11 12 13 14 15  
16 17 18 19 20 21 22  
23 24 25 26 27 28 29  
30 31 01 02 03 04 05

03 04 05 06  
08:20 AM LAST, FIRST / COMPANY Judge Name 08:00 AM LAST, FIRST / COMPANY Judge Name  
09:00 AM LAST, FIRST / COMPANY Judge Name 09:10 AM LAST, FIRST / COMPANY Judge Name

10 11 12 13  
08:45 AM LAST, FIRST / COMPANY Judge Name 08:25 AM LAST, FIRST / COMPANY Judge Name 08:30 AM LAST, FIRST / COMPANY Judge Name  
09:30 AM LAST, FIRST / COMPANY Judge Name 12:05 PM LAST, FIRST / COMPANY Judge Name

17 18 19 20  
11:20 AM LAST, FIRST / COMPANY Judge Name 09:00 AM LAST, FIRST / COMPANY Judge Name 08:30 AM LAST, FIRST / COMPANY Judge Name  
09:00 AM LAST, FIRST / COMPANY Judge Name

24 25 26 27  
08:00 AM LAST, FIRST / COMPANY Judge Name 09:00 AM LAST, FIRST / COMPANY Judge Name

31 01 02 03

View a Day, Week, or Month calendar by pressing the associated button.

Press the **calendar icon** to navigate to a specific date. The highlighted numbers indicate Event(s) occurring on that day.

Press an Event to view a pop-up window with details about the selected Event.



Calendar **Hearing** ✕

<b>Date</b>	2/15/2023	<b>Time</b>	09:40 - 10:00
<b>Location</b>	123 STREET, CITY, PA 11111	<b>Judge</b>	Judge Name
<b>Special Instructions</b>			
PHONE NUMBER: 111-111-1111 CONFERENCE: 111 111 111			
<b>Claimant</b>	FIRST LAST	<b>Dispute #</b>	DSP-1111111-1
<b>Defendant/Employer</b>	COMPANY NAME	<b>Assigned Judge</b>	Judge Name
<b>Claim #</b>	1111111	<b>Claim Status</b>	No FROI
<b>Date of Injury</b>		<b>Dispute Status</b>	In Litigation

The details of the selected Event display.

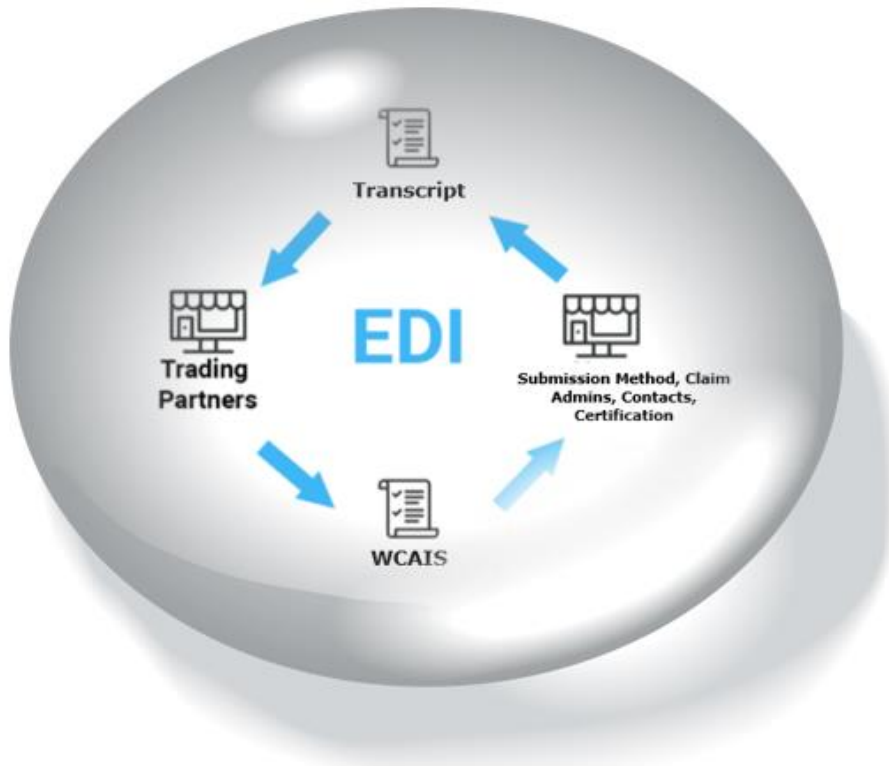


# What's New?

Trading Partner  
Agreement Application  
arrived to WCAIS ... have  
you heard the new buzz?

Don't forget ... special  
reminders from the  
Workers' Compensation  
Appeal Board

Attorneys filing Petitions ...  
we have news for you!



*No more researching  
Bureau Codes!*



**NO MORE JUGGLING BULKY  
SPREADSHEETS!**



**You only enter data once and it is preserved for you the next time you go in, so you only have to make changes to previously submitted data and don't have to re-enter each time!**

## Add/Edit EDI Trading Partner Agreement Application

PROFILE  
INFORMATION

Organization Name  
**Organization Name**

FEIN  
111111111

Organization Type  
TPA

Company Details

Associated Filing Companies

Certification

### Company Details

You must be on the Certification tab to Submit this application

Submission Method (required)

EDI Transaction Partner  Web Portal  Direct Filer

EDI Transaction Partner

TRANSACTION PARTNER

Select the appropriate radio button to indicate the **Submission Method**.  
**Note:** Certain **Submission Method** options may be greyed out and cannot be selected.

**Note:** A drop-down menu will display only if **EDI Transaction Partner** is selected as **Submission Method**.

## Contact Information





Please enter at least one Business and one Technical contact for this Trading Partner from the Add Registered Contact list\*. If you do not locate the contact in the list of registered users, you may elect to add them as an unregistered contact.

\*Name, phone number, and email are pulled from the registered user's profile; if updates are needed to this information the registered user must update their profile.

Add Registered Contacts

Press the **Add Registered Contacts** button if additional contacts need to be added. This pop-up window will display on the next screen.

## Contact Information (2)

Contact Name ↓	Email ↓	Phone # ↓	Extension ↓	Contact Type ↓	Actions
First Last	name@email.com	111-111-1111		Business	 
First Last	name@email.com	111-111-1111		Technical	 

Showing 1 - 2 of 2

If a Contact was entered as an unregistered contact, an **Edit** icon will display in the **Actions** column.

If a Contact needs to be removed, press the **Delete** icon.

# Trading Partner Agreement Application

Company Details **Associated Filing Companies** Certification

### Claim Administrator ID List

You must be on the Certification tab to Submit this application

**Party Type** (required) **FEIN** (required)

Insurer

#### Add Organization

Please confirm you would like to add below organization to your Claim Admin ID List for this application:

<b>FEIN</b>	<b>BWC Insurer Code</b>
<input type="text" value="22-1111111"/>	<input type="text" value="1111"/>

**Organization Name**

Select the **Party Type** from the drop-down menu and enter the Party's **FEIN**.

Press the **Add** button to display the **Add Organization** pop-up window.

Press the **Yes** button after confirming the Organization's information.

Company Details Associated Filing Companies **Certification**

### Certification

#### Trading Partner Agreement

- Filer's organization understands and agrees that it shall timely file all FROIs and SROIs using EDI consistent with the EDI Implementation Guide and the reporting requirements of the Acts, regulations, and department-issued policy statement or written guidance.
- Filer's organization understands and agrees that it shall submit true, correct, and complete information for all FROIs and SROIs filed via EDI. In addition, for all data and information which is required in connection with a filing for which a copy is required by law to be provided to a trading partner, the filer shall provide a true and correct copy of such data and information to that party.
- Filer's organization understands and agrees that it will pay any and all EDI trading partner fees.

Applicant hereby attests and affirms to all statements listed above. (required)

**Name Of Person Filing (required)**  
First Last

**Filer Title (required)**  
Title Name

**Filer Organization (required)**  
Organization Name

**Filer Application Date (required)**  
03/08/2023  
MM/DD/YYYY

Cancel Back Save **Submit**

Check the box and fill all required fields.  
**Note:** These fields are read-only for all approved applications.

Press the **Submit** button.

## View Third Party Administrator

Profile Information

**EDI Trading Partner**

Intake Documents

Documents and Correspondences

MDA Notices

### EDI Trading Partner Details

Approved to send EDI Transaction

Yes

Submission Method

TRANSACTION PARTNER

Add EDI Trading Partner Information

### Trading Partner Agreement Applications (6)

Trading Partner Agreement Application Number	Approved Date	Submission Method	Application Submission Date	EDI Trading Partner Agreement Application Status
<a href="#">TPI-20230308-004</a>		TRANSACTION PARTNER	03/08/2023	New
<a href="#">TPI-20221012-021</a>		TRANSACTION PARTNER		

The completed application will display in the **Trading Partner Agreement Applications** grid. Select the link to view the completed application and view the Trading Partner Agreement Application Transcript.



# Records Request- Requester Reference #

Add up to 30 characters, including numbers, letters, dashes, and slashes!

Request Details

Accurate Claimant/Employee information will help us find and process your request in a timely manner.

Claimant/Employee First Name (required)  Claimant/Employee Last Name (required)

Requester Reference # (i)

Add up to 30 characters containing letters, numbers, dashes (-), and slashes (/) as your own reference number. It will be displayed on your Records Request Dashboard grids but will not be visible to staff.

Now, you can sort by your Requester Reference # to organize your Available and Pending Records Requests

Available Records Request Files (0) (i)

Done <small>(i) ↓</small>	Confirmation # <small>↓</small>	Claimant/Employee Name <small>↓</small>	Requester Reference # <small>↓</small>	File(s) Available Until <small>↓</small>	# Files <small>↓</small>	File(s)
	RR-12334	test	RRS-324334	01/13/2023	2	

Pending Records Request Submitted Online (0) (i)

Confirmation Number <small>↓</small>	Claimant/Employee Name <small>↓</small>	Requester Reference # <small>↓</small>	Submit Date <small>↓</small>
RR-4546546	testing	RRS-454545	01/23/2023

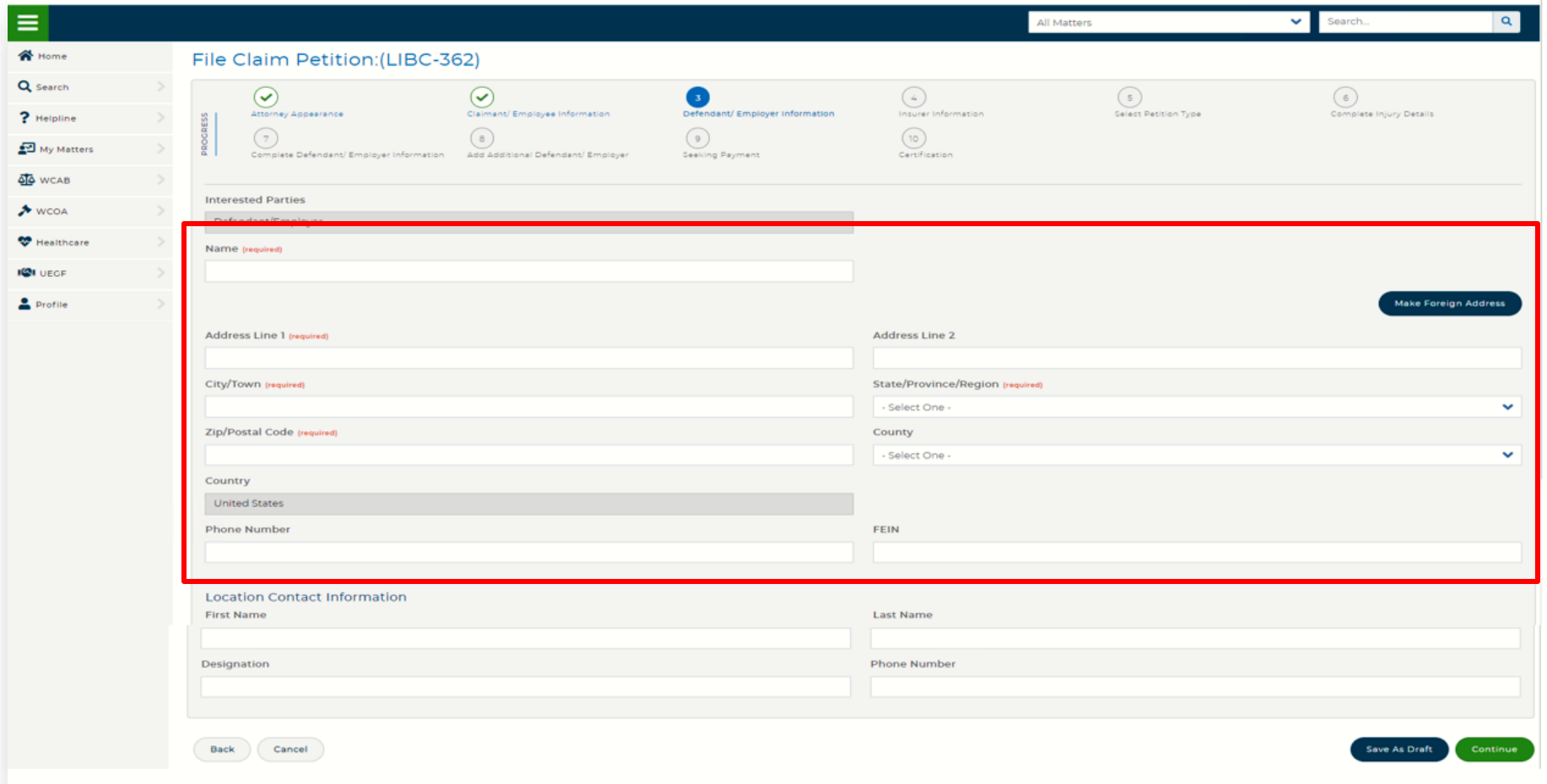


Attorneys  
filing Petitions ...

Starting July 1st, you  
may Search & Associate  
a Defendant/Employer  
and Insurer.

# WCOA – Attorneys filing Petitions ...

Currently when filing a Petition, unless an Attorney associates an existing WCAIS claim, the Defendant/Employer and Insurer information has to be manually entered.



**File Claim Petition:(LIBC-362)**

**PROGRESS**

- 1 Attorney Appearance
- 2 Claimant/ Employee Information
- 3 Defendant/ Employer information
- 4 Insurer Information
- 5 Select Petition Type
- 6 Complete Injury Details
- 7 Complete Defendants/ Employer Information
- 8 Add Additional Defendants/ Employer
- 9 Seeking Payment
- 10 Certification

**Interested Parties**

Name (required)

Address Line 1 (required)

Address Line 2

City/Town (required)

State/Province/Region (required)

Zip/Postal Code (required)

County

Country

United States

Phone Number

FEIN

Make Foreign Address

**Location Contact Information**

First Name

Last Name

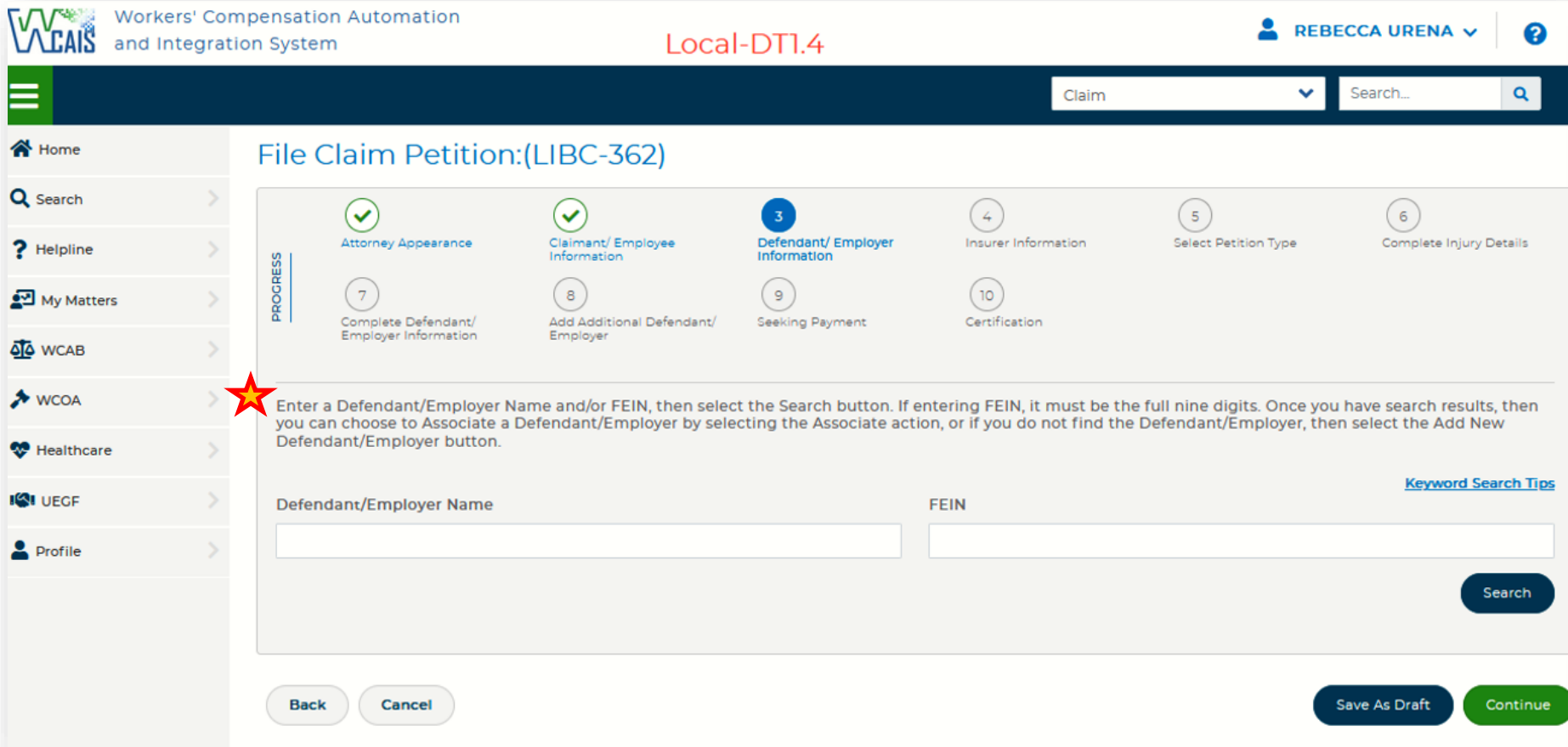
Designation

Phone Number

Back Cancel Save As Draft Continue

# WCOA – Attorneys filing Petitions ...

With this new enhancement, when a WCAIS claim cannot be found and associated, Attorneys may Search & Associate a valid Defendant/Employer profile.



Workers' Compensation Automation and Integration System

Local-DT1.4

REBECCA URENA

Claim Search...

Home Search Helpline My Matters WCAB WCOA Healthcare UEGF Profile

### File Claim Petition:(LIBC-362)

**PROGRESS**

- 1 Attorney Appearance
- 2 Claimant/ Employee Information
- 3 Defendant/ Employer Information**
- 4 Insurer Information
- 5 Select Petition Type
- 6 Complete Injury Details
- 7 Complete Defendant/ Employer Information
- 8 Add Additional Defendant/ Employer
- 9 Seeking Payment
- 10 Certification

Enter a Defendant/Employer Name and/or FEIN, then select the Search button. If entering FEIN, it must be the full nine digits. Once you have search results, then you can choose to Associate a Defendant/Employer by selecting the Associate action, or if you do not find the Defendant/Employer, then select the Add New Defendant/Employer button.

[Keyword Search Tips](#)

Defendant/Employer Name FEIN

Search

Back Cancel Save As Draft Continue

# WCOA – Attorneys filing Petitions ...



Once the user has entered text in one or both of the search fields and selected the Search button, the page will display results with valid WCAIS profiles and an Associate icon in the Action column.

## File Claim Petition:(LIBC-362)

**PROGRESS**

- 1 Attorney Appearance
- 2 Claimant/ Employer Information
- 3 **Defendant/ Employer Information**
- 4 Insurer Information
- 5 Select Petition Type
- 6 Complete Injury Details
- 7 Complete Defendant/ Employer Information
- 8 Add Additional Defendant/ Employer
- 9 Seeking Payment
- 10 Certification

Enter a Defendant/Employer Name and/or FEIN, then select the Search button. If entering FEIN, it must be the full nine digits. Once you have search results, then you can choose to Associate a Defendant/Employer by selecting the Associate action, or if you do not find the Defendant/Employer, select the Add New Defendant/Employer button.

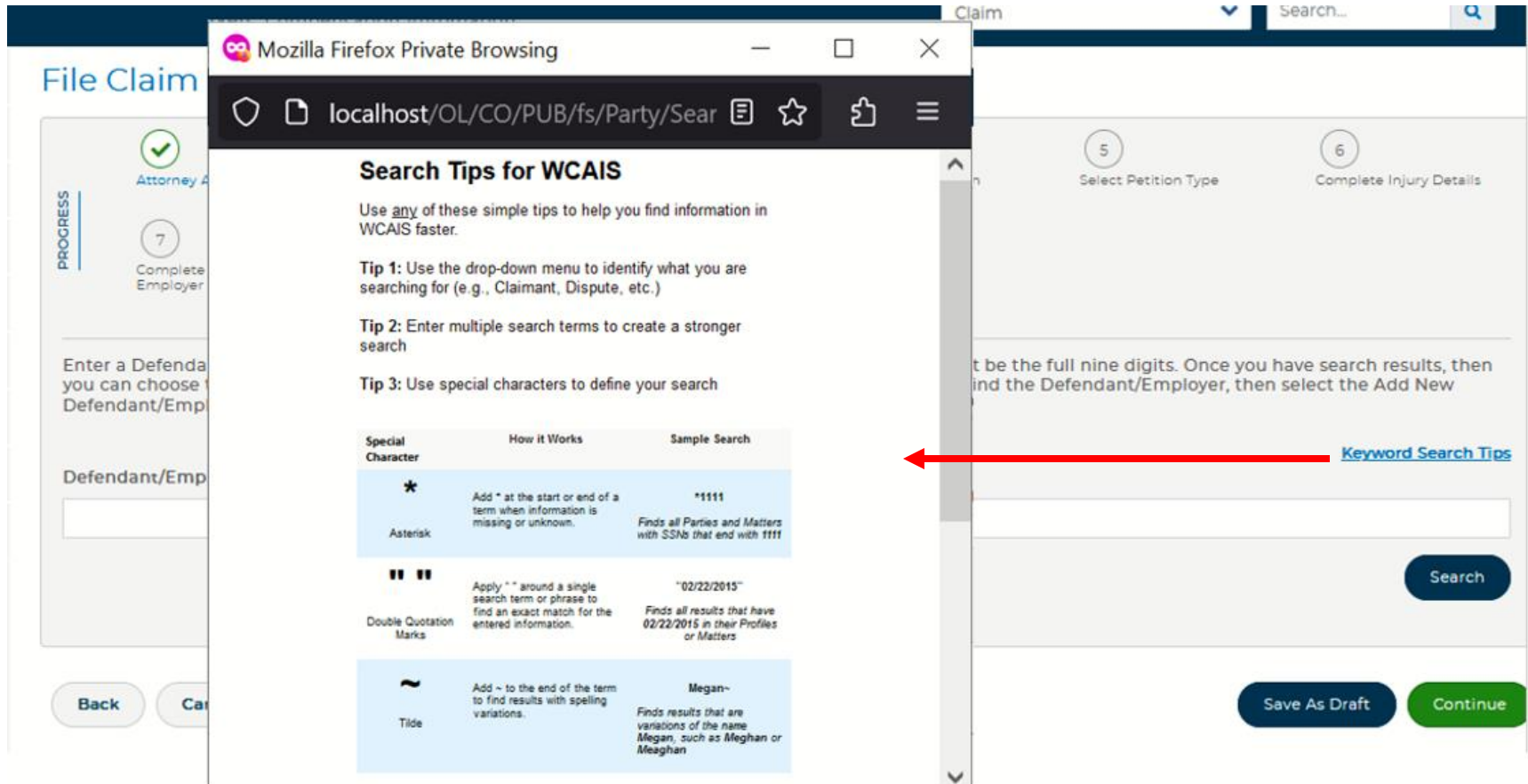
Defendant/Employer Name:  FEIN:

**Search Results (4)**

organization Name ↑	FEIN ↑	Self Insured ↑	Doing Business As ↑	Action
WALMART STORES EAST LP	****6895	No	Walmart #2024	
WALMART STARCO, LLC	****2712	No		
WALMART DISTRIBUTION CENTER # 7030	****2116	No		
SHAHS HALAL FOOD WALMART LLC	****2703	No	SHAHS HALAL FOOD	

Showing 1 - 4 of 4

## Keyword Search Tips for WCAIS



The screenshot shows a web application interface for filing a claim, with a browser window overlaying search tips. The browser window title is "Mozilla Firefox Private Browsing" and the address bar shows "localhost/OL/CO/PUB/fs/Party/Sear". The search tips document is titled "Search Tips for WCAIS" and provides instructions on how to use search characters to refine results. A red arrow points from the "Keyword Search Tips" link in the application to the tips document.

**Search Tips for WCAIS**

Use any of these simple tips to help you find information in WCAIS faster.

**Tip 1:** Use the drop-down menu to identify what you are searching for (e.g., Claimant, Dispute, etc.)

**Tip 2:** Enter multiple search terms to create a stronger search

**Tip 3:** Use special characters to define your search

Special Character	How it Works	Sample Search
*	Add * at the start or end of a term when information is missing or unknown.	*1111 <i>Finds all Parties and Matters with SSNs that end with 1111</i>
" "	Apply " " around a single search term or phrase to find an exact match for the entered information.	"02/22/2015" <i>Finds all results that have 02/22/2015 in their Profiles or Matters</i>
~	Add ~ to the end of the term to find results with spelling variations.	Megan~ <i>Finds results that are variations of the name Megan, such as Meghan or Meaghan</i>

[Keyword Search Tips](#)

After associating a valid profile, the system will auto populate the fields with the selected profile information instead of needing manually entered.

The Employer has set their WCAIS profile to use the below address as their primary mailing address. If you wish to include an alternate address for the physical location of the Employer, you may do so later in the petition process after selecting Manner of Service for all parties.

### Defendant/Employer Information

**Interested Parties**

Defendant/Employer

**Name**

FRANKLIN BRONZE PLAQUES INC

**Address Line 1**

191 Howard St

**Address Line 2**

Ste 306

**City/Town**

Franklin

**State/Province/Region**

PA

**Zip/Postal Code**

16323

**County**

Venango

**Country**

United States

**Phone Number**

**FEIN**

\*\*\*\*2541

**Location Contact Information**

# WCOA – Attorneys filing Petitions ...

**AND** by associating a valid Defendant/Employer Profile, WCAIS will return the Insurer of coverage for the provided date of injury. The Attorney only needs to click on the Associate icon for WCAIS to auto populate the Insurer fields with the selected profile information.

[Add New Insurer](#)

The Insurer has set their WCAIS profile to use the below address as their primary mailing address. If you wish to include an alternate address for the physical location of the Insurer, you may do so later in the petition process after selecting Manner of Service for all parties.

### Insurer Information

Interested Parties

INSURER

Name

ACADIA INSURANCE COMPANY

Address Line 1

11201 DOUGLAS AVE

Address Line 2

City/Town

URBANDALE AVE

State/Province/Region

IA

Zip/Postal Code

50322

County

Country

United States

Phone Number

(207) 228-1979

FEIN

\*\*\*\*7483

NAIC

31325

Insurer Code

2281

Insurer/TPA Claim Number

## File Claim Petition:(LIBC-362)


**PROGRESS**

- 1 Attorney Appearance
- 2 Claimant/ Employee Information
- 3 Defendant/ Employer Information
- 4 Complete Defendant/ Employer Information
- 5 Add Additional Defendant/ Employer
- 6 Seeking Payment



The associated Defendant/Employer was insured by the following Insurer on the Date of Injury. If this is correct, then select the Associate action. If this is not correct, then select the Add New Insurer button in order to enter the details.

### Search Results (1)

Organization Name ↓	FEIN ↓	NAIC ↓	Insurer Code ↓	Group Funds ↓	Action
ACADIA INSURANCE COMPANY	****7483	31325	2281	No	

Showing 1 - 1 of 1



### Why is this important?

- ❖ Ensuring the correct employer profile is associated also ensures the correct insurer profile is associated.
- ❖ Choosing the correct employer profile saves you time by allowing WCAIS to pre-populate fields much in the same manner as when you associate a claim.
- ❖ This allows all parties to receive the Assignment Notice in a timely manner.
- ❖ This eliminates a second claim from being created when EDI is submitted since they use the FEIN which ensures they are using the correct employer profile.



## Withdrawal of Appearance from My Matters

Also coming July 1st are enhancements to the Withdrawal of Appearance screens.



Attorneys should be able to search through their matters in order to easily find the claim(s) from which they want to withdraw their appearance.



Attorneys should be able to withdraw their appearance when there is no active litigation.



# Withdrawal of Appearance from My Matters

Withdrawal of Appearance

The grid below contains all of your Claims. In order to filter the results, enter text into the Filter Results field. As you type the system will apply the filter. If you enter multiple words into the filter and any one of the words does not match, then you will not get any results. You can filter, select rows and then filter again to withdraw from multiple Claims. Once a filter is applied, you can select the checkbox at the top of the first column to automatically select all of the results on that page. If there are results on other pages, then you will need to go to each page to select those results using either the individual checkboxes or the select all checkbox at the top of that page.

List of Claims (3698)

Filter Results

Claim Number	Claimant/Employer	Defendants/Employer	Insurer	TPA	Date Of Injury	Matter Party Type
1019256	VELILLA, STEVEN R	AMES DEPARTMENT STORES INC	OLD REPUBLIC INSURANCE COMPANY		02/16/1997	Interested Party
2767160	LI, LAWRENCE	School District of Philadelphia		FAA MANAGEMENT CORP	04/75/1997	Interested Party

A filter field will be added. As the user types into the filter the page will narrow down the results. The user can then select any and all claims in which they want to withdraw their appearance. The system will maintain the selection(s) across pages.

Withdrawal of Appearance

The grid below contains all of your Claims. In order to filter the results, enter text into the Filter Results field. As you type the system will apply the filter. If you enter multiple words into the filter and any one of the words does not match, then you will not get any results. You can filter, select rows and then filter again to withdraw from multiple Claims. Once a filter is applied, you can select the checkbox at the top of the first column to automatically select all of the results on that page. If there are results on other pages, then you will need to go to each page to select those results using either the individual checkboxes or the select all checkbox at the top of that page.

List of Claims (3698)

Filter Results: OLD REPUBLIC INSURANCE COMPANY

Claim Number	Claimant/Employer	Defendant/Employer	Insurer	TPA	Date Of Injury	Matter Party Type
<input checked="" type="checkbox"/>	1019256	VELILLA, STEVEN R	AMES DEPARTMENT STORES INC COMPANY			
<input checked="" type="checkbox"/>	2767160	STONE, Zachariah	BRISTOL TOWNSHIP SCHOOL	OLD REPUBLIC INSURANCE COMPANY		
<input checked="" type="checkbox"/>	2892026	ARDLE, WILLIAM	BUCKS COUNTY TECHNICAL HIGH SCHOOL	OLD REPUBLIC INSURANCE COMPANY		
<input type="checkbox"/>	2650878	SCHMURA, Carolyn	HEATHERWOOD RETIREMENT INVESTORS LLC	OLD REPUBLIC INSURANCE COMPANY		
<input type="checkbox"/>	2700888	ARDLE, WILLIAM	BUCKS COUNTY TECHNICAL HIGH SCHOOL	OLD REPUBLIC INSURANCE COMPANY		

An Insurer column and TPA column are added to the grid to the right of Defendant/Employer



# Workers' Compensation Appeal Board



In 2022, the WCAB rolled out the new ***“hot-bench”*** process.

Largest regulatory change in 50 yr. history.



Briefs are now submitted prior to argument.



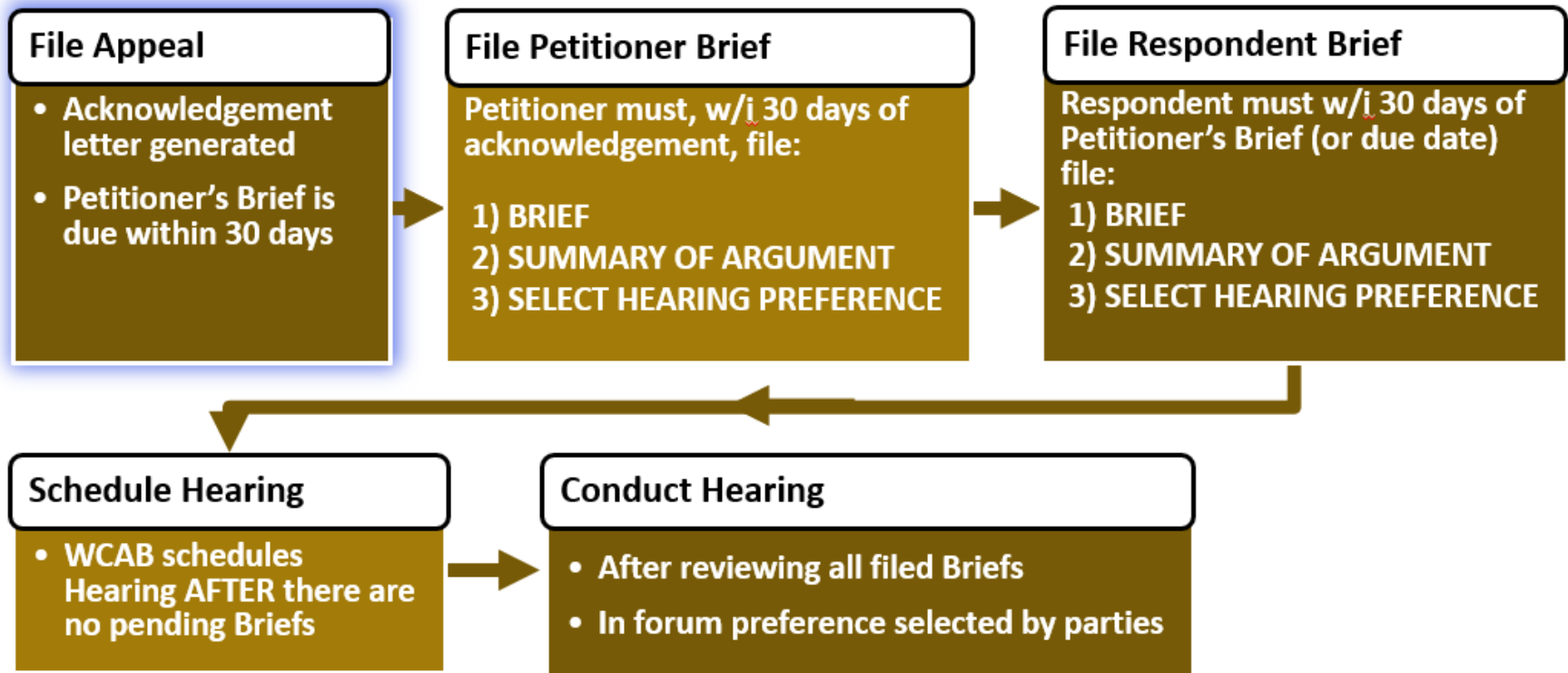
# Workers' Compensation Appeal Board





The “hot-bench”  
process required  
WCAIS changes.





## Appeal Case Summary

Required fields are indicated by \*:

WCAIS Claim #: 1224567 Claimant/Employee Name: LAST, FIRST Defendant/E

[+Expand](#)

A **Brief Due Date** for the Petitioner will be set when the Appeal is acknowledged.

[Appeal Hearing](#)

### Brief Schedule


**Briefs**

[Requests](#)

[Documents and Correspondences](#)

[Opinion Information](#)

Select One	Appeal Number	Submitting Party	Brief Due Date	Brief Type	Brief Status	Hearing Preference	Action
<input type="radio"/>	A22-0000-1	NAME (Claimant's Attorney) - Petitioner	04/20/2022	Brief	Pending	To Be Determined	
	A22-0000-1	NAME (Defendant's Attorney) - Respondent		Brief	Pending	To Be Determined	

Action:  

[Continue](#)

# WCAIS Brief Schedule Ready for Respondent

## Appeal Case Summary

Required fields are indicated by \*:

Once the Petitioner's Brief is no longer Pending, WCAIS creates the Respondent's **Brief Due Date**.

[+Expand](#)

Appeal Hearing		Brief Schedule					
Select One	Appeal Number	Submitting Party	Brief Due Date	Brief Type	Brief Status	Hearing Preference	Action
	A22-0000-1	NAME (Claimant's Attorney) - Petitioner	04/20/20	Brief	Brief Received 04/13/2022	Electronic/ Virtual	
<input type="radio"/>	A22-0000-1	NAME (Defendant's Attorney) - Respondent	05/13/2022	Brief	Pending	To Be Determined	

Action:

## Brief Schedule Notice

**Briefs will not be accepted after the Brief Due Date. WCAIS will update the Status to No Brief Received.**



Notice Date: **04/13/2022**  
Appeal Case: **A22-0000**  
Claim Number: **12345678**  
Injury Date: **05/06/2021**  
Dispute Number: **DSP-1234589-1**

### RESPONDENT BRIEF DUE DATE NOTICE NAME v. CORPORATION

Briefs shall be filed in accordance with 34 Pa. Code § 111.16.

Appeal Number	Parties	Brief Due Date	Brief Status	Hearing Preference
A22-0000-1	Petitioner – Name (Claimant's Attorney)	04/20/2022	Brief Received 04/13/2022	In-Person
A22-0000-1	Respondent – Name (Defendant's Attorney)	05/13/2022	Pending	To Be Determined

**BRIEF DUE DATES WILL BE ENFORCED BY THE BOARD.**

**NOTE:** When you file your brief, you will be required to choose a hearing preference. You may select an in-person hearing, a virtual hearing, or you may waive your right to a hearing. Unless waived by all parties, a hearing in the case will be scheduled.

## Appeal Case Summary



There are some errors in the form below. Please correct the following error(s) before proceeding:

- A Brief Extension Request cannot be submitted when the brief has already been received, is no longer required, or is not being submitted. **A request to extend the Brief Due Date must be filed prior to the date on which the Brief is due.** See, 34 Pa. Code § 111.16(d).

**A Brief Extension Request must be filed BEFORE the Brief Due Date.**

Number	Submitting Party	Brief Due Date	Brief Type	Brief Status	Hearing Preference	Action
0-1	NAME (Claimant's Attorney) - Petitioner	04/20/2022	Brief	Brief Received 04/13/2022	Electronic/ Virtual	
A22-000-1	NAME (Defendant's Attorney) - Respondent	05/13/2022	Brief	Pending	To Be Determined	

Action: Request Brief Extension

Continue

# WCAIS Hearing Notice



## Notice of Hearing – In-Person Hearing



Notice Date: **05/20/2022**  
Appeal Case: **A18-00000**  
Claim Number: **0000000**  
Injury Date: **05/06/2021**  
Dispute Number: **DSP-0000000-1**

## Notice of Hearing – Electronic Hearing



Notice Date: **05/20/2022**  
Appeal Case: **A18-00000**  
Claim Number: **0000000**  
Injury Date: **05/06/2021**  
Dispute Number: **DSP-0000000-1**

### NOTICE OF HEARING NAME v. CORPORATION

A hearing has been scheduled for the above captioned case by the Workers' Compensation Appeal Board.

Date: **07/14/2022**  
Time: **2:00 PM**  
Type: **Electronic**

(Electronic hearing link to be provided by email or mail invitation.)

### NOTICE OF HEARING NAME v. CORPORATION

A hearing has been scheduled for the above captioned case by the Workers' Compensation Appeal Board.

Date: **07/14/2022**  
Time: **9:00 AM**  
Room: **B**  
Type: **In-Person**  
Location: **411 7<sup>th</sup> Ave, 3<sup>rd</sup> Floor,  
Pittsburgh, PA 15219-1029**

## Search Tips for WCAIS

Use any of these simple tips to help you find information in WCAIS faster.

**Tip 1:** Use the drop-down menu to identify what you are searching for (e.g., Claimant, Dispute, etc.)

**Tip 2:** Enter multiple search terms to create a stronger search

**Tip 3:** Use special characters to define your search

Special Character	How it Works	Sample Search
<b>*</b> Asterisk	Add * at the start or end of a term when information is missing or unknown.	<b>*1111</b> <i>Finds all Parties and Matters with SSNs that end with 1111</i>
<b>" "</b> Double Quotation Marks	Apply " " around a single search term or phrase to find an exact match for the entered information.	<b>"02/22/2015"</b> <i>Finds all results that have 02/22/2015 in their Profiles or Matters</i>
<b>~</b> Tilde	Add ~ to the end of the term to find results with spelling variations.	<b>Megan~</b> <i>Finds results that are variations of the name Megan, such as Meghan or Meaghan</i>
<b>OR</b>	Use OR between search terms to broaden your search results by including more than one keyword.	<b>Wal-Mart or Walmart</b> <i>Finds all results that contain either Wal-Mart or Walmart</i>

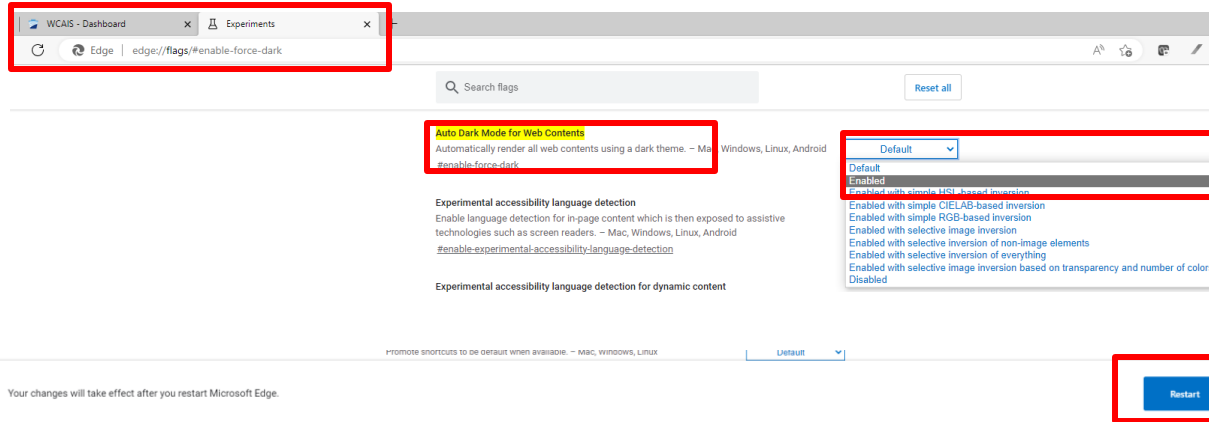
## Browser Keyboard Shortcut

Scroll up in small sections	<b>Pg Up</b>
Scroll down in small sections	<b>Pg Dn</b>
Scroll directly to the top of the screen	<b>Home</b>
Scroll directly to the bottom of the screen	<b>End</b>
Advance from field to field	<b>Tab</b>
Move backward from field to field	<b>Shift</b> + <b>Tab</b>
Close a pop-up window without pressing the x button	<b>Esc</b>
Zoom In	<b>Ctrl</b> + <b>+</b>
Zoom Out	<b>Ctrl</b> + <b>-</b>



# WCAIS Tips

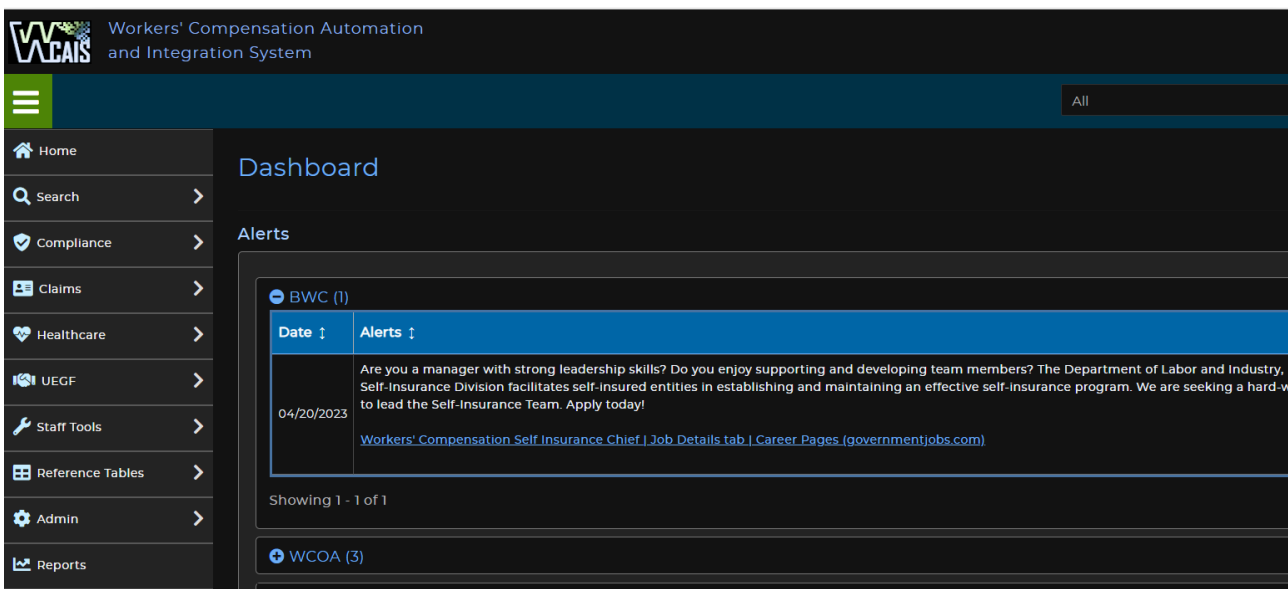
Is WCAIS bright for your eyes? Want a darker background?  
From Edge, new tab, type: `edge://flags/#enable-force-dark`



Auto Dark Mode for Web Content will pop up, please select Enable from drop down.

At bottom of tab, a Restart button will appear. Please click and wait ...

After a few seconds, return to WCAIS ... Your Dashboard will appear with a black background!





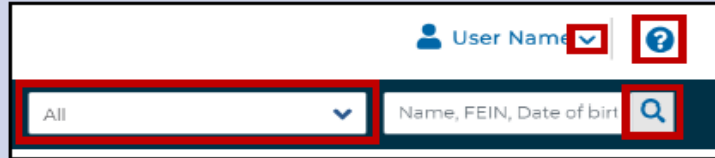
- ✓ Modern User Experience
- ✓ Mobile-Friendly & Responsive

## WCAIS Digital Transformation

### Basic Screen Functions



**Green menu** = view or collapse the menu

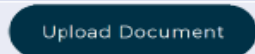


**Arrow next to User Name** = logout menu  
**Question icon** = access the Customer Service Center  
**All drop-down menu** = narrow search parameters  
**Magnifying glass icon** = search WCAIS

### Buttons



**Green button** = proceed to the next screen



**Blue button** = additional task to perform



**Grey button** = Back, Cancel, Clear, etc.



**Blue arrow button** = scroll to top of screen

### Icons



**Check mark** = section complete  
**Blue circle** = section in progress  
**Grey circle** = section not started



**Additional Info**  
**Expand & Collapse**



Calendar



Edit



Informational Pop-Up



View



Delete

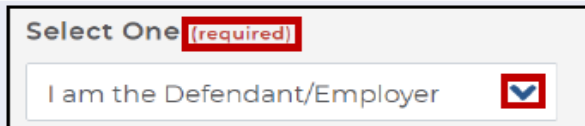


Refresh



Remove

### Field Indicators



**Red (required)** = mandatory field  
**Arrow** = drop-down menu

### Grids

Action ↓	Claim Status ↑	Received Date ↑	Original Filing Date ↓	Status ↓
EDI Transaction FROI-00 was received	FROI	###/##/####		

**Single arrow next to a column title** = the grid is sorted by that column  
**Double-sided arrow** = press to sort by that column

### Browsers & Zooming



Use **Microsoft Edge**, **Google Chrome**, or **Mozilla Firefox** to access WCAIS.  
**Do not use Internet Explorer.**

**Zoom in and out:**  
**PC Keyboard** = ctrl and +/-  
**Apple Keyboard** = cmd and +/-  
**Browser Settings** = Press the three dots in the upper right corner of the browser. Update the **Zoom** setting.

# WCAIS User Experience Guide ...

# Do You Have One?

