

WCAIS ROLES AND REGISTRATION:

- Law Firm Admin Registration
- Attorney Registration
- <u>Attorney Association to a New Law Firm</u>
- Disassociating an Attorney from a Law Firm
- <u>Reassigning Matters from a Disassociated Attorney</u>
- Sharing an Attorney's Matters within the Law Firm
- Law Firm User Registration
- Law Firm Admin Approving a Law Firm User's Registration
- Attorney Approving a Law Firm User to Perform Work on Their Behalf
- Law Firm User Performing Work on Behalf of an Attorney(s)
- <u>Updating Attorney WCAIS Profile</u>

ENTRY AND WITHDRAWAL OF APPEARANCE:

- Entering Appearance
- <u>Withdrawing Appearance</u>

WCAIS DASHBOARD:

- <u>Alerts</u>
- <u>Correspondence</u>
 - Using the Show Recent Correspondence Button
 - <u>Using the Search Correspondences Link</u>
- <u>Additional Dashboard Items</u>
 - Customizing the WCAIS Dashboard
 - <u>Adding the My Disputes grid to View the Instructions from the Judge</u>
- Quick Links
 - WCOA Dashboard Link
 - Upcoming Briefs Grid
 - WCOA Petitions / Answers Grid
 - WCOA Requests Grid
 - Judge Communication Grid
 - WCAB Dashboard Link
 - Upcoming Briefs Grid
 - WCAB Requests Grid
 - <u>Records Request Dashboard Link</u>
 - Submitting a Request for Bureau Records
 - File WCOA Petition Link
 - Judges' Procedural Questionnaires Link

ENHANCED SEARCH FROM THE DASHBOARD

CUSTOMER SERVICE CENTER FROM THE DASHBOARD:

- <u>Customer Service Center Home</u>
 - Questions Repository
 - Process Guides & Simulations
 - <u>Previously Recorded Trainings</u>
- <u>I need help on this screen...</u>
- Submit a Question
- Printable WC Forms
- <u>Contact Us</u>

CLAIM SUMMARY:

- <u>Claim History tab</u>
- Interested Parties tab
- Injury Details tab
- Dispute tab
 - <u>Requesting a Voluntary Mediation on a Claim without open Disputes</u>
- <u>Appeal Case Information tab</u>
 - <u>Viewing Appeal Information</u>
 - <u>Submitting a Request to the WCAB</u>
 - Appeal Brief Schedule Actions
 - <u>Requesting an Appeal Brief Extension</u>
 - <u>Submitting an Appeal Brief</u>
 - Contacting the Appeal Board

CLAIM SUMMARY CONTINUED:

- Benefits Information tab
- SFR Application tab
- Healthcare Services Requests tab
 - <u>Viewing a Utilization Review Request</u>
 - <u>Viewing a Med Fee Review Request</u>
 - <u>Viewing an IRE Designation Request</u>
 - <u>Contacting Healthcare Services</u>
- Actions tab
 - Viewing forms generated through an EDI transaction
- Documents and Correspondence tab
- EDI Transaction tab

DISPUTE SUMMARY:

- General Information tab
 - <u>Viewing the Dispute Business Event Log</u>
- Interested Parties tab
 - <u>Changing Address</u>
- Petitions and Answers tab
 - <u>Submitting an Answer</u>
- <u>Hearing Information tab</u>
 - <u>Viewing the Hearing Summary Screen</u>
- Mediation Information tab
 - <u>Submitting a Mediation Statement</u>
- Exhibits tab
 - <u>Evidentiary Record Closing Date</u>
 - <u>Submitting an Exhibit</u>
 - <u>Tips for Submitting Large Exhibits</u>
 - <u>Submitting Surveillance Evidence</u>

DISPUTE SUMMARY CONTINUED:

- <u>Witnesses tab</u>
- <u>Requests tab</u>
 - Submitting a Request
 - <u>Request Type Matters!</u>
 - <u>Submitting a Subpoena Request</u>
 - <u>Submitting a Request to the Mediating Judge</u>
- Briefs tab
 - Submitting a Brief
 - <u>Requesting a Brief Extension</u>
- Decisions tab
 - Filing a WCAB Appeal
- Documents and Correspondence tab
 - <u>Submitting a Letter to Judge</u>

MISCELLANEOUS TOPICS:

- Additional Methods for Filing a WCOA Petition
- Interactive Forms
- Filing a Utilization Review Request
- Filing a Medical Fee Review Request
- Filing an Impairment Rating Evaluation Request
- <u>Proof of Service Reminders</u>
- <u>Request Tip Sheet</u>
- Video Hearings and Mediations
- <u>Using Mobile Devices for WCAIS</u>
 - <u>My Events</u>
 - <u>Inbox</u>
 - <u>My Matters</u>
 - <u>Requests</u>
 - <u>Petitions</u>
- <u>Contacting the WCOA Resource Center</u>

WCAIS IS THE OFFICIAL LEGAL RECORD.

11

WCAIS ROLES & REGISTRATION

12

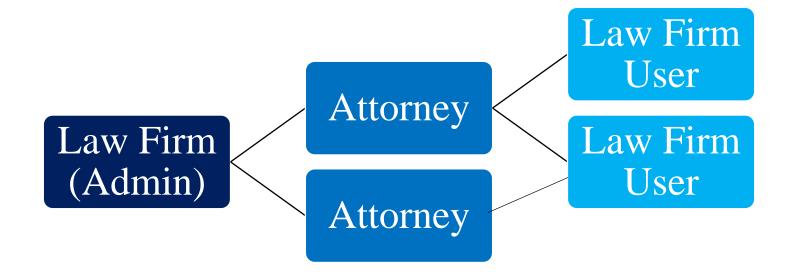
WCAIS Roles:

- Law Firm Admin (Office Manager)
- Law Firm User (Paralegal, Secretary, other Support Staff)
- Attorney

WCAIS ROLES & REGISTRATION:

Law Firm Admin Registration

Law Firm Admin: Maintains all firm related functions within WCAIS.



Law Firm Admins can complete a number of Administrative functions on behalf of the law firm.

To register as a Law Firm Admin, select the **Are you a New User?** link from <u>www.wcais.pa.gov</u>.

_	vania LABOR & INDUSTRY on Automation and Integration System	Páginas en español Customer Service Center Accessibility
pennsylvania 🕅	PA STATE AGENCIES 👻 ONLINE	SERVICES 🗸
Bureau of Workers' Compensation	Workers' Compensation Office of Adjudication Appeal Board	Keystone Key
PA pennsylvania STATE OF INDEPENDENCE	Accessibility Statement Privacy Policy Security Policy Contact Us Copyright © 2011 Commonwealth of Pennsylvania . All rights reserved. GOVERNOR TOM WOLF	Entrust

Select I am a Law Firm or I am a Law Firm's representative and Register.

Self Registration - User Selection
Required fields are indicated by *:
Individual users, please select one of the following options:
O I am an attorney O I am a claimant
O I am a Dependent of a deceased claimant
Organizational users, please select one of the following options*: O I am an employer, or I am an employer"s representative. (Please select this option if you are an authorized individually self-insured employer or a representative or guarantying entity of a self-insured employer)
O I am a Healthcare Provider (Facility / Group e.g. Pharmacy, Hospital), or I am a Healthcare Provider's representative
I am an insurer, or I am an insurer's representative (Insurance Carrier) I am a Law Firm, or I am a Law Firm's representative
 I am a Third Party Administrator (TPA), or I am a TPA's representative I am an existing Utilization Review Organization/Peer Review Organization (URO/PRO), or I am an existing URO/PRO's representative
 I am a Group Self-Insured Fund Admin, or I am a Group Self-Insured Fund Admin's representative I am an applicant Utilization Review Organization/Peer Review Organization (URO/PRO), or I am an applicant URO/PRO's representative
Register

Select I am an <u>administrative</u> law firm user (responsible for administering WCAIS user accounts within the organization) and Save and Continue.

Follow the prompts to set up a password and answer security questions. Keystone ID (username) will come via e-mail upon a successful registration.

Law Firm Sel Organization Required fields are indicated by *:	f Registration Request - Role in the
Organization Role	Tell us about your role in your organization*:
2 Identifying Information	I am an administrative law firm user (responsible for administering WCAIS user accounts within the organization) I am a non-administrative law firm user (requires registration pin provided by WCAIS administrator of your organization)
3 Online Agreement	Back Cancel Save and Continue
4 Account Information	
6 Verify Information	

Law Firm Admins have access to the law firm's PIN which can be distributed to Attorneys and Law Firm users who wish to associate with the law firm.

To access the PIN, Law Firm Admins click **Profile** from the Navigation Bar from the WCAIS Dashboard and **Change Profile** or the <u>Click Here</u> link in the yellow alert at the top of the Dashboard.

Search Helpline My Matters WCAB	Profile Admin	Dashboard
	Change Profile	All Matters 🗢 Search 60
Dashboard	Change Hint Questions and Answers	
You are registered as an administrator for your o view your organization pin		dministrative users to register themselves into WCAIS Click here to
	MDA Notice	

Here is where the WCAIS User Registration PIN can be found:

Change Prof	ile
Required fields are indicated by *:	
KeyStone ID:	b-wcuat190
Organization Name:	ASSOCIATES
Federal Employer Identification Number:	195
WCAIS User Registration PIN:	272
status:	Active
WCAIS Roles:	Law Firm Administrator

WCAIS ROLES & REGISTRATION:

Attorney Registration

To register as an attorney <u>for the first time</u>, select the **Are you a New User?** link from <u>www.wcais.pa.gov</u>.

	LABOR & INDUSTRY on Automation and Integration System	Páginas en español ② Customer Service Center ③ Accessibility NE SERVICES →
Bureau of Workers' Compensation About Compliance Conferences Contact Information BWC Announcements	Workers' Compensation Office of Adjudication Appeal Board	Keystone Key
PA pennsylvania STATE OF INDEPENDENCE	Accessibility_Statement Privacy_Policy, Security_Policy, Contact Us Copyright © 2011 <u>Commonwealth of Pennsylvania</u> . All rights reserved. <u>GOVERNOR TOM WOLF</u>	Entrust Arantar

Select I am an attorney and Register.

Follow the prompts to complete registration.

Self Registration - User Selection
Required fields are indicated by *:
Individual users, please select one of the following options*: I am an attorney I am a claimant I am a Dependent of a deceased claimant
Organizational users, please select one of the following options*:
O I am an employer, or I am an employer''s representative. (Please select this option if you are an authorized individually self-insured employer or a representative or guarantying entity of a self-insured employer)
O I am a Healthcare Provider (Facility / Group e.g. Pharmacy, Hospital), or I am a Healthcare Provider's representative
O I am an insurer, or I am an insurer's representative (Insurance Carrier)
O I am a Law Firm, or I am a Law Firm's representative
O I am a Third Party Administrator (TPA), or I am a TPA's representative
O I am an existing Utilization Review Organization/Peer Review Organization (URO/PRO), or I am an existing URO/PRO's representative
O I am a Group Self-Insured Fund Admin, or I am a Group Self-Insured Fund Admin's representative
O I am an applicant Utilization Review Organization/Peer Review Organization (URO/PRO), or I am an applicant URO/PRO's representative
Register

The Attorney is prompted to enter the Law Firm's PIN received from the Law Firm Admin.

Information	
Required fields are indicated by *:	
1 Organization Role	Since this is the first time you are accessing WCAIS, please confirm the following details to complete your registration.
2 Identifying Information	Tell us about yourself.
	First Name*: Test
3 Online Agreement	Last Name*: Tester
4 Account Information	Email Address*: sleech@pa.gov
	Confirm Email Address*: sleech@pa.gov
5 Verify Information	Tell us about your organization
	User Registration PIN*:
	For security reasons, please answer the following question:
	Which is the first color in the following list: January, blue, fish, orange, green?*:
	Back Cancel Save and Continue

NOTE: PIN is required for the Attorney to register in WCAIS. Therefore, somebody must be registered as a Law Firm Admin first to obtain the Law Firm's PIN.

Once an Attorney is registered and associated to a firm, the firm name will appear after the Attorney's name on the Interested Parties tab.

Interested Parties & Associated Recipients	P View/Edit Access					
Petitions and Answers	Interested Parties					
Hearing Information	Name	Туре	Business Unit	Correspondence Address	Email Address	Action
	QUNINSURED EMPLOYERS GUARANTY FUND	Fund		1171 S Cameron St, Harrisburg, PA 17104-2542 <u>View History</u>		<u>Change</u> <u>Party</u> Info
	€ <u>NICOLE D MIKLOV</u> IC, ESQ (Office of Chief Counsel)	Fund's Attorney (UNINSURED EMPLOYERS GUARANTY FUND)		1171 S Cameron St, Harrisburg, PA 17104-2542 <u>View History</u>	wcais.test@gmail. com	<u>Change</u> <u>Party</u> Info
	•					•

WCAIS ROLES & REGISTRATION:

Attorney Association to a New Law Firm

When an Attorney who is <u>already registered in WCAIS</u> wants to associate to a new firm, the attorney starts by clicking the **Profile** dropdown on the Navigation Bar on the WCAIS Dashboard and **Change Profile**.

Change Profile Dashboard Change Hint Questions and All			1	Profile	UEGF	Healthcare	WCOA	WCAB	My Matters	Helpline	Search
Dashboard Change Hint Questions and A			nge Profile	Chan							
	Inswers	tions and Answers	nge Hint Ques	Chan	Dashboard						
Change Password	-		nge Password	Chan							

Click the **Update Association** link:

Change Profile	
Required fields are indicated by *:	
KeyStone ID: b-wcuat1	
Pennsylvania Attorney ID Number: 556	
status: Active	
Law Firm: CHANAN & YOONE	Update Association
WCAIS Roles: Attorney	

Click the radio button next to **Associate with New Law Firm PIN**, enter the PIN received from the Law Firm Admin at the new firm and click **Submit and Continue**.

Associate Law Firm		
Law Firm Information Looks like you're already associated wit	h a Law Firm. Please choose an action:	
O Disassociate with Law Firm	BUCHANAN INGERSOLL & ROONEY	
Associate with New Law Firm PIN	Enter PIN:	
	Submit and Continue	Cancel

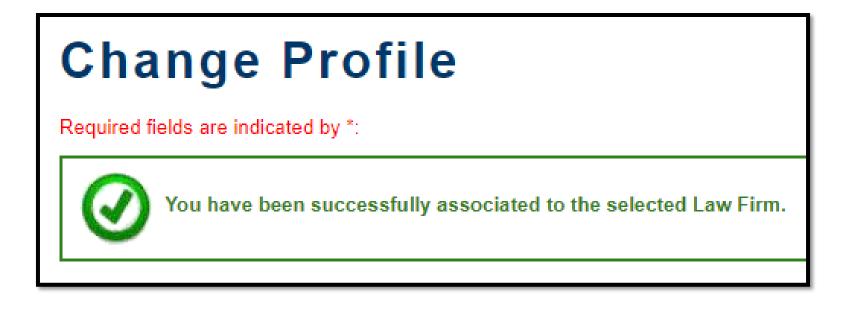
NOTE: Disassociating from your old firm is not necessary once you receive confirmation of the new association with the new law firm.

29

Click **Yes** to confirm association to the new firm:

Confirm Ass	ociation	to	Law	Firm
Name:	VEN & ASSOCIATES			
Address Line 1:	190 FRONT ST			
Address Line 2:				
City:	HARRISBURG			
State:	РА			
Zip Code:	17102		+4 Digi	ts: 2270
County:	Dauphin			
Country:	United States			
Is the information listed above correct	?			
Yes No				

After successfully associating to the new firm, the Attorney will receive a confirmation message.



Once an Attorney is associated to a firm, the firm name will appear after the Attorney's name in the Interested parties tab in WCAIS with the name of the firm in parentheses.

Interested Parties & Associated Recipients	View/Edit Access					
Petitions and Answers	Interested Parties					
Hearing Information	Name	Туре	Business Unit	Correspondence Address	Email Address	Action
	QUNINSURED EMPLOYERS GUARANTY FUND	Fund		1171 S Cameron St, Harrisburg, PA 17104-2542 <u>View History</u>		<u>Change</u> Party Info
	QNICOLE D MIKLOV IC ESO (Office of Chief Counsel)	Fund's Attorney (UNINSURED EMPLOYERS GUARANTY FUND)		1171 S Cameron St, Harrisburg, PA 17104-2542 <u>View History</u>	wcais.test@gmail. com	<u>Change</u> Party Info
	•		1	1		•

WCAIS ROLES & REGISTRATION:

Disassociating an Attorney from a Law Firm

Law Firm Admins have the ability to disassociate Attorneys from their firm by selecting the **Admin** dropdown from the Navigation Bar on the WCAIS Dashboard and **View Attorneys**.

Search	Helpline	My Matters	WCAB	WCOA	Healthcare	UEGF	Profile	Admin		
_		_						Modif	fy User	
Das	hbo	ard						Rese	t Password	
	You are registered as an administrator for your organization. Provide organization pin to your not view your organization pin						_{ol} Pending Approvals _s			
them you	n organizati	on pin						View	Attorneys	
								Modif	fy Organizatio	on -

Check the box next to the Attorney who is disassociating from the firm and click **Disassociate**.

List of Attorneys							
Select All	Name	Pennsylvania Attorney ID	View Matter List	Law Firm's Access End Date			
\square	EVAN	556	View Matter List				
	DAVID	468:	View Matter List				
	SMITH	200	View Matter List				
	RUTH	319	View Matter List				
	Wade	321	View Matter List				
	Back Disassociate						

Attorneys can also disassociate themselves from a firm by selecting the **Profile** dropdown from the Navigation Bar on the WCAIS Dashboard and **Change Profile**.

Search	Helpline	My Matters	WCAB	WCOA	Healthcare	UEGF	Profile	
							Change Profile	
Das	hbo	ard					Change Hint Que	estions and Answers
							Change Passwo	rd _

Click the radio button next to **Disassociate with Law Firm** and click **Submit and Continue**.

Associate Law Firm						
Law Firm Information Looks like you're already associated with	a Law Firm. Please choose an action:					
Disassociate with Law Firm	BUCHANAN INGERSOLL & ROONEY					
O Associate with New Law Firm PIN	Enter PIN:					
	Submit and Continue Cancel					

NOTE: Only disassociate if you are not associating with a new law firm.

WCAIS ROLES & REGISTRATION:

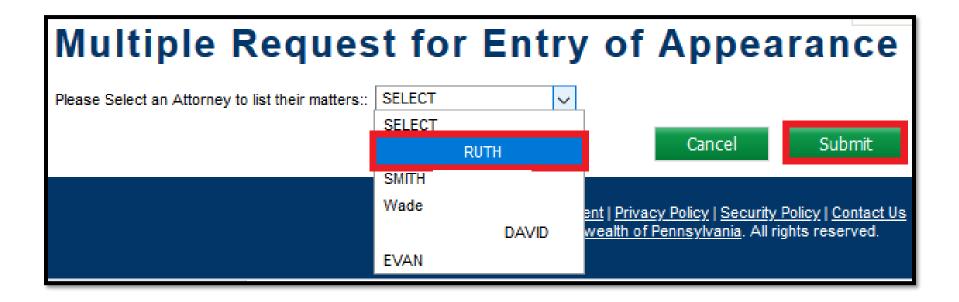
Reassigning Matters from a Disassociated Attorney

When an Attorney is disassociated from a Law Firm, the Law Firm Admin maintains access to that Attorney's matters for <u>30 days</u>. This allows the Law Firm Admin to enter the appearance of a different Attorney on one or <u>multiple matters simultaneously</u>.

To do that, the Law Firm Admin clicks **My Matters** from the Navigation Bar on the WCAIS Dashboard and **Multiple Request for Entry of Appearance**.

y Matters	WCAB	Profile	Admin	
Manage N	ly Matter	s		
Multiple R	Requestf	or Entry	of Appearance	:
	al of App	earance		ti
	Multiple F	Multiple Request f Withdrawal of App	Withdrawal of Appearance	Multiple Request for Entry of Appearance Withdrawal of Appearance

Select the Disassociated Attorney's name from the dropdown and then click **Submit**.



The Law Firm Admin can select some or all of the disassociated Attorney's matters to be reassigned and then click the radio button next to the Attorney who will be taking over, check the certification box, and then click **Submit**.

		415	DEBF	AS	11/23/2012		Custom Painting
		420	LAWRE	ENCE	4/27/2013	USA IN	с
		701	Ke	evin	2/15/1995	СС	DMPANY
1 2	3	<u>4</u> <u>5</u>	<u>6</u> <u>7</u> <u>8</u> <u>9</u> 1	<u>10</u>			
List of Attorneys							
Select (One	Name		Pennsylvania	a Attorney ID		
۲		SMITH		200			
0		Wade		321			
0			DAVID	468			
0		EVAN		556			
✓ *I certify that all parties for the above claims have been notified of this request							
Cancel Submit							

NOTE: This process may be repeated until all of the disassociated Attorney's matters are reassigned.

WCAIS ROLES & REGISTRATION:

Sharing an Attorney's Matters within the Law Firm

Law Firm Admins and Attorneys can "share" a matter with another Attorney.

Law Firm Admins select the **Admin** dropdown from the Navigation Bar on the WCAIS Dashboard and **View Attorneys**.



Attorneys select the **My Matters** dropdown from the Navigation Bar on the WCAIS Dashboard and **Manage My Matters**.

Search Helpline	My Matters	WCAB V	VCOA	Healthcare U	
	Manage I	My Matters			
Dashboa	Request for Entry of Appearance				
	Manage Access of Law Firm User				
Alerts:	Multiple Request for Entry of Appearance				
Date	Withdrawal of Appearance				

42

Law Firm Admins click the **View Matter List** link next to the Attorney whose matters will be shared.

List of Attorneys						
Select All	Name	Pennsylvania Attorney ID	View Matter List	Law Firm's Access End Date		
	EVAN	556	View Matter List			
	<u>, DAVID</u>	468.	View Matter List			
	<u>SMITH</u>	200	View Matter List			
	RUTH	319	View Matter List			
	<u>Wade</u>	321	View Matter List			

Law Firm Admin and Attorney can check the box next to the matter(s) to be shared and then click **Manage Matter**.

N	<u>2312</u>	BERT	ALUMINUM COMPANY				
\square	<u>248</u>	ERIC	Children's Hospital				
\square	249	I SANDY	Womens Hospital				
1	1 2 3 4 5 6 7 8 9 10						
Μ	Manage Matter						

Select Attorney(s) to share the matters with and then click **Update**.

Manage Matter Access

Warning: You are managing access to multiple matters of the Attorney. Individuals that are not selected will lose access to all selected matters and individuals that are selected below will be granted access to all selected matters.

Attorneys

Attorneys Associated to VEN & ASSOCIATES

Select All	Name	Pennsylvania Attorney ID
	RUTH	319
	<u>SMITH</u>	200
	Wade	321
	DAVID	468:

Click Yes to confirm the selection.

Mana	ge Matter	Acce	ss	- C	onf	irm	atio	n
Claim Number	Name	Access Change	•					
3101320	RAMIEREZ,	GAIN]					
3146781	RAMIEREZ	GAIN						
						Yes	No	

Upon successful submission, a success message will appear.



WCAIS ROLES & REGISTRATION:

Law Firm User Registration (Not Attorney or Law Firm Admin)

To register as a Law Firm User select the **Are you a New User?** link from <u>www.wcais.pa.gov</u>.

	ania LABOR & INDUSTRY on Automation and Integration System	Páginas en español Customer Service Center Accessibility
pennsylvania 🕅	PA STATE AGENCIES 👻 ONLINE	SERVICES 🔶
Bureau of Workers' Compensation About Compliance Conferences Contact Information BWC Announcements	Workers' Compensation Office of Adjudication Appeal Board	Keystone Key
PA pennsylvania	Accessibility Statement Privacy Policy Security Policy Contact Us Copyright © 2011 Common wealth of Pennsylvania . All rights reserved. GOVERNOR TOM WOLF	Entrust

When registering in WCAIS, Law Firm Users click **I am a Law Firm** or **I am a Law Firm's representative** and **Register**.

Self Registration - User Selection
Required fields are indicated by *:
Individual users, please select one of the following options*: O I am an attorney O I am a claimant O I am a Dependent of a deceased claimant
Organizational users, please select one of the following options*: O I am an employer, or I am an employer's representative. (Please select this option if you are an authorized individually self-insured employer or a representative or guarantying entity of a self-insured employer)
O I am a Healthcare Provider (Facility / Group e.g. Pharmacy, Hospital), or I am a Healthcare Provider's representative O I am an insurer, or I am an insurer's representative (Insurance Carrier) I am a Law Firm, or I am a Law Firm's representative I am a Third Party Administrator (TPA), or I am a TPA's representative
I am an existing Utilization Review Organization/Peer Review Organization (URO/PRO), or I am an existing URO/PRO's representative I am a Group Self-Insured Fund Admin, or I am a Group Self-Insured Fund Admin's representative I am an applicant Utilization Review Organization/Peer Review Organization (URO/PRO), or I am an applicant URO/PRO's representative
Register

51

Select I am a <u>non-administrative</u> law firm user, Save and Continue, and follow the prompts.

Law Firm Sel Organization Required fields are indicated by *:	f Registration Request - Role in the
Organization Role	Tell us about your role in your organization*:
2 Identifying Information	○ I am an administrative law firm user (responsible for administering WCAIS user accounts within the organization) ● I am a non-administrative law firm user (requires registration pin provided by WCAIS administrator of your organization)
3 Online Agreement	Back Cancel Save and Continue
Account Information	
5 Verify Information	

The Law Firm User is prompted to enter the Law Firm's PIN (obtained from the Law Firm Admin) to complete registration.

Information	
Required fields are indicated by *:	
1 Organization Role	Since this is the first time you are accessing WCAIS, please confirm the following details to complete your registration.
Identifying Information	Tell us about yourself.
	First Name*: Test
3 Online Agreement	Last Name*: Tester
4 Account Information	Email Address*: sleech@pa.gov
5 Verify Information	Confirm Email Address*: sleech@pa.gov
	Tell us about your organization
	User Registration PIN*:
	For security reasons, please answer the following question:
	Which is the first color in the following list: January, blue, fish, orange, green?*:
	Back Cancel Save and Continue

NOTE: PIN is required for the Law Firm User to register in WCAIS. Therefore, somebody must be registered as a Law Firm Admin first to obtain the Law Firm's PIN. When a Law Firm User registers in WCAIS and enters a Law Firm's PIN, their registration goes to the Law Firm Admin to approve.

Your request has been sent to your organization's administrator for approval. Please note it may take a few days for processing your request. Once processed, a notification email will be sent to sleech@pa.gov.

At first log in, please update your profile with your preferred method to receive correspondence. Also, please note that you are responsible for keeping your profile current and up to date.

Regards,

WCAIS System Administrator

WCAIS ROLES & REGISTRATION:

Law Firm Admin Approving a Law Firm User's Registration

To approve a Law Firm User's registration, the Law Firm Admin selects the **Admin** dropdown from the Navigation Bar on the WCAIS Dashboard and **Pending Approvals**.

Search Helpline MyMatters WCAB Profile	Admin
Dashboard	Modify User Reset Password
You are registered as an administrator for your organizatio view your organization pin	Pending Approvals _{/0}
	View Attorneys Modify Organization
Alerts:	

56

From the **Approval Request Status** dropdown, click **Pending** and then **Search**.

When the search results appear, click the radio button next to the appropriate Law Firm User and **Select and Continue.**

	Pending Approval Request									
equired fields are indicated by *:										
Approval Request Status*: Pending										
	Search									
Approval	Requests									
Select One	Keystone Id	Name	Email Address	Request Date						
۲		Test Tester	sleech@pa.gov	05/06/2020						
					Select and Co	ntinue Cancel				

The Law Firm Admin will be prompted to enter a **Reason for the Approver's Decision** and then click **Approve** to approve the Law Firm User's registration.

Registration	Request					
Required fields are indicated by *:						
User Registration PIN:	272784482	(į)				
First Name:	Test					
Last Name:	Tester					
Email Id:	sleech@pa.gov	(į)				
Reason for Approver's Decision*:	New employee					
	F	Approve	Reject	Save	.# Spell Check	Return to List
		Approve	Keject	Save	Spell Check	Retuin to List

WCAIS ROLES & REGISTRATION:

Attorney Approving a Law Firm User to Perform Work on Their Behalf

Attorneys have the ability to select a Law Firm User(s) at their firm to perform work on their behalf by selecting the **My Matters** dropdown on the Navigation Bar on the WCAIS Dashboard and then clicking **Manage Access of Law Firm User**.



NOTE: If the Attorney wants the Law Firm Admin to perform work on their behalf, the Law Firm Admin <u>must</u> also register as a Law Firm User.

Select the Law Firm User(s) by checking the box next to their name, check the certification checkbox, and then **Submit**.

Manage access to My Matters with Law Firm Users										
My Law Firm Users										
Vou may designate one or more law firm users to perform functions on your behalf in WCAIS. You remain responsible for any actions taken by the law firm user(s) you designate. You can revoke an individual's user status at any time by managing your access.										
Select All	Law Firm User Name									
	CHRISTOPHER									
	CHRISTINA									
	JANNEY									
	Tester, Test									
			Submit	Cancel						

Once the Attorney has successfully permitted a Law Firm User to work on their behalf, they will receive a confirmation message.

Dashboard			
Access to law firm us	ser is updated		
-			
Alerts:			
Date	Alerts		Quick Links
No Data Found			WCOA Dashboard
Correspondence:			WCAB Dashboard
	Show Recent Correspondence		Records Request Dashboard
			File a WCOA Petition
		Search Correspondences	Judges' Procedural Questionnaires

WCAIS ROLES & REGISTRATION:

Law Firm User Performing Work on Behalf of an Attorney(s)

When the Law Firm User logs in using their Law Firm User Keystone ID, they will have a dropdown on their Dashboard with the names of all the Attorneys who have granted them permission to work on their behalf.

The Law Firm User can then toggle between the Attorneys (without having to log out and log in as each one) to perform work on their behalf.

Dashb	board		
Please Select an Attorney to work for:		SELECT	~
Alerts: Date		SMITH Wade EVAN	RUTH DAVID
No Data Foun			
		Show Rec	ent Corresponde

When an Attorney's name is selected from the dropdown, the screen will refresh to show that Attorney's matters.

	INSYLVANIA IS' COMPENSATION AUTOMATION AND INTEGRATION SYSTEM	JENNIFER	(working for ustomer Service Center	ESQ., JOHN .) r • 🕩 Logout
Search Help	ine My Matters WCAB WCOA Healthcare UEGF Profile			Dashboard
		All	l Matters	▼ Search 😡
Dashl	board			
In performing a attorney.	dministrative functions in WCAIS, the law firm user acknowledges that he or she is	acting under th	he authority and directio	n of the supervisory
Please Select an	Attorney to work for: ESQ., JOHN ~			
Alerts:				
Date	Alerts		Quick Links	
	The Workers' Compensation Appeal Board:		WCOA Dashboard	
	The Workers' Compensation Appeal Board is fully operating. However	ver, WCAB	WCAB Dashboard	EW
	hearings are cancelled (INCLUDING ERIE, JULY 7, 2020 AND PITTSBU 8TH AND 9TH) the Appeal Board shall be decided "on-briefs-only" unl	RGH, JULY ess a party	Records Request Das	hboard
	files a specific request (instructions below) that its appeal be re-list argument at a future date.	ed for oral	File a WCOA Petition	
	BDIEFING SCHEDULES WILL BE FOLLOWED. The briefing schedule	iccuod with		

When a different Attorney's name is selected from the dropdown, the screen will refresh to show that Attorney's matters.

P/	penns	ylvania	JENNIFER	(working for	esq., kar	EN)
	-	PENSATION AUTOMATION AND INTEGRATION SYSTEM		Cus	stomer Service Cente	er 🗸 🕻	Logout
Searc	h Helpline	My Matters WCAB WCOA Healthcare UEGF Profile				Ľ	Dashboard
				All I	Matters	▼ Search	60
Da	ishbo	ard					
In per attorn	-	istrative functions in WCAIS, the law firm user acknowledges that he or	she is acting und	ler the	authority and directi	on of the supe	rvisory
Please	Select an Attor	ney to work for: ESQ., KAREN ~					
Ale	rts:				Ouistations		
Dat	e	Alerts			Quick Links		
		The Workers' Compensation Appeal Board:			WCOA Dashboard		
		The Workers' Compensation Appeal Board is fully operating. hearings are cancelled (INCLUDING ERIE, JULY 7, 2020 AND PIT					
		8TH AND 9TH) the Appeal Board shall be decided "on-briefs-only files a specific request (instructions below) that its appeal be	/" unless a party	/	Records Request Da		
		argument at a future date.	odulo issued with		File a WCOA Petition	1	

WCAIS ROLES & REGISTRATION:

Updating Attorney WCAIS Profile

Attorneys can update their WCAIS Profile by selecting the **Profile** dropdown from the Navigation Bar on the WCAIS Dashboard and then **Change Profile**.

Search	Helpline	My Matters	WCAB	WCOA	Healthcare	UEGF	Profile		
							Chang	e Profile	
Das	shbo	ard					Chang	Change Hint Questions and Answe	
							Chang	e Passwor	d
A la sta									

KeyStone ID: Pennsylvania Attorney ID Number:				Update a variety	of
status:	Active			information inclu	ding but
Law Firm:	BUCHSOLL Update Associatio	1		not limited to e-n	e
WCAIS Roles:	Attorney	_		address, mailing	
First Name*:	CLAIR				·
Middle Initial:]		correspondence p	preference,
Last Name*:	EVA]		and law firm asso	ociation.
Suffic	ESQ V]			
Phone Number (Primary):	(412) 562-0000	Ext:			
Phone Number (Secondary):	(412) 562-2100	Ext			
Phone Number (Other):	(412) 860-9900	Ext			
Emall Address*.	wcals.test@gmail.com]			
Confirm Email Address*.	wcals.test@gmail.com]	Update your e-mai	l address and your	
Send Correspondence By:	● Email ○ Mail		correspondence pr	eference here.	
Language preference:	● English ○ Spanish				
Fax	(412) 562-1000]			
Primary Address:	Address Line 1*:	Trus	Bullding Make Foreign Address		
	Address Line 2:	Grant S	treet, Suite		
	City/Town*:	Pittsburgh			
	State/Province/Region*:	PA	\checkmark		
	Zip/Postal Code*:	15219			

After making updates, scroll down and click Submit.

	Submit	Clear	Cancel
<u>Site Map Accessibility Statement Privacy Policy Security Polic</u> y <u>Co</u> Copyright © 2011 <u>Commonwealth of Pennsylvania</u> . All rights rese			

When updates are saved, a success message will appear.

Search Helpline My Matters WCAB WCOA Healthcare UEGF Profile	Dashboard							
	All Matters 🗢 Search 📀							
You have successfully modified your account's profile information.								
<u>Site Map Accessibility Statement Privacy Policy Security Policy Contact Us</u> Copyright © 2011 <u>Commonwealth of Pennsylvania</u> . All rights reserved.								

ENTRY AND WITHDRAWAL OF APPEARANCE

Entering Appearance

To enter appearance, click **My Matters** from the Navigation Bar on the WCAIS Dashboard and then click **Request for Entry of Appearance**.

PA pennsylvania workers' compensation automation and integration system									
S	Search	Helpline	My Matters	WCAB	WCOA	Healthcare			
				Manage My Matters					
	Das	shbo	Request f	Request for Entry of Appearance					
Г			Manage A	Manage Access of Law Firm User					
	Alerts	:	Multiple R	Multiple Request for Entry of Appearance					
	Date		Withdrawa	Withdrawal of Appearance					

Choose the party role you are representing from the dropdown, i.e. Claimant, Defendant, Healthcare Provider, Healthcare Professional, Insurer, or Fund.

Request for Entry of Ap Required fields are indicated by *:	opearance
To submit a Request for Entry of Appearance, select a party below. Please select the party on whose behalf you are entering your appe	Please select the party on whose behalf you are entering your appearance is required.
<u>Site Map</u> <u>Accessibilit</u> Copyright © 2011	Defendant/Employer Healthcare Professional <u>y Staten</u> Healthcare Provider <u>Policy</u> <u>Contact Us</u>

You will be able to choose between three sets of information you can enter:

1. WCAIS Claim Number plus Injury Date

Request for Entry of Appearance
Required fields are indicated by *:
To submit a Request for Entry of Appearance, select a party below. Once a party is selected additional fields will display.
Please select the party on whose behalf you are entering your appearance*: Claimant/Employee 🗸 👽
Please select a criteria for identifying the claim* WCAIS Claim Number and Date of Injury
Enter the WCAIS Claim Number and the Date of Injury
WCAIS Claim Number*: Date of Injury*:
* I hereby certify that I am this day serving my entry of appearance in the claim above upon all persons and entities associated with the claim, in a manner that satisfies the requirements of the Pennsylvania Workers' Compensation Act, 77 P.S. § 1, et seq. and relevant regulations. I understand that all parties to this matter must be provided with an electronic or paper copy of my entry of appearance in this matter.
Cancel Submit

If you don't have the WCAIS Claim Number you can choose:

2. Claimant's SSN plus Injury Date

Request for Entry of Appearance
Required fields are indicated by *:
To submit a Request for Entry of Appearance, select a party below. Once a party is selected additional fields will display.
Please select the party on whose behalf you are entering your appearance*: Claimant/Employee 🗸
Please select a criteria for identifying the claim [*] Claimant's SSN and Date of Injury
Enter the Claimant's SSN and the Date of Injury
Claimant's SSN #*: Date of Injury*:
* I hereby certify that I am this day serving my entry of appearance in the claim above upon all persons and entities associated with the claim, in a manner that satisfies the requirements of the Pennsylvania Workers' Compensation Act, 77 P.S. § 1, et seq. and relevant regulations. I understand that all parties to this matter must be provided with an electronic or paper copy of my entry of appearance in this matter.
Cancel Submit

If you don't have either the Claim Number or SSN you can choose:

3. Claimant's First Name, Claimant's Last Name, Date of Birth, and Injury Date

Click the certify checkbox and then click **Submit**.

Request fo	or Entry of Appearance
Required fields are indicated b	by *:
To submit a Request for Ent	ntry of Appearance, select a party below. Once a party is selected additional fields will display.
Please select the party on w	whose behalf you are entering your appearance*: Claimant/Employee 🗸 🗘
Please select a criteria for id	identifying the claim* Claimant's First Name, Claimant's Last Name, Claimant's Date of Birth and Date of Injury 🗸 🔱
Enter the Claimant's First Na	Name, Claimant's Last Name, Claimant's Date of Birth and the Date of Injury
Fir	irst Name*: Last Name*:
Date	te of Birth*: Date of Injury*:
the requirements of the Pen	am this day serving my entry of appearance in the claim above upon all persons and entities associated with the claim, in a manner that satisfies nnsylvania Workers' Compensation Act, 77 P.S. § 1, et seq. and relevant regulations. I understand that all parties to this matter must be provided copy of my entry of appearance in this matter.
	Cancel Submit

When Entry of Appearance is successful, a confirmation message will appear.

Request for Entry of Appearance
Required fields are indicated by *:
Vour Request for Entry of Appearance has been processed successfully. <u>Click here</u> to view the claim summary
To submit a Request for Entry of Appearance, select a party below. Once a party is selected additional fields will display.
Please select the party on whose behalf you are entering your appearance*: SELECT

A **Request for Entry of Appearance** correspondence will appear in the Correspondence grid on the WCAIS Dashboard to use to serve other parties in the manner selected.

Dasł	nboard				
Alerts:					
Date		Alerts			Quick Links
No Data F	Found				WCOA Dashboard NEW
Correspo	ndence				WCAB Dashboard
Concapo		Refresh	_		Records Request Dashboard
		Reliesi			File a WCOA Petition
View Status	Document Type		Case #	Date Sent	Judges' Procedural Questionnaires
×	Request for Entry of Appearance			5/6/2020	Additional Dashboard Items:
	Assignment Notice		DSP-	5/4/2020	My Claims V
	Petition for Review of Utilization Review	v Determination		5/1/2020	
	Request Proof of Service		DSP-	5/1/2020	Add Item
	Brief Proof of Service		DSP-	4/27/2020	1
1 2 3	4 5 6 7 8 9 10			·	

This is the **Request for Entry of Appearance** document that needs to be served.

	Sylvania ENT OF LABOR & INDUSTRY ENTRY OF APPEARANCE	Entry of Appearance Claim Number:
Claimant/Employee:		
Filed By:	(Claimant's Attorney)	
Date Filed: 5/6/202	20	
all persons and entitie Workers' Compensati	am this day serving my entry of appearances, as required to satisfy the requirements of on Act, 77 P.S. § 1, et seq. and relevant report of the must be provided with an electronic or patter.	of the Pennsylvania gulations. I understand that

If you are entering your appearance on behalf of the defendant and there is an additional defendant on the claim, you will see an error message but there is an additional dropdown where you need to select which defendant you are representing.

There are some errors in the form below. Please correct the following error(s) before proceeding:
Please select the party on whose behalf you are entrering appearance
To submit a Request for Entry of Appearance, select a party below. Once a party s selected additional fields will display.
Please select the party on whose behalf you are entering your appearance*: Defendant/Employer 🗸 🦞
Please select a criteria for identifying the claim*: WCAIS Claim Number and Date of Injury
Enter the WCAIS Claim Number and the Date of Injury
WCAIS Claim Number*: Date of Injury*: Date of Injury*:
Select the party on whose behalf you are entering appearance SELECT
CORPORATION (Interested Party)
LLC (Additional Defendant)
the requirements of the Pennsylvania Workers' Compensation Act, 77 P.S. § 1, et seq. and relevant regulations. I understand that all parties to this matter must be provided

Interested Parties							
Name	Туре	Busine	ess Unit	Corresponder Address	vce	Email Address	Action
	Claimant/Employee						
	Claimant's Attorney ()					wcais.test@gmail. com	
CORPORATION	Dəfəndanî/Employər						
New Attorney	Defendant's Attorney (CORPORATION)					wcals.test@gmall. com	Change Party Info
	Insurer						
<							>
Associated Recipier	nts						
Name	Туре		Business Unit		Corresp	ondence Address	Email Add
Former Attorney	Defendant's Attorney (CORPORATION)	1					wcals.tes

If you are entering your appearance for a party who is already represented on the claim, your entry will move the former attorney down to the Associated Recipients grid on the Interested Parties tab while you will appear as the attorney of record in the Interested Parties grid.

81

NOTE: Ensure all parties, including the Judge, are made aware of your Entry of Appearance.

Interested Pa	arties			 Receive Correspond Have Electronic Acc 	
Name	Туре	Law Firm	Correspondence Address	Have Electronic Acc	ess
	Claimant/Employee				
	Defendant/Employer				
	Insurer				
<u> </u>				• Receive Corresponde	ence
Associated F	Recipients			• Do <u>NOT</u> Have Electr	
Name	Туре	Law Firm	Correspondence Address	Access	
	Claimant's Attorney				
•					
Additional D	efendants/Employers			 Receive Corresponde Have Electronic Acce 	
Name	Туре	Law Firm	Correspondence Address		
	Defendant/Employer				
×.					

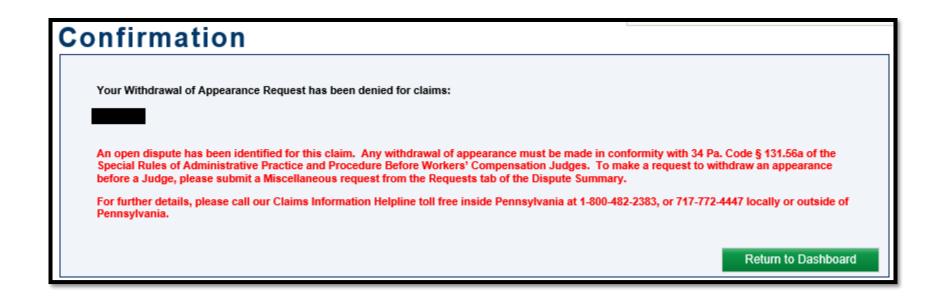
Withdrawing Appearance

Generally, to withdraw your appearance, select **My Matters** from the Navigation Bar on the WCAIS Dashboard and then click **Withdrawal of Appearance**.

PA pennsy WORKERS' COMP	INSATION AUTOMATION AND INTEGRATION SYSTEM	
Search Helpline	My Matters WCAB WCOA Healthcare	
Dashboa	Manage My Matters Request for Entry of Appearance Manage Access of Law Firm User	
Alerts:	Multiple Request for Entry of Appearance	
Date	Withdrawal of Appearance	

You <u>cannot</u> withdraw your appearance from the WCAIS Dashboard if you are <u>an interested party</u> or there are <u>open matters within the claim</u>. Attempting to do so, will result in an error message.

If there is a Dispute pending in front of a Judge, you **should** submit a Miscellaneous request seeking leave to withdraw appearance, pursuant to Section 131.56a of the Judges' Rules.



If you are an Associated Recipient or there are no open matters within the claim and you wish to withdraw your appearance, select **My Matters** from the Navigation Bar on the WCAIS Dashboard and then click **Withdrawal of Appearance**.



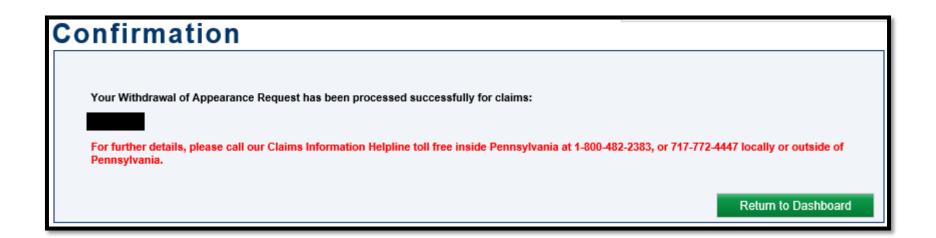
Select the checkbox(s) next to the claims from which you wish to withdraw your appearance and click **Save and Continue**.

lect All C	aim Number	Claimant/Employee	Defendant/Employer	Date of Injury	Matter Party Type 🔺
]				2/2/2004	Additional Defendant
]				5/7/2004	Associated Recipient
1				10/31/1995	Associated Recipient

Review your selected claim(s) and then click **Submit**.

	drawal, please select	a claim. Select Claim	e	
Claim Number	Claimant/Employee	Defendant/Employer	Date of Injury	Matter Party Type
		÷	10/31/1995	Associated Recipient

If your withdrawal of appearance is successful, you will receive a confirmation message.



WCAIS DASHBOARD

These elements always appear on the Dashboard by default:

- 1. Alerts grid
- 2. Correspondence button & link
- 3. Quick Links section
- 4. Additional Dashboard Items dropdown

Alerts:			3
Date	Alerts		Quick Links
No Data Found			WCOA Dashboard NEW
Correspondence:			WCAB Dashboard NEW
2.	Show Recent Correspondence		Records Request Online
	Show Recent correspondence		File a WCOA Petition
		Search Correspondences	Judges' Procedural Questionnaires
		4.	Additional Dashboard Items:
			My Claims ~

WCAIS Dashboard:

Alerts

The Alerts grid is where the user will see messages posted from WCOA, WCAB, and BWC.

Dashboard			
Alerts:			
Date	Alerts		Quick Links
No Data Found			WCOA Dashboard NEW
Correspondence:	Correspondence:		
	Show Recent Correspondence		Records Request Online
			File a WCOA Petition
		Search Correspondences	Judges' Procedural Questionnaires
			Additional Dashboard Items:
			My Claims ~
			Add Item

ENHANCEMENT ALERT! The September 2020 WCAIS enhancement to the WCAIS Dashboard alerts grid includes:

- 1. Add "Date" and "Program Area" columns to the Alerts grid.
- 2. Alerts display the most recent (by date and time) on top.
- 3. Display alerts in collapsible panels based on Program Areas (BWC, WCOA, WCAB and General).
- 4. When the user logs in, the panels will be closed by default.
 - a. Once the user selects a panel, it will be opened.
 - b. Once the user selects the panel again, it will be closed.
- 5. Each panel will display a total number of alerts in panel header.
- 6. When a new alert is added after the user's last login, the panel the new alert is in will open by default until they log out.
- 7. New alerts will be displayed in red until the user logs out.

WCAIS Dashboard:

Correspondence

There are two ways to search Correspondence:

- The Show Recent Correspondence button
- The Search Correspondences link

Dashboard			
Alerts:			
Date	Alerts		Quick Links
No Data Found			WCOA Dashboard NEW
Correspondence:	Correspondence:		
	Show Recent Correspondence		Records Request Online
			File a WCOA Petition
		Search Correspondences	Judges' Procedural Questionnaires
			Additional Dashboard Items:
			My Claims ~
			Add Item

Using the Show Recent Correspondence Button

To fully access the correspondence grid, select the **Show Recent Correspondence** button.

Dashboard			
Alerts:			
Date	Alerts		Quick Links
No Data Found	No Data Found		
Correspondence:	Correspondence:		
	Show Recent Correspondence		Records Request Online
			File a WCOA Petition
		Search Correspondences	Judges' Procedural Questionnaires
			Additional Dashboard Items:
			My Claims
			Add Item

The 5 most recent Correspondences appear. To view more than the 5 most recent Correspondences, click the link to the next page.

Das	Dashboard						
Alerts:	Alerts:						
Date		Alerts					
No Data	Found						
Correspondence:							
Refresh							
View Status	Document Type		Case #	Date Sent			
	Claim Petition			2/18/2020			
	Appeal Acknowledgement Letter			2/14/2020			
	Exhibit Proof of Service		<u>DSP1</u>	2/13/2020			
	Brief Proof of Service		<u>DSP-i -1</u>	2/13/2020			
Request Proof of Service			<u>DSP -1</u>	2/13/2020			
1 2	3 4 5 6 7 8 9 10						
			Sear	rch Correspondences			

The **Show Recent Correspondence** button then turns into a **Refresh** button. Click the **Refresh** button periodically to reload new correspondences.

Dashboard						
Alerts:						
Date		Alerts				
No Data I	Found					
Correspo	ondence:					
		Refresh				
View Status	Document Type		Case #	Date Sent		
	<u>Claim Petition</u>			2/18/2020		
	Appeal Acknowledgement Letter			2/14/2020		
	Exhibit Proof of Service		<u>DSP1</u>	2/13/2020		
	Brief Proof of Service		<u>DSP-i -1</u>	2/13/2020		
Request Proof of Service			DSP -1	2/13/2020		
1 2	<u>3</u> <u>4</u> <u>5</u> <u>6</u> <u>7</u> <u>8</u> <u>9</u> <u>10</u>					
			Sea	rch Correspondences		

Clicking the link in the **Document Type** column will download the Correspondence. Once downloaded, the closed envelope icon (unread) will change to an open envelope icon (read).

Das	Dashboard							
Alerts:	Alerts:							
Date No Data Found			Alerts					
			•					
Correspondence:								
			Refresh					
View Status	Document Type			Case #		Date Sent		
	Claim Petition					2/18/2020		
	Appeal Acknowledgement Letter					2/14/2020		
	Exhibit Proof of Service			DSP-	-1	2/13/2020		
	Brief Proof of Service			DSP-i	<u>-1</u>	2/13/2020		
	Request Proof of Service			DSP.	-1	2/13/2020		
1 2	<u>3</u> <u>4</u> <u>5</u> <u>6</u> <u>7</u> <u>8</u> <u>9</u> <u>10</u>							
					Sea	rch Correspondences		

102

The link in the **Case** # column will take the user to the General Information tab of the Dispute, Claim, Appeal, etc.

Dashboard						
Alerts:	Alerts:					
Date		Alerts				
No Data	Found					
Corresp	ondence:					
Refresh						
View Status	Document Type		Case #	Date Sent		
	Claim Petition			2/18/2020		
	Appeal Acknowledgement Letter			2/14/2020		
	Exhibit Proof of Service		<u>DSP1</u>	2/13/2020		
	Brief Proof of Service		<u>DSP-i -1</u>	2/13/2020		
Request Proof of Service			DSP -1	2/13/2020		
1 2	<u>3</u> <u>4</u> <u>5</u> <u>6</u> <u>7</u> <u>8</u> <u>9</u> <u>10</u>					
			Sear	rch Correspondences		

Using the Search Correspondences Link

To view the Correspondence grid that includes the Claimant's Name and to be able to filter Correspondence by Unread, click the **Search Correspondences** link.

Dashboard			
Alerts:			
Date	Alerts		Quick Links
No Data Found	No Data Found		
Correspondence:		WCAB Dashboard NEW	
	Show Recent Correspondence		Records Request Online
			File a WCOA Petition
		Search Correspondences	Judges' Procedural Questionnaires
			Additional Dashboard Items:
			My Claims ~
			Add Item

After clicking the **Search Correspondences** link, a more specific search can be performed by using date parameters.

Sear	ch Corre	spondences		
Required fields are indicated by *: Search Criteria:		Select a pre-formed date parameter or enter your own.		
	Date Selection Criteria:	Last Month ~		
	Generated From*:	01/18/2020 To*: 02/18/2020		
Show U	Inread Correspondences:			Click Search
				Search Clear

The search results will include the Claimant's name!

	h Result: m search results cannot exceed 500 reco	ords.					
View Status	Document Type	Entity Number	Date Sent	Generated Date	Claim Number	Claimant/Employee Name	Defedent/Employer Name
X	Claim Petition	CLAIM NUMBER -	2/18/2020	2/18/2020		DANIEL	TECHNOLOGIES INC
X	Appeal Acknowledgement Letter	APPEAL CASE NUMBER	2/14/2020	2/14/2020		MARY	YARD WORK
	Exhibit Proof of Service	DISPUTE NUMBER -	2/13/2020	2/13/2020			STONE COMPANY

Clicking the **Show Unread Correspondences** box only shows correspondence that has not yet been downloaded.

Search Correspondences Required fields are indicated by *:							
Search Criteria:							
Date Selection Criteria: Last Month							
Generated From*: 01/18/2020 To*: 02/18/2020							
Show Unread Correspondences:							
Search Clear							
Search Result:							
Maximum search results cannot exceed 500 records.							
View	Document Type	Entity Number	Date Sent	Generated	Claim	Claimant/Employee	Defedent/Employer
Status			Date Sent	Date	Number	Name	Name
	<u>Claim Petition</u>	CLAIM NUMBER -	2/18/2020	2/18/2020		DANIEL	TECHNOLOGIES INC
	Appeal Acknowledgement Letter	APPEAL CASE NUMBER	2/14/2020	2/14/2020		MARY	YARD WORK
	Brief Proof of Service	DISPUTE NUMBER -	2/13/2020	2/13/2020		TORRES	STONE COMPANY

WCAIS Dashboard:

Additional Dashboard Items

The **Additional Dashboard Items** section of the Main Dashboard allows the user to customize their WCAIS Dashboard.

Dashboard			
Alerts:			
Date	Alerts		Quick Links
No Data Found			WCOA Dashboard NEW
Correspondence:			WCAB Dashboard NEW
	Show Recent Correspondence		File a WCOA Petition
		Search Correspondences	Judges' Procedural Questionnaires
			Additional Dashboard Items:
			My Disputes
			Add Item

110

Customizing the WCAIS Dashboard

The user can add any or all of the following additional grid(s) to the WCAIS Dashboard:

- My Claims
- Upcoming Events
- My Appeals
- My WCAB Petitions
- My Med Fee Reviews
- My Disputes
- My Requests for Designation of a Physician to Perform an IRE
- My Utilization Reviews

Once added, the grid(s) will appear on the Dashboard by default until or unless they are removed.

From the **Additional Dashboard Items** dropdown, select the additional grid to add.

Dashboard				
Alerts:				
Date	Alerts	Quick Links		
No Data Found		WCOA Dashboard NEW		
Correspondence:		WCAB Dashboard NEW		
	Show Recent Correspondence	Records Request Dashboard		
		File a WCOA Petition		
	Search Correspondences	Judges' Procedural Questionnaires		
		Additional Dashboard Items:		
		My Claims		
		Upcoming Events		
		My Appeals My WCAB Petitions		
	<u>Site Map Accessibility Statement Privacy Policy Security Policy Conta</u> Copyright © 2011 <u>Commonwealth of Pennsylvania</u> . All rights reserved			
	Copyright © 2011 <u>Commonwealth of Pennsylvania</u> . All rights reserved	My Disputes		
		My Requests for Designation of a Physician to Perform an IRE My Utilization Reviews		

Click the Add Item button.

Dashboard			
Alerts:			
Date	Alerts		Quick Links
No Data Found			WCOA Dashboard NEW
Correspondence:			WCAB Dashboard NEW
	Show Recent Correspondence		Records Request Online
			File a WCOA Petition
		Search Correspondences	Judges' Procedural Questionnaires
			Additional Dashboard Items:
			My Disputes ~
			Add Item

The screen will refresh to show the grid just added. The user may repeat the steps to add other additional grids.

Dash	boa	ard					
Alerts:							
Date			Alerts				Quick Links
No Data Fo	und						WCOA Dashboard NEW
	Correspondence: Show Recent Correspondence Search Correspondences WCAB Dashboard NEW Records Request Online File a WCOA Petition Judges' Procedural Questionnaires					Records Request Online File a WCOA Petition Judges' Procedural Questionnaires	
My Dispu	tes:						Additional Dashboard Items:
Dispute Nur	nber	Claimant/Employee Name	Judge	Status	Claim Number	New Instructions from the Judge	Add Item NOTE: This
DSP-	-1	MARY.	Minnich, Steven	In Litigation	-	View	dropdown
DSP-	<u>'-1</u>	KAREN	Santoro, Pamela	In Litigation		<u>View</u>	defaults to "My Claims"
DSP-	<u>.1</u>	TORRES	Lawton, Charles	Briefs Overdue		<u>View</u>	"My Claims"

To remove the grid from the WCAIS Dashboard, click the **X Remove from Dashboard** link. The screen will refresh and the grid will no longer be visible.

My Disputes:						
Disp	oute Number	Claimant/Employee Name	Judge	Status	Claim Number	New Instructions from the Judge
DSP	<u>1</u>	WILLIAM	Torrey, David	In Litigation		View
DSP	<u>1</u>	DANA	Minnich, Steven	In Litigation		<u>View</u>
DSP	<u>1</u>	DARLENE	Vonada, Robert	In Litigation		<u>View</u>
DSP	2	RAY	lgnasiak, Cheryl	In Litigation		<u>View</u>
DSP	4	GROVER	Lawton, Charles	In Litigation		View
1	1 <u>2 3 4 5 6 7 8 9 10</u>					
	X Remove from Dashboard					

Adding the My Disputes grid to view New Instructions from the Judge

From the Additional Dashboard Items dropdown, select My Disputes.

Dashboard			
Alerts:			
Date	Alerts	Quick Links	
No Data Found		WCOA Dashboard NEW	
Correspondence:		WCAB Dashboard NEW	
	Show Recent Correspondence	Records Request Dashboard	
		File a WCOA Petition	
	Search Correspondences	Judges' Procedural Questionnaires	
		Additional Dashboard Items:	
		My Claims	
		Upcoming Events	
		My Appeals My WCAB Petitions	
	<u>Site Map Accessibility Statement Privacy Policy Security Policy Contact L</u> Copyright © 2011 <u>Commonwealth of Pennsylvania</u> . All rights reserved.		
	Copyright © 2011 Commonwealth of Pennsylvania. All rights reserved.	My Disputes	
		My Requests for Designation of a Physician to Perform an IRE My Utilization Reviews	

Click the Add Item button.

Dashboard			
Alerts:			
Date	Alerts		Quick Links
No Data Found			WCOA Dashboard NEW
Correspondence:			WCAB Dashboard NEW
	Show Recent Correspondence		Records Request Online
		Search Correspondences	File a WCOA Petition Judges' Procedural Questionnaires
			Additional Dashboard Items:
			My Disputes ~
			Add Item

The screen will refresh to show the My Disputes grid.

Dashboard						
Alerts:						
Date		Alerts				Quick Links
No Data Found						WCOA Dashboard NEW
Correspondence:						WCAB Dashboard NEW
	ch	our Decent Com				Records Request Online
	Sh	ow Recent Corr	espondence			File a WCOA Petition
				Search Corre	espondences	Judges' Procedural Questionnaires
My Disputes:						Additional Dashboard Items:
Dispute Number	Claimant/Employee Name	Judge	Status	Claim Number	New Instructions from the Judge	My Claims ~
<u>DSP1</u>	MARY	Minnich, Steven	In Litigation	-	<u>View</u>	
DSP1	KAREN	Santoro, Pamela	In Litigation		<u>View</u>	
<u>DSP1</u>	TORRES	Lawton, Charles	Briefs Overdue		<u>View</u>	

Anytime a Judge adds **Instructions from the Judge** in a dispute, the red **View** link will display in the **My Disputes** grid.

The grid automatically sorts itself to show Disputes with the **View** link at the top.

My Disputes:					
Dispute Number	Claimant/Employee Name	Judge	Status	Claim Number	New Instructions from the Judge
<u>DSP1</u>		Lawton, Charles	Waiting For Decision		<u>View</u>
DSP- I-1		Minnich, Steven	In Litigation		<u>View</u>
DSP		Santoro, Pamela	In Litigation		<u>View</u>
DSP· -1		Lawton, Charles	Waiting For Decision		<u>View</u>
DSP. 1		Vonada, Robert	In Litigation		View
1 2 3 4 5 6 7 8 9 10					
				X Remove fro	om Dashboard

Clicking the **View** link takes the user to the **General Information** tab in the **Dispute Summary** where **Instructions from the Judge** are posted. Remember to scroll down to read all instructions.

Dispute S	ummary		+Expand
WCAIS Claim #: 🥠	Claimant/Employee Name: Claim Status: FROI	Defendant/Employer Name: Date of Injury:	<u>View Claim Summary</u>
Dispute: DSP1	Status: In Litigation		View Dispute Summary
General Information	Listed below are basic details	for the selected Dispute:	View Dispute Business Event Log
Interested Parties & Asso Recipients Petitions and Answers	Assigned J	status: In Litigation ludge: <u>Santoro, Pamela</u> un Act 46 (firefighter cancer) claim	
Hearing Information Mediation Information	Instructions from the J	udg : Posted 3/4/19: **Note: The 3/20/19 Media CALL for counsel in follow-up to the pre McTiernan will initiate the call. Posted 1/15/19: **Note: Judge McTiernan Mediation Statement into WCAIS at lease mediation through the Mediation Inform	eviously held mediation. Judge

Once the **View** link is clicked, it will <u>disappear</u> from the **My Disputes** grid until or unless new **Instructions from the Judge** are added.

My Disputes:					
Dispute Number	Claimant/Employee Name	Judge	Status	Claim Number	New Instructions from the Judge
<u>DSP1</u>		Lawton, Charles	Waiting For Decision		<u>View</u>
DSP		Minnich, Steven	In Litigation		<u>View</u>
<u>DSP- '-1</u>		Santoro, Pamela	In Litigation		<u>View</u>
<u>DSP1</u>		Lawton, Charles	Waiting For Decision		<u>View</u>
DSP- 1		Vonada, Robert	In Litigation		View
1 2 3 4 5 6 7 8 9 10					
				X Remove fro	om Dashboard

ENHANCEMENT ALERT! September 2020 WCAIS release:

• E-mail recipients will receive an e-mail when new Instructions from the Judge have been added.

From: < <u>wcais.test@gmail.com</u> > Date: Monday, January 7, 2019 Subject: Instructions from the Judge To: <u>AttorneyEmail@yahoo.com</u> Cc: <u>wcais.test@gmail.com</u>	
Instructions from the Judge have been added to DSP- on the General Information tab of the Dispute Summary.	-1 (TIMOTHY MAN). Please log in to WCAIS and view this information
Workers' Compensation (WCAIS)	

• Instructions from the Judge will be added to the Business Dispute Event log.

Business Events:			
Dispute Business Event	Dispute Business Details	User Name	Date
Instructions from the Judge	Instructions changed to Employer testimony to be presented at 7/18/20 hearing.	Beach, Audrey	Jun-19-2020
Instructions from the Judge	Instructions changed to NULL	Beach, Audrey	Jun-19-2020
Exhibit(s) Added	Deposition of Dr. OFFERED ON 04/28/2020	ESQ., BRENDA	Apr-28-2020
Dispute Status Manually Changed	Dispute Status manually changed from Closed to In Litigation starting 04/28/2020	San Angelo, Holly	Apr-28-2020
Decision Circulated	Decision Rendered	Beach, Audrey	Jul-01-2019

For more information on how to update your WCAIS profile to become an electronic recipient, click <u>here</u>.

For more information on the Dispute Business Event Log, click <u>here</u>.

WCAIS Dashboard:

Quick Links

There are five links in the Quick Links section of the WCAIS Dashboard:

- WCOA Dashboard
- WCAB Dashboard
- Records Request Dashboard
- File a WCOA Petition
- Judges' Procedural Questionnaires

Dashboar	d			
Alerts:				
Date		Alerts		Quick Links
No Data Found				WCOA Dashboard NEW
Correspondence:	Show Re	ecent Correspondence	arch Correspondences	WCAB Dashboard NEW Records Request Dashboard File a WCOA Petition Judges' Procedural Questionnaires
				Additional Dashboard Items: My Claims Add Item

WCAIS Dashboard:

Quick Links

WCOA Dashboard Link

Anytime a brief schedule is set; a request, answer, or petition is filed; a Judge rules on a request; or a Judge sends a Judge Communication, a red <u>NEW</u> will appear next to the WCOA Dashboard link.

Dashboard			
Alerts:			
Date	Alerts		Quick Links
No Data Found			WCOA Dashboard NEW
Correspondence:	Show Recent Correspondence	Search Correspondences	WCAB Dashboard NEW Records Request Dashboard
			Additional Dashboard Items: My Claims

Selecting the WCOA Dashboard link will take the user to the below screen:

Upcoming Brief	s									
Dispute Number	Brief)ue Date	Status	Claima	int/Employee Nan	ıe		Defendant/Em	ployer Name	
<u>DSP- !-1</u>	5/21/2	019	Pending	TORRE	ES			Sto	one Company	
WCOA Petitions	s / Answers									
Matter Number	Petition Number	Petitic	on Type File	ed Date	Filed By	Claimant/ Name	Employee	Defendant/I Name	Employer	Status
DSP1	DET	Claim	Petition	10/0000	EVAN					
	PET-	(LIBC		18/2020			DANIEL	TECHNOLO	OGIES INC	Processed
	s	(LIBC	-362) 2/1			Namo	DANIEL Defendant/E		Last	
	S Request Type	(LIBC	Filed By		imant/Employee I	Name				Status
WCOA Request Dispute Number DSP1	s	(LIBC	-362) 2/1		imant/Employee I	Name	Defendant/E	mployer	Last Updated	
Dispute Number	S Request Type Miscellaneous Request	(LIBC Submitted Date 2/13/2020	Filed By EVAN	Cla	imant/Employee I	Name	Defendant/E Name	mployer	Last Updated Date	Status
Dispute Number	S Request Type Miscellaneous Request	(LIBC Submitted Date 2/13/2020	Filed By EVAN	Cla	imant/Employee I		Defendant/E Name SERVICE IN	mployer	Last Updated Date	Status

Upcoming Briefs Grid

<u>Upcoming Briefs Grid</u>: All *pending* briefs will remain indefinitely. The brief schedule will disappear from this screen a week after the brief is *received*, or marked *no longer required* or *not being submitted*.

Dispute Number DSP- <u>-1</u>	Brief Due Date 5/21/2019	Status	Claima	ant/Employee Nam	ie	Defendant/Em	nlovor Nomo	
DSP- <u>-1</u>	5/21/2019					DerendanivEm	ipioyer Name	
	1	Pending	TORR	ES		Sto	one Company	
VCOA Petitions / Answe	'S							
Matter Number Petition No	imber P	Petition Type	Filed Date	Filed By	Claimant/Employee Name	Defendant/I Name	Employer	Status
<u>DSP1</u> PET-		Claim Petition LIBC-362)	2/18/2020	EVAN	DANIEL	TECHNOLO	OGIES INC	Processed
VCOA Requests	vpe Submitte	ed Filed By	Cla	aimant/Employee 1		nt/Employer	Last Updated	Status
<u>DSP1</u> Miscellan Request	Date	EVAN		UB	SERVICE	EINC	Date 2/13/2020	Approved
Judge Communication								

WCOA Petitions / Answers Grid

<u>WCOA Petitions / Answers Grid</u>: All *pending* petitions & answers will remain indefinitely. The petitions and answers will disappear from this screen a week after they have been *processed* or *rejected*.

	s									
Dispute Number	Brief	Due Date	Status	Claima	ant/Employee Nar	ne		Defendant/Em	ployer Name	
<u>)SP- !-1</u>	5/21/	2019	Pending	TORR	ES			Sto	ne Company	
VCOA Petition	s / Answers									
						Claimant/	Employee	Defendant/E	mplover	Status
Natter Number	Petition Number	Petit	ion Type F	iled Date	Filed By	Name	спрюуее	Name	Imployer	Status
	Petition Number PET-	Clair	n Detition	iled Date /18/2020	Filed By EVAN		DANIEL			Processed
DSP1 NCOA Request	PET-	Clair (LIB	n Petition C-362) 2	/18/2020	EVAN	Name	DANIEL	Name	DGIES INC	Processed
DSP1 NCOA Request	PET-	Clair	n Petition	/18/2020		Name		Name	DGIES INC	
DSP1 WCOA Request	PET-	Clair (LIB	n Petition C-362) 2	/18/2020	EVAN	Name	DANIEL Defendant/E	Name TECHNOLO	DGIES INC	Processed
WCOA Reques	PET- ts Request Type Miscellaneous Request	Clair (LIB	Filed By	(18/2020 Cla	EVAN	Name	DANIEL Defendant/E Name	Name TECHNOLO	Last Updated Date	Processed

WCOA Requests Grid

135

<u>WCOA Requests Grid</u>: All *pending* requests will remain indefinitely. The request will disappear from this screen a week after it has been *approved, denied,* or *approved in part; denied in part.*

Dispute Number		Brief Due Da	ate	Status	Claima	ant/Employee Nar	ne		Defendant/Em	ployer Name		
<u>DSP- !-1</u>		5/21/2019		Pending	TORR	ES			Sto	ne Company		
/COA Petition	s / Answers	;										NOTE:
Matter Number	Petition Num	nber	Petitio	n Type F	iled Date	Filed By	Claimant Name	Employee	Defendant/I Name	Employer	Status	can see t
DSP1	PET-		Claim (LIBC-	Petition 2	/18/2020	EVAN		DANIEL	TECHNOLO	OGIES INC	Processed	Judge's r on your r
WCOA Reques	its											7
Dispute Number	Request Ty	pe Sut Dat	bmitted te	Filed By	Cla	aimant/Employee	Name	Defendant/E Name	mployer	Last Updated Date	Status	
	Miscellaneo	ous 2/1		EVAN		UB			IC	2/13/2020	Approved	

Judge Communication Grid

<u>Judge Communication Grid</u>: All Judge Communications will remain indefinitely. The user can manually delete them or mark them as read.

Dispute Number	Bri	ef Due Date	s	Status	Claima	nt/Employee Nan	ne		Defendant/Em	ployer Name	
<u>)SP- !-1</u>	5/2	21/2019	F	Pending	TORRE	ES			Sto	one Company	
VCOA Petition	s / Answers										
latter Number	Petition Numbe	r	Petition Ty	ype File	ed Date	Filed By	Claimant/ Name	Employee	Defendant/ Name	Employer	Status
)SP1	PET-		Claim Pet (LIBC-362		8/2020	EVAN		DANIEL	TECHNOL	OGIES INC	Processed
											-1
		Submi	itted File	ad By	Cla	imant/Employee	Namo	Defendant/E	imployer	Last	Status
	Request Type	Submi Date	File	ed By	Cla	imant/Employee	Name	Defendant/E Name	mployer	Last Updated Date	Status
)ispute Number			File		Cla		Name			Updated	Status Approved
VCOA Reques	Request Type Miscellaneous Request	Date 2/13/2	File	AN <u>uia,</u> T	LAU			Name SERVICE IN		Updated Date	

WCAIS Dashboard:

Quick Links

WCAB Dashboard Link

Any time an appeal brief schedule is set or an appeal request is filed, a red <u>NEW</u> will appear next to the WCAB Dashboard link.

Dashboard			
Alerts:			
Date	Alerts		Quick Links
No Data Found			WCOA Dashboard NEW
Correspondence:			WCAB Dashboard NEW
conceptinence	Show Recent Correspondence		Records Request Dashboard
	Show Recent Correspondence		File a WCOA Petition
		Search Correspondences	Judges' Procedural Questionnaires
			Additional Dashboard Items:
			My Claims 🗸
			Add Item

Selecting the WCAB Dashboard link will take the user to the below screen:

Upcoming B	riefs								
Appeal Case Number	Brief Due Date	Status		Claimant/E	Employee Name		Defendant/Employer	Name	
A20-	6/3/2020	Pending		R	YAN		PHARM	ACY	
WCAB Requ	ests		_						
Appeal Case Number	ests Request Type	Submitted Date	Filed By		Claimant/Employee Name	Defen	dant/Employer Name	Last Status Date	Status

Upcoming Briefs Grid

All *pending* briefs will remain indefinitely. The brief schedule will disappear from this screen immediately after the brief is *received* or marked *no longer required* or *not being submitted*.

Upcoming Br	iefs							
Appeal Case Number	Brief Due Date	Status	Cla	aimant/Employee Name		Defendant/Employer N	Name	
A20-	6/3/2020	Pending		RYAN		PHARMA	ACY	
NCAB Reque	≥sts							
WCAB Reque Appeal Case Number	ests Request Type	Cubosittad	Filed By	Claimant/Employee Name	Defend	fant/Employer Name	Last Status Date	Status

WCAB Requests Grid

All *pending* requests will remain indefinitely. The request will disappear from this screen a week after it has been *approved* or *denied*.

Jpcoming B	ners							
Appeal Case Number	Brief Due Date	Status	С	Claimant/Employee Name		Defendant/Employer I	Name	
A20-	6/3/2020	Pending		RYAN		PHARM	ACY	
WCAB Requ	ests							
WCAB Reque Appeal Case Number	Request Type	Submitted Date	Filed By	Claimant/Employee Name	Defen	dant/Employer Name	Last Status Date	Status

WCAIS Dashboard:

Quick Links

Records Request Dashboard Link

The **Records Request Dashboard** Quick Link will take the user to the **Records Request Dashboard** where they can request and view Bureau records online.

Search Helpline My Matters WCAB WCC	A Healthcare UEGF Profile	Dashboard
Dashboard		All Matters v Search GO
Alerts:		
Date	Alerts	Quick Links
No Data Found		WCOA Dashboard
Correspondence:		WCAB Dashboard
Show Red	ent Correspondence	Records Request Dashboard File a WCOA Petition
	Search Correspondences	Judges' Procedural Questionnaires

The Records Request Dashboard includes:

- A. Create Request button.
- B. Available Records Request File(s) grid.
- C. Pending Records Request Submitted Online grid.

Dennsylvania Department of Labor & INDUSTRY						DUSTIN SEACHRIST 🗸
Your Records Request Dashboard	k					Create Request
Available Records Request Files (2) 💡						
Confirmation Number 🛊	Claimant/Employee Name 🗅		File(s) Available Until ↓	# Files 🗘	File(s)	
SR-207461	CRUZ, DANIEL		12/28/2020	1	Request Response	
SR-207458	DANIEL,KIM		12/8/2020	1	Request Response	
Showing 1 - 2 of 2						
Pending Records Request Submitted Onlin Confirmation Number :	ne (4) 😧	Claimant/Employee Name	1		Submit Date ↓	
RR-207463		SHANOR,WILLIAM			9/4/2020	
RR-207462		BUNKER, JAMES			9/4/2020	
SR-207460		SHANOR, WILLIAM			9/4/2020	
SR-207459		BUNKER, JAMES			9/4/2020	
Showing 1 - 4 of 4						
Back to Dashboard						

Submitting a Request for Bureau Records

Click the **Records Request Dashboard** link in the Quick Links section on the main dashboard.

Search Helpline My Matters WCAB WCOA	Healthcare UEGF Profile	Dashboard
Dashboard		All Matters Search GO
Alerts:		
Date Ale	erts	Quick Links
No Data Found		WCOA Dashboard
Correspondence:		WCAB Dashboard
Show Recent	t Correspondence	Records Request Dashboard File a WCOA Petition
	Search Correspondences	<u>S</u> Judges' Procedural Questionnaires

Click the Create Request button.

DEPARTMENT OF LABOR	ia & INDUSTRY						DUSTIN SEACHRIST 🗸
Your Rec	ords Request Dashboard						Create Request
Available R	ecords Request Files (2) 💡						
Confirmati	ion Number 🛊	Claimant/Employee Name 🗅		File(s) Available Until ↓	# Files 🗅	File(s)	
SR-207461		CRUZ, DANIEL		12/28/2020	1	Request Response	
SR-207458		DANIEL,KIM		12/8/2020	1	Request Response	
Showing 1 Pending Re	ecords Request Submitted Online	(4) 😧					
Confirmati	ion Number 🛊		Claimant/Employee Name	ŧ1		Submit Date ↓	
RR-207463	5		SHANOR, WILLIAM			9/4/2020	
RR-207462	2		BUNKER, JAMES			9/4/2020	
SR-207460			SHANOR, WILLIAM			9/4/2020	
SR-207459			BUNKER, JAMES			9/4/2020	
Showing 1	- 4 of 4						
Back to Da	shboard						

This is the top of the screen where you must select to submit a Records Request or a Subpoena Request.

*	Let	's get started creating a new Records Request.
0		Important Any Subpoena not issued by a PA Workers' Compensation Judge must be mailed. Please continue to serve non-PA Workers' Compensation Subpoenas, and their supporting documentation, at the following address: Bureau of Workers' Compensation - Records 1171 S. Cameron St. Harrisburg, PA 17104
	Rec	uest Instructions
	•	ease read the following before initiating your request: Responses for all requests submitted online will be returned to your WCAIS Records Response Dashboard. Request information will be confidential. One claimant per submission. An email notification will be sent to the email in your WCAIS profile when your request is fulfilled. Currently, notifications would be sent to: wcais.test@gmail.com.
	Rec	uest Type
	c 000	noose a Request Type (required) Records Request Online Subpoena Request Online (Issued by WC Judge)

This is the bottom of the screen where you must enter Request Details including the Claimant's First and Last Name and upload a Request Cover Letter or Subpoena.

courate claimant/Employee mormation will help t	us find and process your request in a timely manner.		
Claimant/Employee First Name (required)	Claimant/Employee Last Name (required)		
Jploaded Documents (0) (required)			Upload Docu
Document Type 🛊	Document Description 💲	Actions	
Document Type 1		Actions	

Save a Cover Letter on your computer in PDF format which has the following information:

- Printed Claimant's Name
- Claimant's Social Security Number and/or Date of Birth (if SSN unknown)
- Printed Requester's name
- Requester's Contact Phone Number
- Party representation (if applicable)
- What Workers' Compensation records you are requesting (specific, all, etc.)

The required information should be provided in a cover letter. All documentation uploaded for your Records Requests must be in non-fillable PDF format and not more than 10MB in size.

Include a signed authorization from the claimant (must be signed within the last 60 days) if you are not a party to the matter and you do not have a Subpoena.

Tips for Requesting Records:

- If the requestor is not a party to the claim and does not have a subpoena, they will need to provide an authorization form.
- Authorizations need to be signed within 60 days of submission.
- The Cover Letter must include the Claimant's name, Claimant's SSN and/or DOB, requestor's name plus the name of the firm or insurer the requestor works for (if applicable), contact phone number, party the requestor represents, and what exactly is being requested.
- Make sure Claimant's name, SSN and DOB are accurate!
- The request must be for Bureau of Workers' Compensation records not medical records.
- The requested information must be uploaded in a non-editable PDF format and should all be submitted as one PDF.

After submitting the Request, it can be viewed in the **Pending Records Request Submitted Online** grid.

This allows the user to check the status of a pending records request without having to call.

The confirmation number and other information will be displayed on the screen and can be printed.

Confirmation Number 🗅	Claimant/Employee Name 🗅	Submit Date 👃
RR-207463	SHANOR,WILLIAM	9/4/2020
RR-207462	BUNKER,JAMES	9/4/2020
SR-207460	SHANOR,WILLIAM	9/4/2020
SR-207459	BUNKER, JAMES	9/4/2020
Showing 1 - 4 of 4		
Back to Dashboard		

As soon as a request is complete, it will move from the **Pending Records Request Submitted Online** grid to the **Available Records Request File(s)** grid.

And an e-mail is sent to the e-mail address in the WCAIS profile of the requestor.

All requests are confidential and will only appear in WCAIS to the party who logged in and submitted the request.

1	DEPARTMENT OF LABOR & INDUSTRY					DUSTIN SEACHRIST 🗸	
≡							
Â	Your Records Request Dashboard						
0	Available Records Request Files (2)	Claimant/Employee Name :	File(s) Available Until ↓	# Files ↑	File(s)		
	SR-207461	CRUZ, DANIEL	12/28/2020	1	Request Response 🗹		
	SR-207458	DANIEL,KIM	12/8/2020	1	Request Response		
	Showing 1 - 2 of 2						

- Requests Responses are in PDF format and will generally disappear after 90 days.
- If a response is too big, it will appear as multiple responses (response 1, 2, etc.).
- Users can save and print unlimitedly from this grid.

	DEPARTMENT OF LABOR & INDUSTRY						
*	Your Records Request Dashboard						
0	Available Records Request Files (2) 🚱						
	SR-207461	CRUZ, DANIEL	12/28/2020	1	Request Response		
	SR-207458	DANIEL,KIM	12/8/2020	1	Request Response		
	Showing 1 - 2 of 2						

When requests are processed and records are ready for viewing, an email will be sent to the email address located in the requestor's WCAIS profile.

Be sure to keep e-mail addresses updated and accurate!

From: RA-LI-WCAIS-EmailRet@pa.ge	From: RA-LI-WCAIS-EmailRet@pa.gov					
To: wcais.test@gmail.com						
Subject: Records Request Available Online						
Dear Recipient:						
	The response to your records request is now available on your Records Request Dashboard. Please log into your WCAIS account to view your file(s) for RR-XXXXXX.					
Regards,						
WCAIS System Administrator Confirmation numbers for Subpoena Requests will begin with SR						
Workers' Compensation (WCAIS)						

NOTE: The user can access the Records Request Dashboard at any time. Users do not need to wait for the e-mail.

For more information on how to update your e-mail address in your WCAIS profile, click <u>here</u>.

WCAIS Dashboard:

Quick Links

File WCOA Petition Link

The **File a WCOA Petition** Quick Link takes the user to a search screen to look for an existing claim.

D	ashboard			
A	lerts:			
D	ate	Alerts		Quick Links
N	o Data Found			WCOA Dashboard NEW
C	Correspondence:			WCAB Dashboard NEW
		Show Recent Correspondence		Records Request Dashboard File a WCOA Petition
			Search Correspondences	Judges' Procedural Questionnaires
				Additional Dashboard Items:
				My Claims 🗸
				Add Item

If there is an existing claim, click the **Associate** button, otherwise, click **File a Petition on a Claim not Found**.

Hide Advanced Search For Claim	1				
Claim Number: Claim Administrator Claim Number: Workers Compensation Id Number: Claimant First Name: Claimant Last Name: Claimant Last Name: Claimant Address: SSN: Date of Birth From: To: Defendant/Employer Name: Business Unit: Claim Status: Claim File Date From: To: Date of Injury From: To:					
Advanced Search Clear					
Found 1518 records. Showing 1 of 152 page	s. >>	Records per page: 10 <u>20</u> <u>30</u> File a Petition on a Claim not found			
File a Petition on a Claim not found View More View Claim Summary Associate Claimant/Employee Name: WARNER I Defendant/Employer Name: UNITED I Business Unit: N/A I File Date: 10/22/2009 I Claim Status: Closed I Date of Injury: 10/05/2009 I Agency Claim Number:					

NOTE: When *associating* to an existing claim, make sure the Claimant, Employer, and Injury Date match the petition.

- If an existing claim is associated, the Claim Number, Claimant, Defendant, and Date of Injury will be pre-populated.
- Select a petition type from the **Select Petition Type** dropdown.
- Click the **Continue** button.

F	ile Pe	etition								
Req	uired fields are	e indicated by *:								
s	Select Petition Type:									
U a	tilization Revie ppropriate peti	w Determination (LIBC-603 tion form. Click on this <u>link</u> f	d like to file below. If you are), or a Petition for Physical E or the petitions forms.							
S	elected Clair	n:								
	Claim Number	Claimant/Employee Name	Defendant/Employer Name	Date of Injury						
;	35675	BRANDON	INDUSTRIES	6/6/2009						
		Select Petition Type*:								
	SELECT	Select Petition Type .						~		
						Back	Cancel	Continue		

Petition types available for selection may depend on whether a claim was associated.

For example, in order to file a Petition to Review a Utilization Review Determination, there must first be a determination to review. The filing party must associate the claim, which contains the determination for review.

Another example is the UEGF petition. In order to file a UEGF petition, the filing party must associate a claim, which has a UEGF Notice that has been in *accepted* status for at least 21 days.

- If there is no claim to associate and the button to **File a Petition on a Claim not Found** was selected, there will be no pre-population of information.
- Select a petition type from the Select Petition Type dropdown.
- Click the **Continue** button.

File Petition

Required fields are indicated by *:

Select Petition Type:

Please select the type of Petition you would like to file below. If you are not filing a Claim Petition (LIBC-362), a Petition To/For (LIBC-378), a Petition for Review of Utilization Review Determination (LIBC-603), or a Petition for Physical Examination or Expert Interview of Employee (LIBC-499), you must download and complete the appropriate petition form. Click on this link for the petitions forms.

Select Petition Type*:		
SELECT	\sim	
SELECT		
Claim Petition (LIBC-362)		itinue
Claim Petition for Additional Compensation from the Subsequent Injury Fund (LIBC - 375)		
Claim Petition for Benefits from the Uninsured Employer and the Uninsured Employers Guaranty Fund (LIBC-550)		
Fatal Claim Petition (LIBC-363)		
Occupational Disease Claim Petition (301i) (LIBC - 396)		
Petition for Examination-Expert Interview (LIBC-499)		
Petition To/For (LIBC-378)		

Complete all required information on the tabs on the left.

File Claim Pe	etition:(LIBC-362)
Required fields are indicated by *:	
1 Attorney Appearance	Interested Parties: Attorney
2 Claimant/Employee Information	Please indicate which party you are SELECT filing the Petition on behalf of*:
3 Defendant/Employer Information	Back Cancel Continue
4 Insurer Information	
5 Select Petition Type	
6 Complete Injury Details	
Complete Defendant/Employer Information	
8 Add Additional Defendant/Employer	
9 Seeking Payment	
10 Certification	

NOTE: If a Claim is associated, information on the first four tabs will be prepopulated.

For more information on other ways to file a WCOA petition, click <u>here</u>.

For more information on filing a petition, click <u>here</u>.

WCAIS Dashboard:

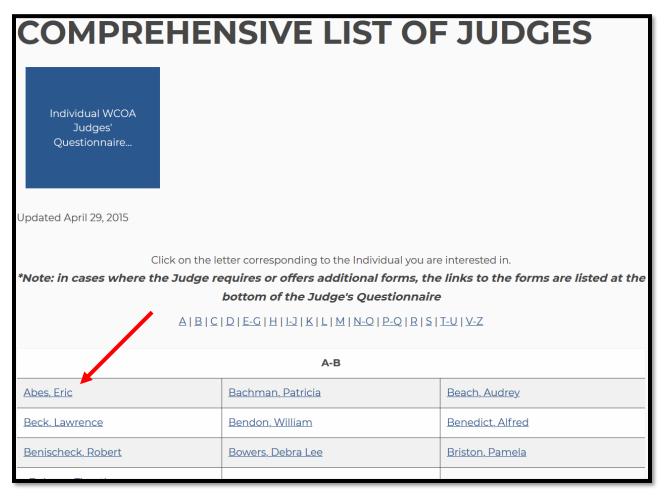
Quick Links

Judges' Procedural Questionnaire Link

The **Judges' Procedural Questionnaires** Quick Link will take the user to the **Comprehensive List of Judges** on the WCOA Website.

Dashboard			
Alerts:			
Date	Alerts		Quick Links
No Data Found			WCOA Dashboard NEW
Correspondence:]	WCAB Dashboard NEW Records Request Dashboard
	Show Recent Correspondence		File a WCOA Petition
		Search Correspondences	Judges' Procedural Questionnaires
			Additional Dashboard Items:
			My Claims 🗸
			Add Item

From the **Comprehensive List of Judges** screen, clicking the link in the name of a particular Judge will take the user to that Judge's Questionnaire.



Most Judges have special COVID instructions in their Questionnaires, which are accessible through the "Click Here..." link.

JUDGE NAME: Abes, Eric

JUDGE DISTRICT: Western

JUDGE'S PROCEDURAL RULES AND POLICIES

Workers' Compensation Automation and Integration System (WCAIS) is the official repository for all documents related to a Dispute (matter pending) before a Workers' Compensation Judge. All documents, including evidence and briefs, that would have been submitted to a Workers' Compensation Judge by mail or in person prior to WCAIS should now be uploaded into WCAIS. If Social Security numbers appear on any such document, the first five numbers should be redacted before the document is uploaded, unless otherwise specified below. Requests, such as Requests for Continuance and Subpoenas, should also be made through WCAIS.

<u>CLICK HERE TO VIEW THE JUDGE'S SPECIAL PROCEDURES DURING THE GOVERNOR'S</u> EMERGENCY DECLARATION DUE TO COVID-19.

FIRST EVENTS

1. What is the first event (i.e. pretrial, hearing, conference call) and what will occur? ? The first hearing is a pretrial con

JUDGE NAME: Eric D. Abes JUDGE DISTRICT: Western <u>SPECIAL PROCEDURES DURING THE GOVERNOR'S EMERGENCY DECLARATION</u> DUE TO COVID-19

Special Procedures for Hearings:

- 1. Counsel, parties, and witnesses will utilize the call-in number or "Join Skype Meeting" link.
- It is counsel's responsibility to ensure their witnesses and clients know how to call in and do so on time. Counsel, please review the call-in procedure well in advance of the hearing.
- 3. Due to the inherent complexity of doing a full docket by phone, I will not be able to accommodate late arrivals. All hearings will end at the scheduled time.

The Judges' Procedural Questionnaires are also linked in two other places: the Judge's Name in the Judge Communication grid on the WCOA Dashboard and...

Dispute Number		Brief Du	e Date	Status	Clain	nant/Employee Nar	ne		Defendant/Em	ployer Name	
)SP- <u>-1</u>		5/21/201	19	Pendin	g TOR	RES			Sto	ne Company	
VCOA Petition	s / Answei	rs									
Natter Number	Petition Nu	ımber	Peti	ition Type	Filed Date	Filed By	Claimant Name	/Employee	Defendant/I Name	Employer	Status
) <u>SP1</u>	PET-			im Petition 3C-362)	2/18/2020	EVAN		DANIEL	TECHNOLO	OGIES INC	Processed
VCOA Reques		Гуре	(LIB Submitted	3C-362)			Name	Defendant/E		DGIES INC	Processed
VCOA Reques	ts	ype	(LIB		c	EVAN	Name		mployer	Last	
NCOA Reques	ts Request 1 Miscelland Request	ype	Submitted Date	Filed By	c	laimant/Employee	Name	Defendant/E Name	mployer	Last Updated Date	Status

the Judge's Name in the **General Information** tab of the **Dispute Summary**.

Dispute Sum	mary			
				+Expand
	ant/Employee Name:	Defendant/Emplo	yer Name:	
Claim	Status: Comp Denied	Date of Injury:	1/3/2017	View Claim Summary
Dispute: DSP- I-1 🧼	Status: In Litigation			View Dispute Summary
General Information	Listed below are basic detai	is for the selected Dispute	/	View Dispute Business Event Log
Interested Parties & Associated	Disp	ute Status: In Litigation		
Recipients	Assig	ned Judge: Cicola, David		
Petitions and Answers	This	is an Act 46 (firefighter car	ncer) claim	
Hearing Information	Instructions from	the Judge:		
Mediation Information	Listed below are the Event of	details for the selected Disp	oute. This in	formation is regarding the next scheduled Event for the Dispute:
Exhibits	Next Sched	uled Event:		
Mercon	Event	Start Time:		
Witness	E	Event Type:		
Requests	Ever	nt Location:		
Drinte				

ENHANCED SEARCH FROM THE DASHBOARD

There are a few different ways users can search for matters.

• Type a search term in the search box in the upper right corner of the WCAIS Dashboard and click **GO**.

Search	Helpline	My Matters	WCAB	WCOA	Healthcare	UEGF	Profile			 Dashboard
						All	Matters	~	John Smith	60
Das	shbo	ard								

177

The Search results for **John Smith** returned:

- Synonyms for John AKA Jack
- Results that match either John or Smith
- Results that have either John or Smith in any of the parties' names
- All matters (Appeals, Med Fees, Disputes, Claims, etc.) which match any of the above

	Keyword Search Tips
latter Type Co	
Matters E	Found 298 records. Showing 2 of 30 pages. >> Records per page: 10 20 30
spute C	Dispute View Dispute Summary
aim	DSP-: -2
R Request	Claimant/Employee Name: 1 , JACK 1 Defendant/Employer Name: 1
opeal Case	Business Unit: N/A Dispute File Date: 03/27/2013 Dispute Status: Closed Date of Injury: 01/17/2010 Judge: Torrey, David
	Appeal Case View More View Appeal Summary A
	Med Fee Request View More View Med Fee Request Summary MF- Claimant/Employee Name , JOHN 1 Claimant/Employee Name , I Healthcare Provider: I Provider Business Unit: N/A I Entered By: Smith, Amber I To: I Date of Service: 10/24/2018 I Statu:: Closed I Date of Injury: 03/24/2017

178

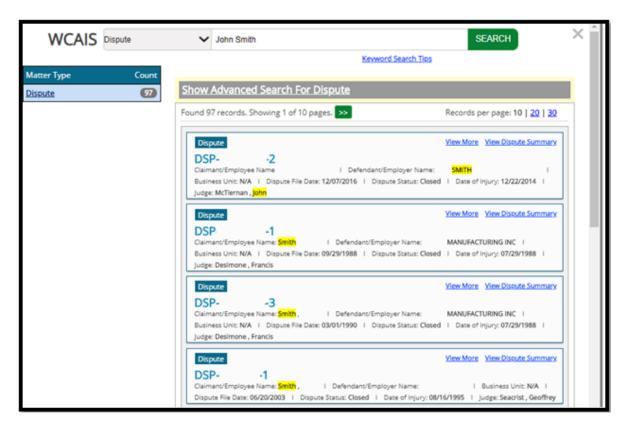
If the user is looking for only Disputes for John Smith.

- Select Dispute from the All Matters dropdown next to the search field.
- Type John Smith into the search field.
- Click GO.



This time the Search results for John Smith returned:

- Synonyms for John AKA Jack
- Results that match either John or Smith
- Results that have either John or Smith in any of the parties' names
- **Only Disputes** which match any of the above



If you don't want to use a search term or matter type, simply click GO.

Search	Helpline	My Matters	WCAB	WCOA	Healthcare	UE	GF Profile			Dashboard
_		-					All Matters	~	Search	60
Da	shbo	ard								

This time the Search results returned **ALL MATTERS** associated to the logged-in user.

WCAIS All Matters	✓ Name, FEIN, Date of birth (MM/DD/YYYY), etc SEARCH)
	Keyword Search Tips	
Matter Type Count <u>All Matters</u> 4385	Found 4385 records. Showing 1 of 439 pages. >> Records per page: 10 20 30	
Dispute 2005	Claim View More View Claim Summary	
Claim 1526 UR Request 292	Claimant/Employee Name I Defendant/Employer Name I	
Med Fee Request 289	Business Unit: N/A File Date: 05/21/2015 Claim Status: Med Only Date of Injury: 05/15/2015 Agency Claim Number: N/A	
Appeal Case 128 WCAB Petition 85	Claim View More View Claim Summary	
IRE Designation 60	Claimant/Employee Name: I Defendant/Employer Name	
	CO I Business Unit: N/A I File Date: 06/04/2015 I Claim Status: Closed I Date of Injury: 05/08/2015 I Agency Claim Number: N/A	

From the results screen, the user can narrow results by the matter type on the left and then narrow even further by clicking the **Show Advanced Search for [Matter Type Selected]** link.

WCAIS	All Matters	► Name, FEIN, Date of birth (MM/DD/YYYY), etc SEARCH	×
		Keyword Search Tips	
Matter Type	Count		. 1
All Matters	4385	Show Advanced Search For Dispute	
<u>Dispute</u>	2005	Found 2005 records. Showing 1 of 201 pages. >> Records per page: 10 20 30	
Claim	1526		i
UR Request	292	Dispute View More View Dispute Summary	
Med Fee Request	289	DSP1 Claimant/Employee Name: I Defendant/Employer Name: I Business	
<u>Appeal Case</u>	128	Unit: N/A Dispute File Date: 06/11/2010 Dispute Status: Closed Date of Injury: 12/21/2009 Judge:	
WCAB Petition	85	Cohen , Nathan	
IRE Designation	60	Dispute <u>View More</u> <u>View Dispute Summary</u>	
		DSP2 Claimant/Employee Name: I Defendant/Employer Name: I Business Unit: N/A I Dispute File Date: 09/18/2002 I Dispute Status: Closed I Date of Injury: 01/19/1999 I Judge: Deeley , James	

When the **Advanced Search** link expands, the user can enter any number or combination of search parameters. In this screenshot, the user is looking for disputes in **Briefs Overdue** status assigned to **Judge Manager Cicola**.

Hide Advanced Search For Disput	e	
Discute Number		
Dispute Number:		
Workers Compensation Id Number:		
Claimant First Name:		
Claimant Last Name:		
Claimant Address:		
SSN:		
Date of Birth From:		
To:		
Defendant/Employer Name:		
Business Unit:		
Dispute Status:	Briefs Overdue 🗸	
Judge First Name:		
Judge Last Name:	Cicola	
Dispute File Date From:		-
To:		
Circulation Date From:		
To:		
Date of Injury From:		
To:		
Advanced Search Clear		

There are a number of different tricks which can be used to ensure greater success with the search results.

Those tricks can always be found in WCAIS by clicking the **Keyword Search Tips** link to access the **Search Tips for WCAIS** pop-up.



This is the pop-up screen for tips:

Search Tips	for WCAIS
-------------	-----------

Use \underline{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
* Asterisk	Add * at the start or end of a term when information is missing or unknown.	*1111 Finds all Parties and Matters with SSNs that end with 1111
Double Quotation Marks	Apply" " around a single search term or phrase to find an exact match for the entered information.	"02/22/2015" Finds all results that have 02/22/2015 in their Profiles or Matters
Tilde	Add ~ to the end of the term to find results with spelling variations.	Megan~ Finds results that are variations of the name Megan , such as Meghan or Meaghan

An **asterisk** can be used as a wildcard. For example, if the user can't remember if Katherine is spelled with a K or a C, if *atherine is typed in, the search results will display both Catherine and Katherine.

WCAIS	All Matters	✓ *atherine	SEARCH	
			Keyword Search Tips	
Matter Type	Count		5	
All Matters	17	Found 17 records. Showing 1 of 2 pages. >>	Records per page: 10 <u>20</u>	
<u>Claim</u>	7	Claim	View More View Claim Summary	
Dispute	7			
<u>Med Fee Request</u>	2	Claimant/Employee Name: , CATHERINE I		
<u>UR Request</u>	0	Business Unit: N/A File Date: 09/29/2015 Clair Claim Number: N/A	m Status: Suspended Date of Injury: 09/23/2015 Agency	
		Claim	View More View Claim Summary	
		3933405 Claimant/Employee Name: I Def Unit: N/A I File Date: 11/09/2011 I Claim Status: Number: N/A	endant/Employer Name: KATHERINE I Business Compensable I Date of Injury: 10/11/2011 I Agency Claim	

NOTE: The **asterisk** can be used at the end of a term as well.

Quotations can be used to ensure an exact match. For example, if the user types "John," then the search results will only return an exact match.

✓ "John"	SEARCH	× ^
Keyword Se	earch Tips	
Found 303575 records. Showing 1 of 30358 pages.	Records per page: 10 <u>20</u> <u>30</u>	
Law Firm	View More View Profile	
JOHN & JOHN FEIN: N/A Doing Business As: JOHN & JOHN Formerly Kno	own As: N/A Valid: Valid Active: Active	
Defendant/Employer	View More View Profile	
John FEIN: N/A Parent Organization Name: N/A Number of Sub Insured: No Doing Business As: N/A Valid: Invalid Act		
PCRB	<u>View More</u>	
JOHN FEIN: 251260015 Name: JOHN Address: SIMON ,		

A **tilde** (~) can be used to find alternate spellings of a name. For example, if the user types Steven~ then the search results may include Steven, Stephan, Steve, etc.

WCAIS All Matters	✓ steven~ SEARCH X
	Keyword Search Tips
Matter Type Count	Found 201 records. Showing 1 of 21 pages. >> Records per page: 10 20 30
All Matters 201	Found 201 records. Showing 1 of 21 pages. >> Records per page: 10 20 30
Dispute 131	UR Request View More View UR Request Summary
Claim 52	UR-472795
UR Request 12	Claimant/Employee Name: SCHAEFFER , STEVEN Assigned URO: LAUREL REVIEWS Provider Under Review: MCGINNIS, LISA
Appeal Case 3	UR Request View More View UR Request Summary
WCAB Petition 2	UR Request View More View UR Request Summary UR-420242
IRE Designation	Claimant/Employee Name: SANFORD , STEVE Assigned URO: KVS CONSULTING SERVICES Provider Under Review: PENNA, KAYE
	Dispute View More View Dispute Summary
	DSP-3595327-2 Claimant/Employee Name: WILLIAMS , STEVEN Defendant/Employer Name: NNDS NATIONAL NETWORK OF Business Unit: N/A Dispute File Date: 03/21/2011 Dispute Status: Closed Date of Injury: 10/22/2009 Judge: Cercone , Susan

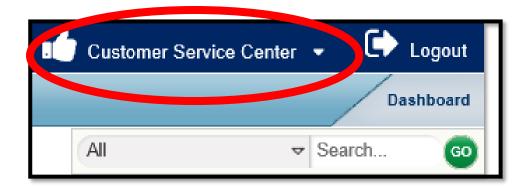
Use **OR** to expand the search for either this **OR** that. For example, if the user types in James or Steven, the search results will include matches for either or both.

WCAIS	All Matters	~	James or Steven	SEARCH
			Ke	yword Search Tips
latter Type	Count			
All Matters	465	Found 4	65 records. Showing 1 of 47 pages. >>	Records per page: 10 <u>20</u> <u>30</u>
Dispute	241	Disp	oute	View More View Dispute Summary
Claim	119	DSI	P-3162635-3	
Med Fee Request	50	Claimant/Employee Name: Szczypinski , STEVEN Defendant/Employer Name: OXFORD DEVELOPMENT CO		
UR Request	36		ess Unit: N/A Dispute File Date: 10/17/2008 : Ignasiak , Cheryl	Dispute Status: Closed Date of Injury: 05/29/2007
<u>Appeal Case</u>	10	Disp	oute	View More View Dispute Summary
RE Designation	6	DS	P-7838157-1	
WCAB Petition	3	Claimant/Employee Name: DOERRMAN , JAMES Defendant/Employer Name: Lutheran Home at Kane Business Unit: N/A Dispute File Date: 01/04/2017 Dispute Status: Closed Date of Injury: 11/22/2016 Judge: McTiernan , John		

CUSTOMER SERVICE CENTER FROM THE DASHBOARD

The **Customer Service Center** is available from any screen in WCAIS and allows the user to select one of the following:

- Submit a question to BWC, WCAB, or WCOA Resource Center
- See answers to previously asked questions
- View FAQs (called previously answered questions)
- See Process Guides and Simulations
- Choose the "I need help on this screen" option
- View previously recorded trainings

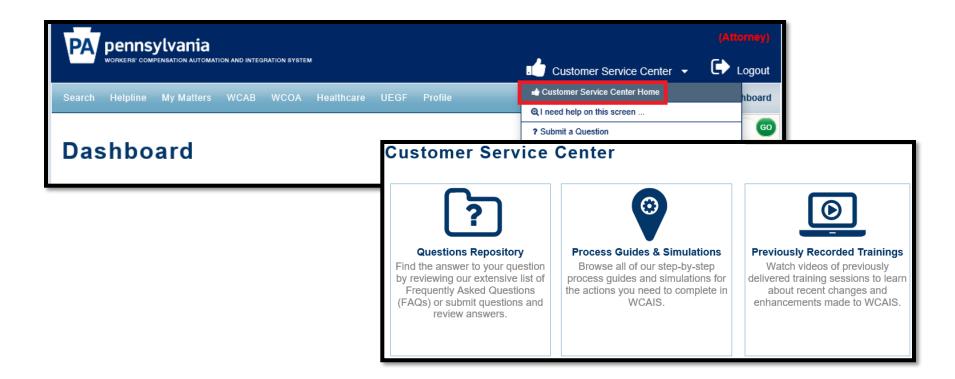


CUSTOMER SERVICE CENTER FROM THE DASHBOARD:

Customer Service Center Home

From the **Customer Service Center Home** option in the **Customer Service Center** dropdown, the user can access the following:

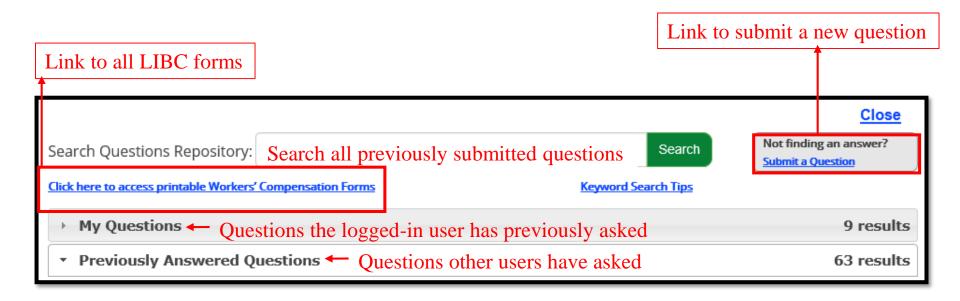
- Questions Repository
- Process Guides & Simulations
- Previously Recorded Trainings



Customer Service Center Home:

Questions Repository

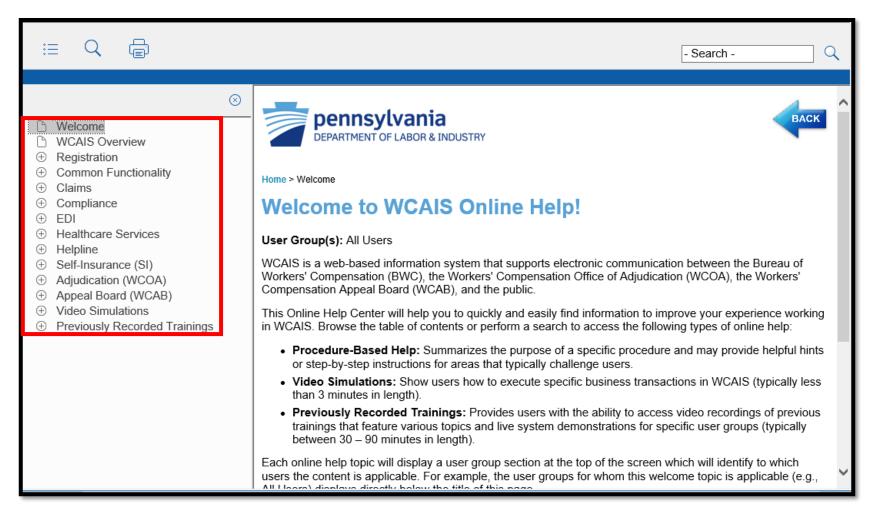
In the **Questions Repository**, the user can find the answers to Frequently Asked Questions (FAQs) or submit questions and review answers.



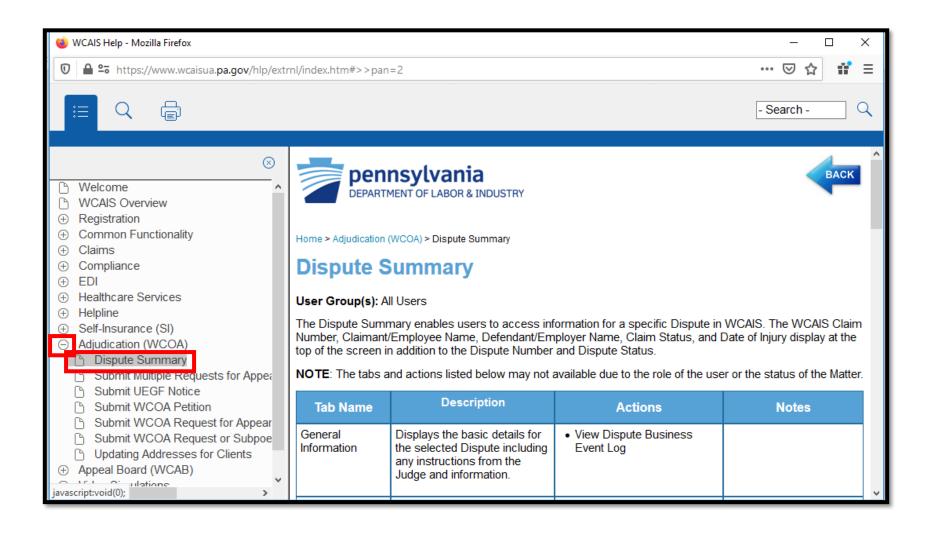
Customer Service Center Home:

Process Guides & Simulations

In the **Process Guides and Simulations** screen, the user can browse all step-by-step process guides and simulations from the links in the menu on the left.



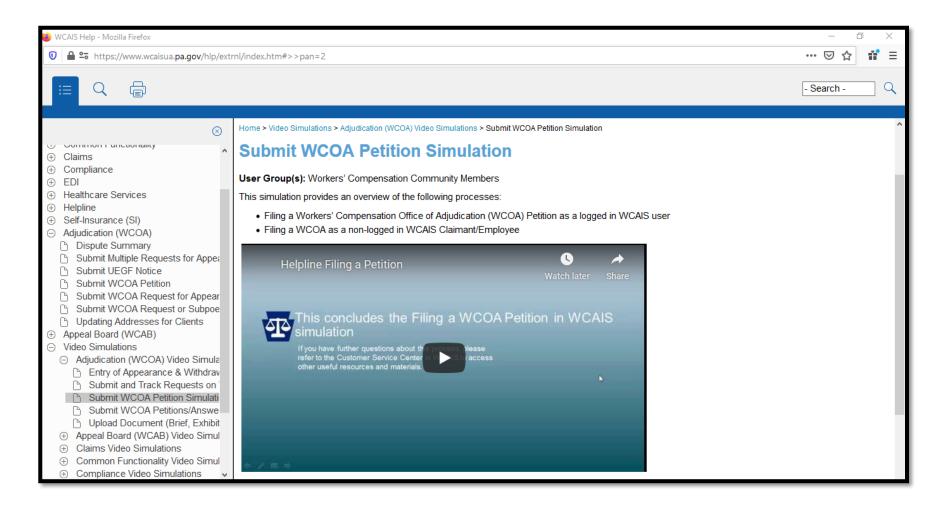
Click the + icon next to the topic to expand its contents and then click on a sub-topic to access the user guide.



If there's a simulation, there will be a link indicating such.

WCAIS Help - Mozilla Firefox	— 0 ×
■ a ttps://www.wcaisua.pa.gov/hlp/ext	rnl/index.htm#>>pan=2
	- Search -
 Welcome WCAIS Overview Registration Common Functionality Claims Compliance EDI Healthcare Services Helpline Self-Insurance (SI) Adjudication (WCOA) Dispute Summary Submit Multiple Requests for Appeara Submit WCOA Petition Submit WCOA Request for Appearan Submit WCOA Request or Subpoena Updating Addresses for Clients Appeal Board (WCAB) Video Simulations 	The Petition Types that can be filed include by:
Previously Recorded Trainings	Submit WCOA Petitions/Answers and File UEGF Notice Simulation (Attorneys, Law Firm Users) Last Updated: 09/22/2017 For additional assistance with this topic, please visit the Questions Repository within the Customer Service Center to browse previously answered questions or submit a question.

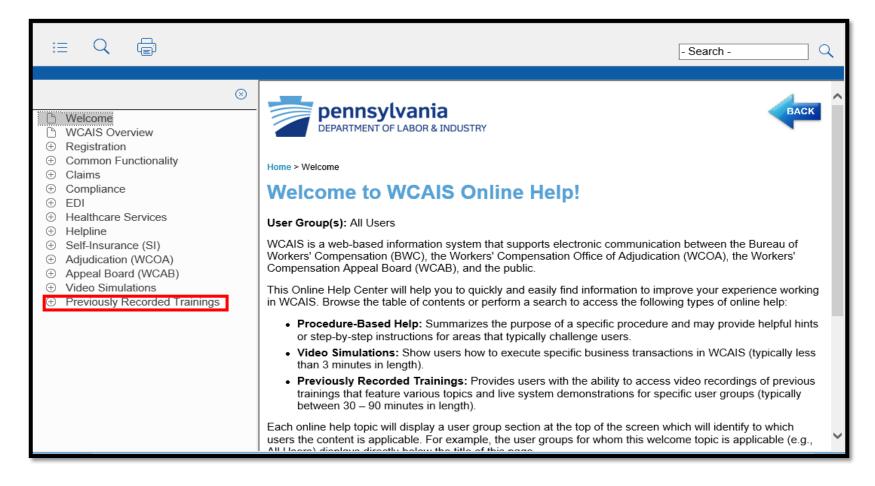
After clicking the simulation link, the You Tube simulation video will load. Click the **Play** icon to start the simulation.



Customer Service Center Home:

Previously Recorded Trainings

After clicking the **Previously Recorded Trainings** link, the user can watch videos of previously delivered training sessions to learn about recent changes and enhancements made to WCAIS.



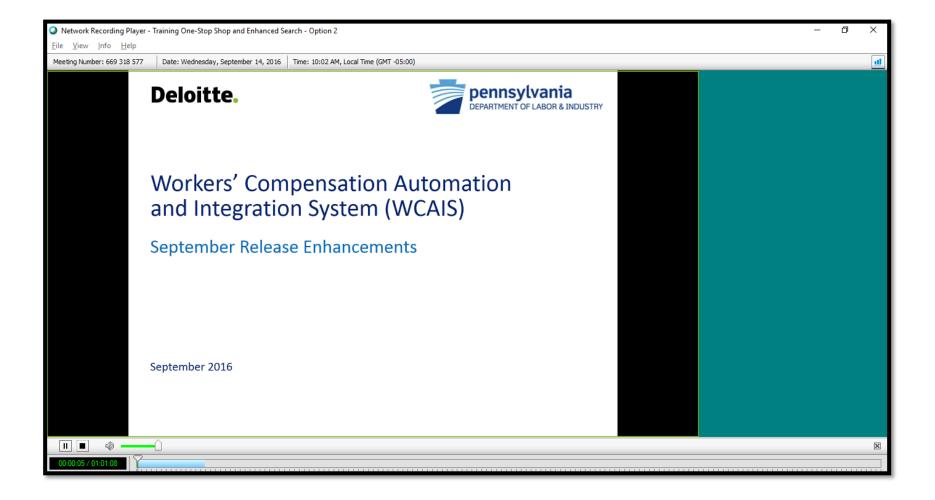
Click the + icon next to the topic to expand its contents and then click on a sub-topic to access the recording.



Select the <u>CLICK HERE</u> to view this previously recorded training video link.

WCAIS Help - Mozilla Firefox	— 0 X
🖲 🖴 🕫 https://www.wcaisua. pa.gov /hlp/ext	rnl/index.htm#Welcome_to_Previously_Recorded_WCAIS_Trainings.htm 🛛 🐨 🖸 🚏 😑
	- Search -
 Welcome WCAIS Overview Registration Common Functionality Claims Compliance EDI Healthcare Services Helpline Self-Insurance (SI) Adjudication (WCOA) Appeal Board (WCAB) Video Simulations Previously Recorded Trainings Welcome to Previously Recorded WC EDI September 2016 Release Trainings WCAIS Release Enhancements Trainings 	 CLICK HERE to view this previously recorded training video. NOTE: When the window opens, press Playback to view the video in your Internet browser. If this is your first time accessing a previously recorded training video, you may be prompted to install a WebEx extension or add-on. Please refer to the instructions below, as needed. Internet Explorer: When prompted, install WebEx, allow the WebEx add-on, or select the Use Java link to view the video. The video will open in a Network Recording Player window. Mozilla Firefox: When prompted, press Allow and then press Allow Now to run ActiveTouch General Container which is required to run WebEx using this Internet browser. The video will open in a Network Recording Player window.
>	 Google Chrome: When prompted, press Add WebEx to Chrome, and then press Add Extension to add Cisco WebEx Extension. Next, open Cisco_WebEx_Add-On.exe and press Run. The video will open in a Network Recording Player window.

After clicking the link to view the recording, the Webex video will load and play.



205

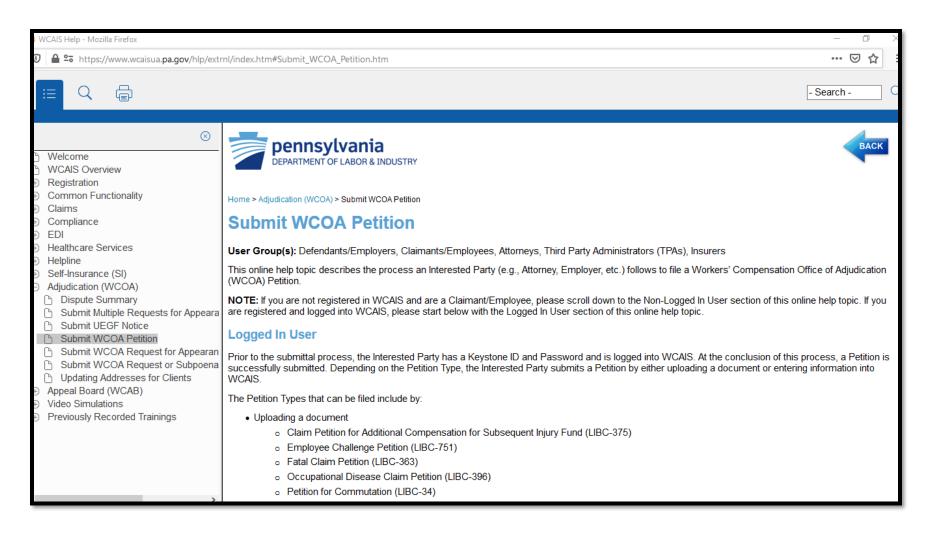
CUSTOMER SERVICE CENTER FROM THE DASHBOARD:

I need help on this screen...

From any screen in WCAIS, the user can click **I need help on this** screen from the **Customer Service Center** dropdown.



A pop-up will appear which has more information regarding the page the user is on.



208

CUSTOMER SERVICE CENTER FROM THE DASHBOARD:

Submit a Question

The user may click the **Submit a Question** option from the **Customer Service Center** dropdown to ask a question to the WCOA Resource Center, BWC, or WCAB.



When submitting a question:

Submit a Question	_
Required fields are indicated by *:	- 1
Required fields are indicated by ".	- 1
Question Details	- 1
Please fill out the following information to submit a question:	
Category*: SELECT Choose adjudication if in litig	atio
Sub-Category*:	
Subject*:	- 1
Description*:	- 1
	- 1
Be specific with the description	- 1
	- 1
	- 1
	_
Spell Chec	:k
Choose the link below to add supporting documents	- 1
Show Documents Upload relevant documents	- 1
Choose the link below to add additional email recipients. Any email recipients added below will be sent a notificiation when the question is resolved.	
+ Show Additional Email Recipients	
Cancel Subm	it

210

After including all relevant details, click Submit.

Question Details				
Please fill out the following informa	ation to submit a question:			
Category*	Adjudication (WCOA)			
Sub-Category*	Answers 🗸			
Subject*	How do I file an answer			
Description* Choose the link below to add supp - <u>Hide Documents</u>	says, "this is the error message text I a error message and the steps I've taken	M456-7 and I'm getting an error message im receiving." Attached is a screenshot o which led up to the error message.	that of this Spell Check	
Document Description	Submitted Date	Delete		
Screenshots	07/27/2020	Delete		
Upload Document				

A success message with a **Question Reference Number** will appear.

Thank you for contacting the Workers' Compensation Automation and Integration System. Please allow up to 2 business days for staff to respond to your question.				
Question Reference Number: <u>HLP-202007271</u> (Click to view the latest status of your Question)				
Additional Contact Information:				
Help Desk:	Hours of Operation:			
800-482-2383 (Toll Free Inside PA)	M-F 7:30 AM to 4:30 PM			
717-772-4447 (Local and Outside PA)	Closed on Federal and State holidays			
	Continue			

The question will appear in the Questions Repository.

						Close
Search Questions Re	epository:	Previously Answered Questions, FAQs, He	ow-To Guides, e	tc.	Search	Not finding an answer? Submit a Question
Click here to access printal	Click here to access printable Workers' Compensation Forms Keyword Search Tips					
 My Questions 	• My Questions 4 results					
Show everything from my organization						
Found 4 results. Showing 1 of 1 pages.						
Reference Number	Question Su	ıbject	Submitted Date	Status	Category	Sub-Category
HLP-202007271	How do I file	e an answer	2020-07-27	New	Adjudication (WCOA)	Answers

For more information on the Questions Repository, click <u>here</u>.

When the WCOA Resource Center answers your question, the Status will change to **Complete**.

Search Questions Repository: Previously Answered Questions, FAQs, How-To Guides, etc. Search Click here to access printable Workers' Compensation Forms Keyword Search Tips						Close Not finding an answer? Submit a Question
My Questions 4 results Show everything from my organization						
Found 4 results. Showing 1 of 1 pages.						
Reference Number	Question Su	bject	Submitted Date	Status	Category	Sub-Category
HLP-202007271	How do I file	e an answer	2020-07-27	Complete	Adjudication (WCOA)	Answers

Clicking the link to the **Reference Number** will show the WCOA Resource Center's response:

Question Information	
Question Reference #:	HLP-202007271
Status:	Complete
Request Date:	7/27/2020
Last Updated Date:	7/27/2020
Category:	Adjudication (WCOA)
Sub-Category:	Answers
Subject:	How do I file an answer
Description:	I'm trying to file an answer on DSP-123456-7 and I'm getting an error message that says, "this is the error message text I am receiving." Attached is a screenshot of this error message and the steps I've taken which led up to the error message.
Response:	I can see from your screenshots that you have not yet selected a radio button next to the petition you wish to answer. You must do that on the Petitions and Answers tab first before selecting the button to Enter Answer. Please let us know if you need anything else.
	Thank you, WCOA Resource Center

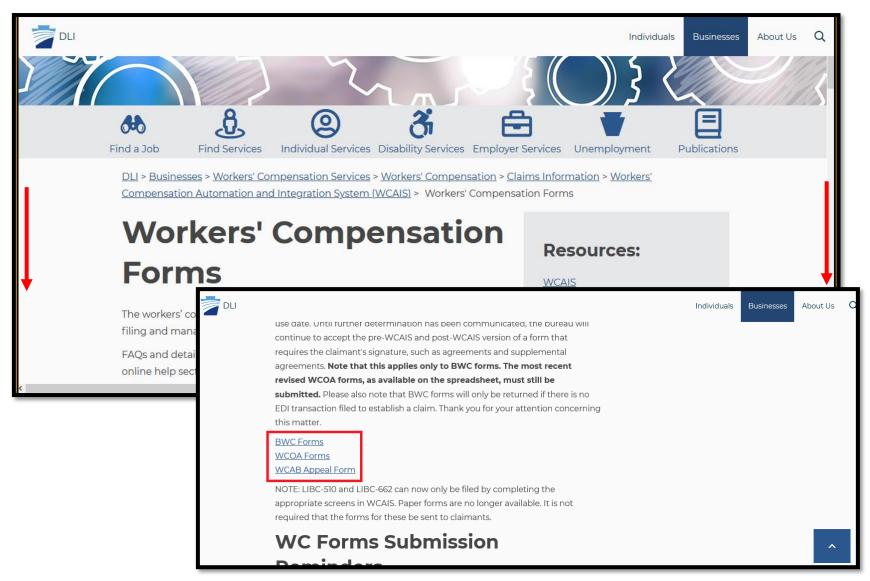
CUSTOMER SERVICE CENTER FROM THE DASHBOARD:

Printable WC Forms

The user may click the **Printable WC Forms** option from the **Customer Service Center** dropdown to access the Workers' Compensation Forms page of the Workers' Compensation website.

PA pennsylvania	(Attor	
WORKERS' COMPENSATION AUTOMATION AND INTEGRATION SYSTEM	د در	_ogout
Search Helpline My Matters WCAB WCOA Healthcare UEGF Profile	Customer Service Center Home	hboard
	Q I need help on this screen	inboard
	? Submit a Question	GO
File Petition	Printable WC Forms	
	Contact Us	
Required fields are indicated by *		1

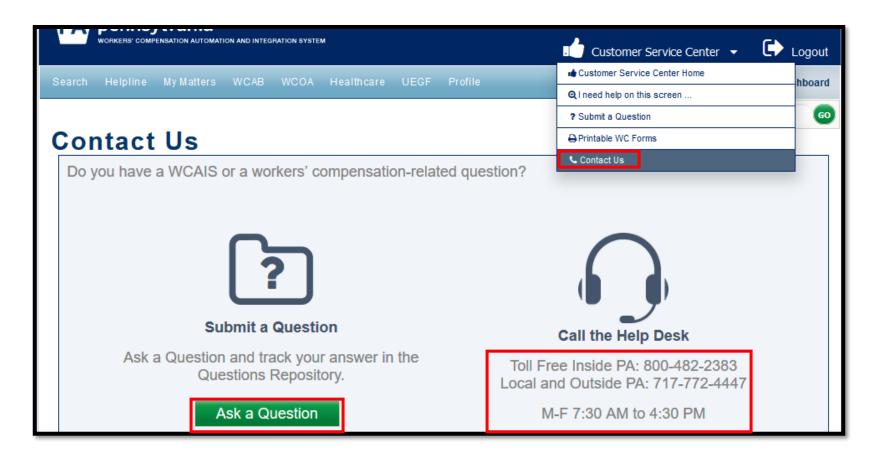
From this page, the user can scroll down to access the forms links.



CUSTOMER SERVICE CENTER FROM THE DASHBOARD:

Contact Us

The **Contact Us** option from the **Customer Service Center** dropdown has a button to **Ask a Question** and the BWC Helpline contact information.



After clicking the **Ask a Question** button the user can complete the Submit a Question form:

Submit a Question Required fields are indicated by *:
Question Details Please fill out the following information to submit a question:
Category*: SELECT Choose adjudication if in litigation
Sub-Category*:
Choose the link below to add supporting documents + Show Documents Upload relevant documents Choose the link below to add additional email recipients. Any email recipients added below will be sent a notificiation when the question is resolved.
+ Show Additional Email Recipients Cancel Submit

After including all relevant details, click Submit.

Question Details			
Please fill out the following informa	tion to submit a question:		
Category*:	Adjudication (WCOA)		
Sub-Category*:	Answers 🗸		
Subject*:	How do I file an answer		
Choose the link below to add support	says,"this is the error message text I a error message and the steps I've taken	m receiving." Attached is a screenshot of	
Document Description	Submitted Date	Delete	
Screenshots	07/27/2020	Delete	
Upload Document	onal email recipients. Any email recipi	ients added below will be sent a notifi	clation when the question is resolved.

222

A success message with a **Question Reference Number** will appear.

Thank you for contacting the Workers' Compensation Automation and Integration System. Please allow up to 2 business days for staff to respond to your question.									
Question Reference Number: <u>HLP-202007271</u> (Click to view the latest status of your Question)									
Additional Contact Information:									
Help Desk:	Hours of Operation:								
800-482-2383 (Toll Free Inside PA)	M-F 7:30 AM to 4:30 PM								
717-772-4447 (Local and Outside PA)	Closed on Federal and State holidays								
	Continue								

The question will appear in the Questions Repository.

	ſ					Close Not finding an answer?
Search Questions R	epository:	Previously Answered Questions, FAQs, H	tc.	Search	Submit a Question	
Click here to access printa						
 My Questions 						4 results
□ Show everything fro	om my organi	zation				
Found 4 results. Show	wing 1 of 1 p	ages.				
Reference Number	Question Su	ıbject	Submitted Date	Status	Category	Sub-Category
HLP-202007271	How do I file	e an answer	2020-07-27	New	Adjudication (WCOA)	Answers

For more information on the Questions Repository, click <u>here</u>.

When the WCOA Resource Center answers your question, the Status will change to **Complete**.

Search Questions Repository: Previously Answered Questions, FAQs, How-To Guides, etc. Click here to access printable Workers' Compensation Forms Keyword Se						Not finding an answ Submit a Question	Close ver?		
	My Questions 4 result Show everything from my organization								
Found 4 results. Sł	, ,								
Reference Number	Question Su	bject	Submitted Date	Status	Category	Sub-Category			
HLP-202007271	How do I file	an answer	2020-07-27	Complete	Adjudication (WCOA)	Answers			

Clicking the link to the **Reference Number** will show the WCOA Resource Center's response:

Question Information					
Question Reference #:	HLP-202007271				
Status:	Complete				
Request Date:	7/27/2020				
Last Updated Date:	7/27/2020				
Category:	djudication (WCOA)				
Sub-Category:	Answers				
Subject:	How do I file an answer				
Description:	I'm trying to file an answer on DSP-123456-7 and I'm getting an error message that says, "this is the error message text I am receiving." Attached is a screenshot of this error message and the steps I've taken which led up to the error message.				
Response:	I can see from your screenshots that you have not yet selected a radio button next to the petition you wish to answer. You must do that on the Petitions and Answers tab first before selecting the button to Enter Answer. Please let us know if you need anything else.				
	Thank you, WCOA Resource Center				

CLAIM SUMMARY

Claim Summary WCAIS Claim #: Claimant/Emplo (i) Claim Status: C **Claim History** interested Parties Appeal Case Information SFR Application Healthcare Services Requests Payment History Documents and EDI Transaction

The Claim Summary screen has the title in the upper left hand corner. The Claim Summary screen contains all of the information in WCAIS pertaining to a work-related injury. To upload something for a Judge to view, the user must upload it from the *Dispute Summary* and **not** the *Claim Summary*.

The following tabs are available from the **Claim Summary** screen:

- Claim History
- Interested Parties
- Injury Details
- Dispute
- Appeal Case Information
- Benefits Information
- SFR Application
- Healthcare Services Requests
- Payment History
- Actions
- Documents and Correspondence
- EDI Transaction

CLAIM SUMMARY:

Claim History tab

Claim History: Forms filed, conversions of the NTCP, EDI transactions, etc.

WCAIS Claim #:		nt/Employee Name: Status: FROI	Defendant/Em Date of Inju				
<u>Claim History</u>		Claim History					
Interested Parties		Action		Claim Status	Received Date	Original Filing Date	Status
<u>Injury Details</u>		Supplemental Agmt for (Perm Inj (LIBC-337) is re			6/17/2020		Incomplete
<u>Dispute</u>		Supplemental Agmt for (Perm Inj (LIBC-337) is u			6/17/2020		Pending Approval
Appeal Case Informat	ion	Agreement for Comp for Permanent Injury (LIBC-	-		6/17/2020		Approved
		EDI Transaction FROI-0	0 was received	FROI	6/17/2020		
<u>Benefits Information</u>		Agreement for Comp for Permanent Injury (LIBC-			6/17/2020		Pending Approval
SFR Application		Supplemental Agmt for (Perm Inj (LIBC-337) is u			6/9/2020		Pending Approval

CLAIM SUMMARY:

Interested Parties tab

Interested Parties: Interested Parties, Associated Recipients, Additional Defendant/Employers, Inactivated Interested Parties and Dependents on the claim.

							+Expar			
WCAIS Claim #:	Claima	ant/Employee Name	Defendant/En	nployer Name:						
(i)	Claim	Status: FROI	Date of Inj	ury: 6/8/2020						
<u>Claim History</u>		Self	-Insured Employer: YES	c	Claim Representative Nan	ne:				
Interested Parties		selecting "Change	Below are the Interested Parties and Associated Recipients for this Matter. The correspondence address can be updated by selecting "Change Party Info" option. A new address can be added by selecting either the "Add Party Address" or "Add Business Unit Address" options in the "Change Party Info" popup dialog.							
<u>Injury Details</u>		Interested Pa	arties							
<u>Dispute</u>										
		Name	Туре	Business Unit	Correspondence Address	Email Address	Action			
Appeal Case Informat	<u>ion</u>									
Benefits Information			Claimant/Employee		St, Harrisburg, PA 17103					
SFR Application		ESQ	Claimant's			wcais.test@gmail.				

CLAIM SUMMARY:

Injury Details tab

Injury Details: Injury information and descriptions.

Claim Sun	nma	ary	- Exter	nal			
							+Expand
WCAIS Claim #:	Claimar	nt/Employ	ee Name:	Defendant/Employer Nar	me:		
4	Claim S	status: FR	801	Date of Injury: 6/8/20	20		
Claim History							
		Injury	Details History				
Interested Parties		Select One	Received Date	Part of Body Injury		Transaction Code	Transaction Type
<u>Injury Details</u>		0	6/17/2020	The loss of eye by enucles (including disfigurement r there from)		00	Original
<u>Dispute</u>		0	6/17/2020				
Appeal Case Information							View
Benefits Information		Injury	Details				
SFR Application			Accident Site County/Parish:		Initia	al Date Disability 6/17/20 Began:	20
Healthcare Services Requ	<u>iests</u>			The loss of eye by enucleation (including disfigurement resulting	Initial D	ate Last Worked:	
Payment History				there from)			

CLAIM SUMMARY:

Dispute tab

Dispute: Links to any disputes within the claim; link to file a petition; a *conditional* button to Request a Voluntary Mediation on a claim that is not in litigation; and a history of rejected Petitions and Med Fee Hearing Requests.

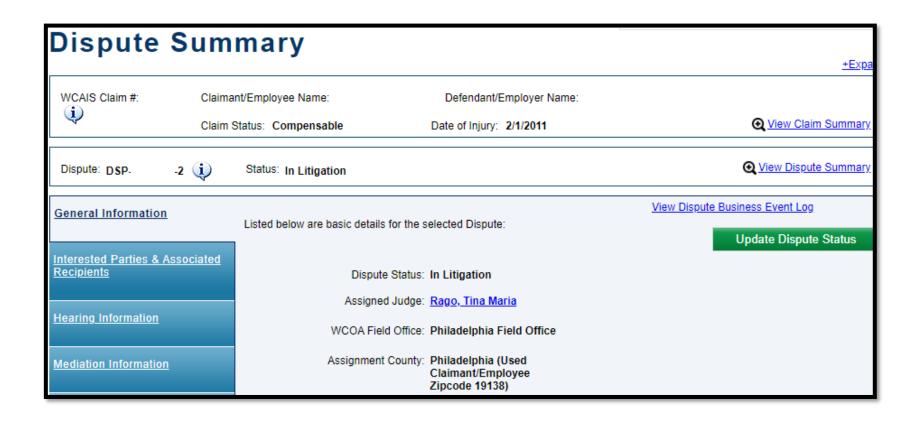
WCAIS Claim #:	Claimant/Employee Na	me:	Defendant/Emp	oyer Name:					
(į)	Claim Status: Closed	Status: Closed Date of Injury: 4/16/2016							
<u>Claim History</u>	Select the hype	rlink to file a Petiti	on on this claim: File	WCOA Petition					
Interested Parties	rested Parties List of Disputes								
<u>Injury Details</u>	Dispute Num	ber Assigned	Judge	WCOA Petition (Date Fi	ed)	Dispute Status	Most Recent Decision Date		
<u>Dispute</u>	DSP-	-1 Crilley, An	ne	Petition To/For (LIBC-37 Petition To/For (LIBC-37		Closed	8/2/2019		
<u>Appeal Case Informati</u>	on DSP-	-2 McTiernar	n, John	Petition To/For (LIBC-378) (09/26/2019)		Closed	11/1/2019		
<u>Benefits Information</u>	Petition Re	jection Histor	y		Req	uest Volunt	ary Mediation		
	Petition Numb	per Petition Type	Petition Filed Date	Rejection Date Action	1				
	No Data Foun	d							
	Med Fee H	earing Reque	st Rejection His	tory					
	Application N	umber Filed Date	Rejection Date A	ction					
	No Data Foun								

Requesting a Voluntary Mediation on a Claim without Open Disputes

Request Voluntary Mediation on a claim that does not have any disputes in litigation from the **Dispute** tab of the **Claim Summary**.

Claim Sum	nma	ary -	Ext	ernal			Search	G		
							:	+Expand		
1995	Claima	nt/Employee	Name:		Defendant/Employer Name:					
i	Claim S	Status: Comp	ensable	Date of Injury:						
<u>Claim History</u>	Claim History Select the hyperlink to file a Petition on this claim: File WCOA Petition									
Interested Parties		List of D	List of Disputes							
Injury Details		Dispute Nu	umber	Assigned Judge	WCOA Petition (Date Filed)	Dispute Status	Most Recent Decision Date			
<u>Dispute</u>		DSP-	-1		Petition for Examination-Expert Interview (LIBC-499) (10/26/2012)	Closed	4/22/2013			
Appeal Case Information		DSP-	2		Petition To/For (LIBC-378) (12/09/2014)	Closed	4/23/2015			
Benefits Information		DSP-	-3		Petition To/For (LIBC-378) (05/08/2015)	Closed	5/27/2015			
SFR Application					Req	uest Volun	tary Mediatio			

Once the selected Voluntary Mediating Judge approves the Voluntary Mediation Request, a new dispute will be created.



NOTE: The Dispute that is created will not have a Petitions and Answers tab.

CLAIM SUMMARY:

Appeal Case Information tab

Appeal Case Information: Links to any Appeals within the claim; a button to **File WCAB Appeal**; and a button to **File WCAB Petition**.

Claim Su	mma	ary - Exte	rnal							
										+Expand
WCAIS Claim #:		nt/Employee Name: Status: Closed								
<u>Claim History</u>		Appeal Case Detail	5							
Interested Parties		Appeal Number	Appeal Statu	Appeal File	d By Date File		Appeal Typ	e Commissi	oner Opinion Da	ate
Injury Details	y Details A19-		Closed		;	8/21/2019 Appeal				
<u>Dispute</u>		WCAB Petition Info	rmation							
Appeal Case Informatio	<u>on</u>	Petition Number	Status File	d By	Date F	iled Com	missioner	Opinion Date	Determination	
Benefits Information	efits Information		Closed		8/21/20	1/2019 Krebs, Robe		9/20/2019	Denied	
SFR Application							File WCAB /	Appeal	File WCAB Po	etition

Viewing Appeal Information

When clicking a link to an Appeal, the user is directed to the **Appeal Case Summary** matter which has a number of different tabs along the left including: **General Appeal Information, Interested Parties and Associated Recipients, Appeal Hearing, Briefs, Documents and Correspondence,** and **Opinion Information.**

WCAIS Claim #:	Claima	ant/Employee Name:	C	efendant/Employer						
4	Claim	Status: Closed		Date of Injury: 4/1		View Claim Summary				
Dispute: DSP-	-1 🔃	Status: Closed	Status: Closed Circulation Date: 8/2/2019					View Dispute Summary		
Appeal Case: A19-	(į)	Status:	Status: Closed Date Filed: 8/21/2019					View Appeal Summary		
									Print	
<u>General Appeal Info</u>	ormation								Print	
		Appeals with	iin Appeal Case						Print	
<u>General Appeal Info</u> Interested Parties and Associated Recipient	1				Date Filed				Print	
Interested Parties and	1	Appeals with Appeal Number A19	nin Appeal Case Appeal Status Appeal Withdrawn	Appeal Filed By	Date Filed 8/21/2019				Print	
Interested Parties and Associated Recipient	1	Appeal Number	Appeal Status Appeal Withdrawn	Appeal Filed By					Print	
Interested Parties and Associated Recipient Appeal Hearing	1	Appeal Number	Appeal Status Appeal Withdrawn	Appeal Filed By			Opinion Date	Determination	Print Publish Date	

Submitting a Request to the WCAB

From the **Appeal Case Summary**, **General Appeal Information** tab, select the **File Request** button.

WCAIS Claim #:		ant/Employee I Status: Comp			LE Defendant/Emp Date of Injury: 6			IN	DUSTRIESI		im Summa	
Dispute: DSP-	-1 🧼	Status: Clo	sed		Circul	ation Da	ite: 4/8/	2019	(*)	View Dispute Summa		
Appeal Case: A19.	(į)	Sta	atus: Oj	pen		Date I	Filed: 4,	/12/2019		View App	eal Summa	
General Appeal Information												
Interested Parties and		Appeals	within	Appeal Cas	e							
Associated Recipients		Appeal Nu	mber A	Appeal Status	Appeal Filed By		Date F	iled Appeal	Туре			
<u>Appeal Hearing</u>		A19	1 A	Appeal Accepte	d		4/12/2	019 Appeal				
<u>Briefs</u>		A19- 4	2 A	Appeal Accepte	d		4/18/2	2019 Appeal				
		A19	3 A	Appeal Accepte	d		4/22/2	019 Appeal				
<u>Documents and</u> Correspondences		A19-I -4	4 A	Appeal Accepte	d		4/30/2	019 Cross A	ppeal			
<u>Opinion Information</u>		Related	WCAB	Petitions								
		Petition Number	St	tatus	Filed By	Date Filed Commi		ommissioner	Opinion Date	Determination	Publish Date	
		<u>A19</u>		etition ccepted		4/12/2	019 A	rebs, Robert		Denied	5/10/2019	
		<u>A19</u>		etition ccepted		4/22/2	019 K	rebs, Robert		Denied	5/21/2019	
		Request	s									
		Request Ty	rpe 🗘	Date Submi	tted Submitted By	Ou	utcome					
		Interpreter		7/6/2020		Pe	ending					
		Continuan	Continuance 7/5/2019			Ap		proved				
		Continuan	ntinuance 7/5/2019			Denied						

Select an option from the **Request Type** dropdown and click **Continue**.

WCAIS Claim #:		ant/Employee Name: Status: Compensable	MICHELE Defendant/Employer Name: Date of Injury: 6/27/2014	INDU STRIES INC	<u>View Claim Summary</u>
Dispute: DSP-	:1 🤃	Status: Closed	Circulation Date: 4/8/2019	(*)	<u>View Dispute Summary</u>
Appeal Case: A19	4	Status: Open	Date Filed: 4/12/2019		<u>View Appeal Summary</u>
Select Request Type					
Select Request	<u>: Type</u>	Please select the type of re	quest you would like to submit:		
2 Complete Requ	est	Reque	st Type*: SELECT ~ SELECT		
3 Certify			Abeyance Mediation	Cano	cel Continue
4 Preview			Withdrawal		
5 Confirmation					

Enter any required information and click Submit.

Complete Request	
1 Select Request Type	
2 Complete Request	Filed By:
3 Confirmation	Date Filed: 07/06/2020
	Filed on behalf of:
	Certify:
	I hereby certify that I am this day, serving one copy of this document in the manner so indicated pursuant to the requirements of Title 34 Pa. Code §111.12.
	Cancel Back Submit

Upon the successful submission of the appeal request, the user will receive a success message.

 Select Request Type Complete Request 	Thank you! Your request has been successfully submitted to the Appeal Board on 7/27/2020 at 1:23 PM. Print
3 Certify	Please select the type of request you would like to submit: Request Type: Withdrawal
4 Preview	Withdrawal Request:
5 <u>Confirmation</u>	Instructions: 1. Enter a reason or upload an withdrawal request document in order to submit an withdrawal request. 2. Complete the certification section and click on 'Submit' in order to complete the withdrawal request submission. Reason: TEST Attached Documentation:

Appeal Brief Schedule Actions

From the **Appeal Case Summary**, **Briefs** tab, select the applicable brief schedule, choose an option from the **Action** dropdown, and click **Continue**.

General Appeal Information Interested Parties and Associated Recipients Appeal Hearing	Date exten option. Note: Brief access the	Below is a list of Brief Schedules related only to the Appeal that has been set by the WCAB. To submit a Brief, request a Brief Due Date extension or mark a Brief as not being submitted, select the respective action from the drop-down and select the "Continue" option. Note: Briefs for WCAB Petitions [ie: Petitions for Rehearing; Petitions for Guardianship] cannot be uploaded here. Please access the Documents and Correspondences tab within the WCAB Petition [ie: MISC-0000] to upload a Brief for the Petition. Brief Schedule									
<u>Briefs</u>	Select One	Submitting Pa	irty	Brief Due Date	Date Submitted	Туре	Status	Action			
Documents and Correspondences		Appellant	(Claimant's Attorney) -	5/04/2020		Briefs	Pending				
	۲	Appellee	(Defendant's Attorney) -	6/03/2020		Briefs	Pending				
<u>Opinion Information</u>	Rei Brie Sul	LECT LECT quest Brief Exte bmit Brief ef Not Being Sul	ту								
	Subr Party	Numbe	ite Extension Req	uest	Requested Brief Date	Due	Status	Action			
	No Data F	Found									

Appeal Brief Schedule Actions:

Requesting an Appeal Brief Extension

From the **Appeal Case Summary**, **Briefs** tab, select the **Request Brief Extension** option from the **Action** dropdown, and click **Continue**.

General Appeal Information Interested Parties and Associated Recipients Appeal Hearing	Below is a list of Brief Schedules related only to the Appeal that has been set by the WCAB. To submit a Brief, request a Brief Due Date extension or mark a Brief as not being submitted, select the respective action from the drop-down and select the "Continue" option. Note: Briefs for WCAB Petitions [ie: Petitions for Rehearing; Petitions for Guardianship] cannot be uploaded here. Please access the Documents and Correspondences tab within the WCAB Petition [ie: MISC-0000] to upload a Brief for the Petition. Brief Schedule								
Briefs	Selec One	t Submitting Party	Brief Due Date	Date Submitted	Туре	Status	Action		
Documents and Correspondences	۲	CLAIRE (Insurer's Attorney) - Appellant	7/08/2020		Briefs	Pending			
		FRANK (Defendant's Attorney) - Appellee	8/07/2020		Briefs	Pending			
Opinion Information		S (Claimant's Attorney) - Appellee	8/07/2020		Briefs	Pending			
	Action:	Request Brief Extension Y Continue							

Enter the number of days for the extension, type in the reason, and click **Continue**.

Submit Brief Extension Request	To submit a request for an extension to the brief due date, complete the information below.
2 Certification	Original Brief Due Date: 07/08/2020 Select the number of days for the 15 Enter a reason for the brief schedule extension request. TEST Associated Documents: Upload Document
	Back Cancel Spell Check Continue

Enter a Manner of Service for each party, check the "I certify" checkbox, and click **Submit**.

Complete Answer Certification	indicated a correspon	ndence preference of	"System El	listed below. For parties that hav extronic", you do not need to ind Dashboard for use to serve parties	sicate a method of s	ervice. You will	
	Name 🗘	Туре	Business Unit	Address	Email Address	Manner of Service	
	,	Claimant/Employee		Philadelphia, PA 19150-2010		SELECT .	
		Claimant's Attorney		PA 19148-2931	wcais.test@gmail. com	NG	
		Defendant/Employer		PA 19103-6147		SELECT .	
		Defendant's Attorney		19102	wcais.test@gmail. com	SELECT .	
		тра		PA 19102-9059	wcais.test@gmail. com	SELECT .	
	Associated Recipients: No Data Found Additional Defendants: No Data Found In addition to the above, the following parties were served at the addresses listed below:						
	Pennsylvania Worken	s' Compensation Act a o public authorities pur	nd applicab	all, hand delivery or electronically le Rules and Regulations. This ce I Pa. C.S. §4904. Back	on all parties, as req	pell Check uired by the o penalties for Submit	

A confirmation message will appear when the request has been filed successfully.

Submit E	Brief Extens	ion Request		+Expand		
WCAIS Claim #: 777	Claimant/Employee Name:	MARK Defendant/Employer Name:	YARD WORK			
ψ	Claim Status: Comp Denie	d Date of Injury: 8/11/2016		View Claim Summary		
Dispute: DSP-777	-1 🧼 Status: Closed	Circulation Date: 5/8/2020	(*)	View Dispute Summary		
Appeal Case: A20 J Status: Open Date Filed: 5/15/2020 <u>View Appeal Summ</u>						
Thank you for y	Thank you for your online submission of the Brief Extension Request.					
Submitted by	EVAN :, ESQ. (Insurer's Attorn	ney) on 7/27/2020 at 1:34 PM on Appeal Case A20-				
You will be receiving	You will be receiving an electronic version of the Brief Extension Request Proof of Service for use to serve parties by mail or in person, if applicable.					
This will be the only	time you will see this message.					

Appeal Brief Schedule Actions:

Submitting an Appeal Brief

From the **Appeal Case Summary**, **Briefs** tab, select the **Submit Brief** option from the **Action** dropdown, and click **Continue**.

General Appeal Information Interested Parties and Associated Recipients Appeal Hearing	Below is a list of Brief Schedules related only to the Appeal that has been set by the WCAB. To submit a Brief, request a Brief Due Date extension or mark a Brief as not being submitted, select the respective action from the drop-down and select the "Continue" option. Note: Briefs for WCAB Petitions [ie: Petitions for Rehearing; Petitions for Guardianship] cannot be uploaded here. Please access the Documents and Correspondences tab within the WCAB Petition [ie: MISC-0000] to upload a Brief for the Petition. Brief Schedule						
Briefs	Select One	Submitting Party	Brief Due Date	Date Submitted	Туре	Status	Action
Documents and Correspondences	۲	CLAIRE (Insurer's Attorney) - Appellant	7/08/2020		Briefs	Pending	
		FRANK (Defendant's Attorney) - Appellee	8/07/2020		Briefs	Pending	
Opinion Information		S (Claimant's Attorney) - Appellee	8/07/2020		Briefs	Pending	
Action Submit Brief Continue							

Click the **Upload Document** link and follow the prompts to upload your brief. When the document has been successfully uploaded a success message will appear, click **Continue**.

1 <u>Submit Brief</u>			t the "Upload Docur ments and Corresp)o not submit WCA	B Petition B	riefs here. WCAB Petition
2 Certification	Associated Docum		successfully upload	led.			
	Document Type	Submitted Date	Submitted By	Submission Method	Batch Number	Delete	
	Brief	07/27/2020	CLAIR	Online		Delete	
					Back	Cance	Continue

Enter a Manner of Service for each party, check the "I certify" checkbox, and click **Submit**.

Complete Answer Certification	indicated a correspon	ndence preference of	"System El	listed below. For parties that has ectronic", you do not need to in Dashboard for use to serve partie	sicate a method of s	ervice. You will
O Certification	Certification					
	Interested Parties:					
	Name 🗘	Туре	Business Unit	Address	Email Address	Manner of Service
		Claimant/Employee		Philadelphia, PA 19150-2010		SELECT .
		Claimant's Attorney		PA 19148-2931	wcais.test@gmail. com	NA
		Defendant/Employer		PA 19103-6147		SELECT .
		Defendant's Attorney		19102	wcais.test@gmail. com	SELECT .
		тра		PA 19102-9059	wcais.test@gmail. com	SELECT .
	Associated Recipients: No Data Found Additional Defendants: No Data Found In addition to the above, the following parties were served at the addresses listed below:					
	Spell Check icertify I will serve a copy of this Answer either by mail, hand delivery or electronically on all parties, as required by the Pernsylvania Workers' Compensation Act and applicable Rules and Regulations. This certification is subject to penalties for unsworn faisification to public authorities pursuant to 18 Pa. C.S. §4904. Filed By: BRABANT, JASON Back Cancel Submt					

A confirmation message will appear when the brief has been filed successfully.

Submit E	Rrief					
Subint				+Expand		
WCAIS Claim #: 777	Claimant/Employee Name:	MARK Defendant/Employer Name:	YARD WORK			
(j)	Claim Status: Comp Denied	Date of Injury: 8/11/2016		View Claim Summary		
Dispute: DSP-777	-1 🕡 Status: Closed	Circulation Date: 5/8/202	20 (*)	View Dispute Summary		
Appeal Case: A20- View Appeal Summary						
Thank you for your online submission of the Brief. Submitted by EVANS, ESQ. (Insurer's Attorney) on 7/27/2020 at 1:43 PM on Appeal Case A20 You will be receiving an electronic version of the Brief Proof of Service for use to serve parties by mail or in person, if applicable. Please click here to view and print details of the Brief. This will be the only time you will see this message.						
			Print R	Return to Appeal Summary		

Contacting the Appeal Board

For more information regarding Appeals, contact the Appeal Board in the **Customer Service Center** on the WCAIS Dashboard by clicking the **Submit Question** option. In the **Category** dropdown, select **Appeal Board**.

PA pennsylvania (A					
WORKERS' COMPENSATION AUTOMATION AND INTEGRATION SYSTEM	📫 Customer Service Center 🔽	Logout			
Search Helpline My Matters WCAB WCOA Healthcare UEGF Profile	🔹 Customer Service Center Home	hboard			
	Q I need help on this screen				
	? Submit a Question	oo			
Submit a Question	Printable WC Forms				
	🕻 Contact Us				
Required fields are indicated by *:					
Question Details Please fill out the following information to submit a question: Category*: Appeal Board (WCAB) Sub-Category*: SELECT Subject*: Oescription*:					

After clicking the **Ask a Question** button, the user can complete the Submit a Question form:

Submit a Que	stion
Required fields are indicated by *:	
Question Details	
Please fill out the following inform	nation to submit a question:
Category*:	SELECT Choose Appeal Board (WCAB)
Sub-Category*:	✓
Subject*:	
Description*:	
Г	
	Be specific with the description
	Spell Check
Choose the link below to add sur	porting documente
+ Show Documents	Upload relevant documents
Choose the link below to add add resolved.	litional email recipients. Any email recipients added below will be sent a notificiation when the question is
+ Show Additional Email Recipier	<u>Its</u>
	Cancel Submit

After including all relevant details, click Submit.

Question Details						
Please fill out the following informa	tion to submit a question:					
Category*:						
Sub-Category*:	Answers 🗸					
Subject*:	How do I file an answer					
Description*: Choose the link below to add support	says,"this is the error message text I ar error message and the steps I've taken	m receiving." Attached is a screenshot o	that if this Spell Check			
Document Description	Submitted Date	Delete				
Screenshots	07/27/2020	Delete				
Upload Document						

A success message with a Question Reference Number will appear.

Thank you for contacting the Workers' Compensation Automation and Integration System. Please allow up to 2 business days for staff to respond to your question.					
Question Reference Number: <u>HLP-202007271</u> (Click to view the latest status of your Question)					
Additional Contact Information:					
Help Desk:	Hours of Operation:				
800-482-2383 (Toll Free Inside PA)	M-F 7:30 AM to 4:30 PM				
717-772-4447 (Local and Outside PA)	Closed on Federal and State holidays				
	Continue				

The question will appear in the Questions Repository.

Search Questions Rep	Search Questions Repository: Previously Answered Questions, FAQs, How-To Guides, etc. Search				Clos ding an answer? a Question	<u>e</u>	
Click here to access printable Workers' Compensation Forms Keyword Search Tips							
 My Questions 10 results 							
□ Show everything from	my organization						
Found 10 results. Show	ing 1 of 1 pages.					^	
Reference Number	Question Subject	Submitted Date	Status	Category	Sub-Category		
<u>HLP-202007271</u>	TEST	2020-07-27	New	Appeal Board (WCAB)	Petitions		

For more information on the Questions Repository, click <u>here</u>.

When the WCOA Resource Center answers your question, the Status will change to **Complete**.

Search Questions Rep	Dository: Previously Answered Question	ns, FAQs, How-To Guides, etc.	Search		<u>Clos</u> nding an answer? <u>t a Question</u>	
My Questions Show everything from					10 resu	lts
<u>HLP-201702173</u>	Defendant's Appeal Brief	2017-02-17	Complete	Appeal Board (WCAB)	Briefs	*

Clicking the link to the **Reference Number** will show the WCOA Resource Center's response:

Question Information	
Question Reference #	HLP-202007271
Status	Complete
Request Date:	7/27/2020
Last Updated Date:	7/27/2020
Category	
Sub-Category:	Answers
Subject	How do I file an answer
Description	I'm trying to file an answer on DSP-123456-7 and I'm getting an error message that says, "this is the error message text I am receiving." Attached is a screenshot of this error message and the steps I've taken which led up to the error message.
Response:	I can see from your screenshots that you have not yet selected a radio button next to the petition you wish to answer. You must do that on the Petitions and Answers tab first before selecting the button to Enter Answer. Please let us know if you need anything else.
	Thank you,

CLAIM SUMMARY:

Benefits Information tab

Benefits Information: Benefit information such as the Initial Date Disability Began, Benefit Segments, Average Weekly Wage, and Compensation Rate are displayed.

Claim Sun	nma	ary -	Externa	al	
WCAIS Claim #:		nt/Employee N Status: Closed		Defendant/Empl	
<u>Claim History</u>		Transactio	ons		
Interested Parties		Select One	Maintenance Code	Maintenance Type	Received Date
Injury Details		0	FN	Final	12/4/2019
Dispute		0	PY	Payment Report	11/7/2019
		0	02	Change	8/28/2018
<u>Appeal Case Information</u>		0	PY	Payment Report	6/23/2016
<u>Benefits Information</u>					

CLAIM SUMMARY:

SFR Application tab

SFR Application: View and submit SFR Application (LIBC-662).

Claim Su	ımmary - Ext	ernal +Expand
WCAIS Claim #:	Claimant/Employee Name: Claim Status: Closed	Defendant/Employer Name: Date of Injury: 4/16/2016
<u>Claim History</u>	Submit a New SF	R Application:
Interested Parties	Please select the Sub Submit SFR Application	mit SFR Application link to file a new SFR Application
<u>Injury Details</u>	SFR Application:	
<u>Dispute</u>	No Data Found	
Appeal Case Informat	ion	
Benefits Information		
SFR Application		

CLAIM SUMMARY:

Healthcare Services Requests tab

Healthcare Services Requests: View previously submitted Utilization Review Requests, Med Fee Review Requests and Impairment Rating Evaluation for Requests for Designation; and a button to **File a new Utilization Review Request Form.**

WCAIS Claim #:	Claima	ant/Employee Name:	Defendant	Employer Name:	
(į)	Claim	Status: Compensable	Date of In	jury: 6/15/2016	
<u>Claim History</u>		Utilization Revie	ew Requests		
interested Parties		Utilization Review	Date Request Submitte	Utilization Review Status	
<u>njury Details</u>		UR-	8/21/2017	Closed	
<u>Dispute</u>		<u>UR-</u>	10/21/2019	Closed	
		<u>UR-</u>	2/4/2020	Closed	
<u>Appeal Case Informati</u>	<u>on</u>	<u>UR-</u>	4/21/2020	Determination and Report Submit	ted
Benefits Information				File a	new Utilization Review Request Form
<u>SFR Application</u>		Med Fee Review	v Requests		
<u>Healthcare Services I</u>	<u>Requests</u>	Med Fee Review	Date Request M Submitted	ed Fee Review Status	
<u>Payment History</u>		<u>MF</u>	11/13/2017 C	losed	
<u>Actions</u>		Impairment Rati	ng Evaluation for Re	quests for Designation	
Documents and Correspondences		IRE RFD	Date Request R Submitted	FD Status	
		RFD-	12/19/2018 Fa	ace Sheet and Report submitted	

Viewing a Utilization Review Request

From the Healthcare Services Request tab of the **Claim Summary**, click the link to the **UR**.

(i)	aimant/Employee Name: aim Status: Compensable		Employer Name: 6/15/2016	
Claim History	Utilization Revi	ew Requests		
interested Parties	Ublization Review	Date Request Submitted	Utilization Review Status	
narr.Detaile	UR	8/21/2017	Closed	
Dispute	UR-	10/21/2019	Closed	
	UR-	2/4/2020	Closed	
Seperal Case Information	UR-	4/21/2020	Determination and Report Submitted	
Benefits Information	Med Fee Revie	w Requests	File a new Utilization Revie	w Request Form
Healthcare Services Reques	Med Fee Review	Date Request Me Submitted	d Fee Review Status	
Payment History	MF-	11/13/2017 CI	used	
		ing Evaluation for Re	quests for Designation	
ictions.	Impairment Rat			
tctions Nocumenta and Demencenta	Impairment Rat		D Status	

When clicking a link to a UR, the user is directed to the **Utilization Review Request** matter which has a number of different tabs along the left including: **Summary and Actions, Provider(s) Under Review, UR Determination and Report, Documents and Correspondences,** and **Interested Parties.**

Utilization Re	eview Reque	st			
WCAIS Claim #. Claima	nt/Employee Name:	Defendant/Empl	oyer Name:	Date of Injury: 6/15/2016 View Claim Summa	шу
Utilization Review: UR-	Date Request Filed: 8/2	21/2017	Latest date for timely de	termination: 10/26/2017	
Utilization Review Status: Closed	Assigned URO:				
Summary and Actions					
<u>Provider(s) Under Review</u>		d Action from the dr	op down and select 'Contin	o perform actions on this Utilization Review nue'. To view additional information related to th	his
UR Determination and Report	Actio	ns: SELECT	~	Continue	
<u>Documents and</u> Correspondences	UR Request Submitted	By:	(Insurer Administrator)		
	Submitted on Behalf	of:		(Insurer)	
Interested Parties	Date Submitt	ed: 8/21/2017			

The **Summary and Actions** tab shows information relating to the selected Utilization Review Request. The following actions can be taken from the **Actions** dropdown: Resume UR Request, Resubmit UR Request, Delete UR Request, Add Conflict of Interest, Add insurer response, Submit Determination and Report, or Withdraw UR Request.

Utilization I	Review Reques	t			
1996	mant/Employee Name: D	efendant/Employer N	lame:		
U Da	e of Injury: 7/10/2013				View Claim Summary
Utilization Review: UR-	Date Request Filed: 10/29/2	2014 I	Latest date for timely det	ermination: 1/03/2015	
Utilization Review Status: Clos	ed Assigned URO:				
Summary and Actions					
<u>Provider(s) Under Review</u>	Listed below is information relating to please select the required Action fror Review Request please select the av	n the drop down and			
<u>UR Determination and Report</u>	Actions:	SELECT	~	Continue	
Documents and Correspondences	UR Request Submitted By:	(Ir	insurer User)		
	Submitted on Behalf of:			INSURANCE COMP	PANY (Insurer)
Interested Parties	Date Submitted:	10/29/2014			
	Claim rep name:				

The **Provider(s) Under Review** tab shows Providers under review associated with the selected Utilization Review Request.

Utilization R	aviaw	Redu	last							
		Nequ	וכסנ							
100	ant/Employee Nam	ie:	Defe	endant/Employe	Name:					
Date	of Injury: 7/10/2013								View Clair	m Summary
Utilization Review: UR-	Date R	equest Filed	10/29/20	14	Latest date for	timely determin	nation: 1	/03/2015	j	
Utilization Review Status: Closed	Assign	ied URO:								
Summary and Actions	Provider(s) Unde	er Review								
<u>Provider(s) Under Review</u>	Listed below are	e the Provider	s under rev	view associated	with this Utilizat	ion Review Re	quest.			
UR Determination and Report	Provider Under Review	Bus	iness Addı	ress		Phone Numbe	r	Email	License #	PUR Status
Documents and	1.									Active
<u>Correspondences</u>										
Interested Parties	Treatment to be	reviewed								
	Indor	Treatment to Reviewed	be	Start Date of Treatment	End Date of Treatment	WCJ Circulation Date	Date E Recei		Date Repor Received	t PUR Status

The **UR Determination and Report** tab shows Determinations, UR Reports, and UR Determination Face Sheet(s) related to the selected Utilization Review Request.

Utilization	Review Re	equest						
WCAIS Claim #:	Claimant/Employee Name:		ndant/Empl	oyer Name:				
(i)	Date of Injury: 7/10/2013					View Claim Summary		
Utilization Review: UR-	Date Reque	est Filed: 10/29/201	4	Latest date for timel	y determination: 1/03/2015			
Utilization Review Status:	Assigned U	IRO:						
Summary and Actions								
Provider(s) Under Review	Determinations	Determinations						
Troviden s, onder Kevrew	View Provider Name	License	Speciality	Reviewer	Is the health care reviewed rendered and necessary?	easonable and		
<u>UR Determination and Rep</u>	ort	Physical Therapist						
Documents and Correspondences		Submitted Date: 01/	05/2015					
	UR Report:							
Interested Parties	Special	lity Review Type: Sin	igle-Special	ity Review				
	Report Prov	ider(s) Under Review	w					

The **Documents and Correspondences** tab shows Associated Documents and Correspondences related to the selected Utilization Review Request.

Utilization	Review Request	
WCAIS Claim #:	Claimant/Employee Name: Defendant/Employer Name:	
(i)	Date of Injury: 7/10/2013	View Claim Summary
Utilization Review: UR-	Date Request Filed: 10/29/2014 Latest date for timely determination: 1/03/2015	
Utilization Review Status:	Assigned URO:	
Summers and Actions		
<u>Summary and Actions</u>		
<u>Provider(s) Under Review</u>	Associated Documents	
UR Determination and Rep	port	
Documents and Correspondences	Correspondences	
correspondences		
Interested Parties		
		Back

The **Interested Parties** tab shows Interested Parties and Associated Recipients for the selected Utilization Review Request. The logged-in user can also change their address on this UR by clicking the **Change Party Info** link.

WCAIS Claim #: Claim	ant/Employee Name:	Defendant/Employe	er Name:		Date of injury: 7/10/20	
*					View Claim	Summary
Utilization Review: UR-	Date Request FI	lled: 10/29/2014	Latest date for	r timely determination: 1/03/20	15	
Utilization Review Status:	Assigned URO:					
Summary and Actions						
Provider(s) Under Review				e correspondence address can dress" or "Add Business Unit A		
UR Determination and Report	Interested Parties					
Documents and Correspondences	Name	Туре	Business Unit	Correspondence Address	Email Address	Action
Interested Parties]	Claimant/Employee		405 EMERSON STREET, VANDERGRIFT, PA 15690		
	ESQ (EDGAR SNYDER & ASSOCIATES, LLC)	Claimant's Attorney (Clifton KEALY)		600 Grant St Fi 10, Pittsburgh, PA 15219	wcals.test@gmail.co m	
				904 FREEPORT RD,		
		Defendant/Employer		FREEPORT, PA 16229		

For more information on how to change an address, click <u>here</u>.

283

Viewing a Med Fee Review Request

From the Healthcare Services Request tab of the **Claim Summary**, click the link to the **MF**.

Claim Sum	nma	ary - Ext	ernal		+Expand		
WCAIS Claim #:		nt/Employee Name:		Employer Name:			
Claim Status: Compensable Date of Injury: 6/15/2016							
<u>Claim History</u>		Utilization Revie	w Requests				
Interested Parties		Utilization Review	Date Request Submitted	Utilization Review Status			
<u>Injury Details</u>		<u>UR</u>	8/21/2017	Closed			
<u>Dispute</u>		<u>UR</u>	10/21/2019	Closed			
Appeal Case Information		<u>UR</u>	2/4/2020	Closed			
		<u>UR-</u>	4/21/2020	Determination and Report Submitte	d		
<u>Benefits Information</u>				File a n	ew Utilization Review Request Form		
SFR Application Med Fee Review Requests							
<u>Healthcare Services Requ</u>	<u>iests</u>	Med Fee Review	Date Request Me	ed Fee Review Status			
<u>Payment History</u>		<u>MF</u>	11/13/2017 CI	osed			
<u>Actions</u>		Impairment Rating Evaluation for Requests for Designation					
<u>Documents and</u> <u>Correspondences</u>		IRE RFD	Date Request RF Submitted	D Status			
		RFD-	12/19/2018 Fa	ce Sheet and Report submitted			
EDI Transaction							

When clicking a link to a Med Fee, the user is directed to the **View Med Fee Review** matter which has a number of different tabs along the left including: **Summary, Medical Bill Information, Certification, Documents and Correspondence, Decision,** and **Interested Parties and Associated Recipients.**

View Med Fee Review Required fields are indicated by *:							
			+Expand				
WCAIS Claim #:	Claimant/Employee Name:	Defendant/Employer Name:	Date of Injury: 6/15/2016				
W			View Claim Summary				
Med Fee Review: MF-	Status: Closed						
Submission Method: Paper	Provider FEIN:	Provider:	Entered By:				
			View Med Fee Review Summary				
<u>Summary</u>	Review Information	n					
Medical Bill Information		Action: SELECT	Continue				
<u>Certification</u>	Review being rea	quested for: Both					
<u>Documents and</u> <u>Correspondences</u>	Date	e Submitted: 11/13/2017					
	Submitted o	on Behalf of:					
Decision		Location: Wexford, PA 15090					
Interested Parties And Associated Recipients	s	Gelected NPI:					
Associated Recipients	Medica	are Number:					

The **Summary** tab shows information relating to the selected Med Fee Review including but not limited to the reason for the review request, submitter information, and party billed information.

<u>Summary</u>	Interested Parties (as submitted on the Application for Fee Review): Interested Party information displayed below was submitted with the Application for Fee Review and may not be an accurate representation of the current Interested Parties. To view the most current Interested Party information please access the Claim from the Claim Context above							
Medical Bill Information								
<u>Certification</u>	Name	Туре	Address	Date of Birth	Date of Injury	FEIN	NAIC	
<u>Documents and</u> <u>Correspondences</u>	<u>.Steven</u>	Claimant/Employee	,Pittsburgh,PA,	9/13/1978	3/31/2018			
Desision	Joseph	Defendant/Employer	: Pittsburgh,PA,					
<u>Decision</u> Interested Parties And Associated Recipients	Review Information Action: SELECT Continue							
	Review being requ	ested for: Both						
	Date S	ubmitted: 06/23/2020						
	Submitted on	Behalf of:						
	Location: BARNE SVILLE, PA 18214							
	Sele	cted NPI:						
	Medicare	Number:						
	Out of State Provi	ider Tyne:				_		

The **Medical Bill Information** tab shows information relating to the dates of service for the selected Med Fee Review.

Add	ed Dates of Se	ndee						
		Added Dates of Service						
	Dates of Service (From)	Dates of Service (To)	Bill Date	Total Amount Billed	Paid/ Denied	Medical Bill Form	Bill Type	View Bill Details
1	01/11/2020	01/25/2020	01/26/2020	\$10,000.00	Paid	UB04/Itemized Statement	111	<u>View</u>
1			1		L			Back
								BUCK
		1 01/11/2020	(From) Service (10)	(From) Service (10)	(From) Service (10) Billed	(From) Service (10) Billed Denied	(From) Service (16) Billed Denied 1 01/11/2020 01/25/2020 \$10 000 00 Paid UB04/Itemized	(From) Service (16) Billed Denied UB04/Itemized 111 1 01/11/2020 01/25/2020 \$10,000,00 Paid UB04/Itemized 111

The **Certification** tab requires the user to certify that the filing is served upon persons in accordance with the Act and relevant regulations.

<u>Summary</u> <u>Medical Bill Information</u> <u>Certification</u>	I hereby certify that I am this day serving the foregoing documents upon the persons and in the manner indicated below, which service satisfies the requirements of the Pennsylvania Workers' Compensation Act, 77 P.S. § 1, et seq. and relevant regulations. I understand that all parties to this matter must be provided with an electronic or paper copy of the foregoing document.
<u>Documents and</u> <u>Correspondences</u>	Name: Address: * Hummelstown, PA 17036
<u>Decision</u> Interested Parties And Associated Recipients	Manner of Service: Electronic Date Mailed to Party Billed: If service is by mail and the address is different from the address above, then the service address must be indicated in the box below: Back

The **Documents and Correspondences** tab has medical documents and correspondences including but not limited to letter of investigation and administrative decision.

<u>Summary</u>	Medical Documents							
Medical Bill Information	Document Type	Document Type Document Descript		iption Submitted Date 🔻 Su		Submission Method	Batch Number	
<u>Certification</u>	Medical Bill		07/	22/2020	1	Online		
<u>Documents and</u> <u>Correspondences</u>	Upload Document	i)						
<u>Decision</u>								
Interested Parties And Associated Recipients	Associated Documents							
	Correspondence	es						
	Document Type	Language	Sent Date	Sent Time	Status	Recipients	View Parties	
	Letter of Investigation	English	07/23/2020	03:03:0 AM	Generated	1	View	
	Administrative Decision (LTR-403)	English	07/22/2020	07:04:52 PM	Generated	(Healthcare Provider);	<u>View</u>	

The **Decision** tab has the resolution date, insurer/TPA contact information, determinations selected, and return reasons, if applicable.

<u>Summary</u> Medical Bill Information	Med Fee Review Decision: Resolution Date: 07/22/2020
Certification Documents and Correspondences Decision Interested Parties And Associated Recipients	Insurer/TPA contact information Date: 07/22/2020 Time: 17:00:00 Contact Name: wcais.test@gmail.com Contact Type: Email/Mail Phone Number:
	Determination Statute of Limitations Amount - Amount Due to the Provider is \$ 0.00 Return Reasons Selected: Return Date:

The **Interested Parties and Associated Recipients** tab has the interested parties and associated recipients related to the selected Med Fee Review. The logged-in party can change their address by clicking the **Change Party Info** link.

<u>Summary</u> <u>Medical Bill Information</u> <u>Certification</u>	Below are the Interested I selecting "Change Party In Unit Address" options in th Interested Parties	fo" option. A new addre	ess can be added by se			
Documents and Correspondences	Name	Туре	Business Unit	Correspondence Address	Email Address	Action
Decision	WILLIAM	Claimant/Employee		HARRISBURG, PA 17101		
Interested Parties And Associated Recipients	ESQ (BUCHANAN NGERSOLL & ROONEY_)	Claimant's Attorney (WILLIAM DUNN)		Pittsburgh, PA	wcais.test@gmail .com	<u>Change</u> <u>Party</u> Info
				15219-4413		
	NC LP	Defendant/Employe	r	HILL, PA 17011		

For more information on changing an address, click here.

Viewing an Impairment Rating Evaluation

From the Healthcare Services Request tab of the **Claim Summary**, click the link to the **RFD**.

Claim Sum	imary - Ext	ternal		+Expand
(i)	Claimant/Employee Name: Claim Status: Compensable		Employer Name: ury: 6/15/2016	
<u>Claim History</u>	Utilization Revie	ew Requests		
Interested Parties	Utilization Review	Date Request Submitted	Utilization Review Status	
<u>Injury Details</u>	<u>UR-</u>	8/21/2017	Closed	
<u>Dispute</u>	<u>UR-</u>	10/21/2019	Closed	
	<u>UR-</u>	2/4/2020	Closed	
Appeal Case Information	<u>UR-</u>	4/21/2020	Determination and Report Submittee	1
Benefits Information			File a ne	ew Utilization Review Request Form
SFR Application	Med Fee Review	v Requests		
<u>Healthcare Services Requi</u>	ests Med Fee Review	Date Request Me Submitted	d Fee Review Status	
Payment History	MF	11/13/2017 Clo	osed	
Actions	Impairment Ratin	ng Evaluation for Rec	quests for Designation	
<u>Documents and</u> <u>Correspondences</u>	IRE RFD	Date Request Submitted	D Status	
	RFD-:	12/19/2018 Fa	ce Sheet and Report submitted	
EDI Transaction				

When clicking a link to an IRE RFD, the user is directed to the **View IRE Designation** matter which has a number of different tabs along the left including: **Designation Information, Documents and Correspondence,** and **Interested Parties and Associated Recipients.**

View IRE Des	ignation		· Evened
			+Expand
	nt/Employee Name:	Defendant/Employer Name:	Date of Injury: 6/15/2016
Ú)			View Claim Summary
IRE Request for Designation: RFD-	Designa	tion Type: Bureau Designated	
RFD Status: Face Sheet and Report	t submitted Date Re	quest Submitted: 12/19/2018	
<u>Designation Information</u>	Compensa	ble Injury: Status post right distal biceps repair	
<u>Documents and</u> <u>Correspondence</u>		This is an Act 46 (firefighter cancer) claim	
Interested Parties and	Requesting	g Person:	
<u>Associated Recipients</u>	Physician Information	n	

The **Designation Information** tab has information related to the injury, physician, designation/appointment history, and impairment rating determination and report.

<u>Designation Information</u>	Compensat	ole Injury: Left knee ag the medical	-				
Documents and Correspondence		compartmer shoulder rot tear					
Interested Parties and Associated Recipients	Derver i'r		46 (firefighter cancer) clai	m			
	Requesting	g Person:					
	Physician Information	hysician Information					
	Physicia	an Name:					
	Licensure	Number:					
	Designation History	Designation History					
	IRE Physician	Re-assigned Date	Redesignation Reason				
	ANTHONY	1					
	Appointment History						
	IRE Physician	Location of Appointme	nt	Appointment Date	Appointment Time	Status	
	ANTHONY	15401-2677	Uniontown, PA	09/18/2019	12:00 PM	Scheduled	
	Impairment Rating De	etermination and F	Report				

The **Documents and Correspondence** tab has correspondences related to the selected RFD.

Designation Information	
<u>Documents and</u> <u>Correspondence</u>	Correspondences
Interested Parties and Associated Recipients	

The **Interested Parties and Associated Recipients** tab has interested parties and associated recipients related to the selected RFD.

Designation Information Documents and Correspondence	Below are the Interested Parties and Associated Recipients for this Matter. The correspondence address can be updated by selecting "Change Party Info" option. A new address can be added by selecting either the "Add Party Address" or "Add Busine Unit Address" options in the "Change Party Info" popup dialog.						
Interested Parties and Associated Recipients	Name	Туре	Business Unit	Correspondence Address	Email Address		
	DAVID	Claimant/Employee		Belle Vernon, PA 15012-3877			
	ESQ (EDGAR SNYDER & ASSOCIATES, LLC)	Claimant's Attorney (DAVID BARNHART)		Pittsburgh, PA 15219-2807	wcais.test@gmail. com		
	۱ Company Inc	Defendant/Employer		Connellsville, PA 15425-0776			
	INSURANCE COMPANY	Insurer		HARRISBURG, PA 17105-3880	wcais.test@gmail. com		

Contacting Healthcare Services

For more information regarding URs, MFs, or RFDs, contact Healthcare Services in the **Customer Service Center** by clicking the **Submit Question** option. In the **Category** dropdown, select **Health Care Services**.

PA pennsylvania		(Attorney)
WORKERS' COMPENSATION AUTOMATION AND INTEGRATION SYSTEM	Lostomer Service Center	Logout
Search Helpline My Matters WCAB WCOA Healthcare UEGF Profile	📫 Customer Service Center Home	hboard
	Q I need help on this screen	
	? Submit a Question	60
Submit a Question	➡ Printable WC Forms	
De serie décide est la finite d'hit	Contact Us	
Required fields are indicated by *:		
Question Details Please fill out the following information to submit a question: Category*: Health Care Services Sub-Category*: SELECT Subject*: Description*:		

CLAIM SUMMARY:

Actions tab

Viewing Forms generated through an EDI transaction

Actions: Forms generated through an EDI transaction (NCP, NTCP, NCD, and Notice Stopping).

WCAIS Claim #:	Claimant/Employee Name: Defendant/Employer Name:
(i)	
	Claim Status: Compensable Date of Injury: 6/15/2016
<u>Claim History</u>	
	Notification of Suspension or Modification
Interested Parties	Please click Prepare Notification of Suspension or Modification button to prepare Notification of Suspension or Modification form
	Prepare Notification of Suspension or Modification
<u>Injury Details</u>	
<u>Dispute</u>	Generate LIBC Forms
	Please click Statement of Wages button to generate Statement of Wages(LIBC-494C) Statement of Wages
<u>Appeal Case Informati</u>	
Benefits Information	Upload Claim Forms
	Upload Document
SFR Application	
	Statement of Wages
<u>Healthcare Services R</u>	Document type se
	Statement of Wages 4/13/2018 Generated by Submitter Statement of Wages 200/0010 Generated by
<u>Payment History</u>	Statement of vrages 3/28/2018 Overlated by Submitter List of Actions

CLAIM SUMMARY:

Documents and Correspondence tab

Documents & Correspondence: Correspondence/letters such as the Conversion Notice, Receipt of NTCP, and Pre-WCAIS documents.

	nmary - Ext	erna	al					+Expand
WCAIS Claim #:	Claimant/Employee Name:		Defendant/Employ	er Name:				
¢,	Claim Status: Compensable		Date of Injury:	6/15/2016				
<u>Claim History</u>								
Interested Parties	Associated Docu					Outeringing		
laina Dataila	Document Type	Document Description	Submitted Date	Submitted	Ву	Submission Method	Batch Number	-
<u>Injury Details</u>								
<u>Dispute</u>	Upload Document)						
Appeal Case Information	opicuo pocumiente de							
<u>Benefits Information</u>								
SFR Application	Correspondence	es						
Healthcare Services Regu	Document Type	Language	Sent Da	e	Status	F	Recipients	View Parties
Payment History								
Actions								
Actions								
<u>Documents and</u> <u>Correspondences</u>								

CLAIM SUMMARY:

EDI Transaction tab

EDI Transaction: Log of all EDI transactions and hyperlinks to the LIBC 90 & 91.

WCAIS Claim #:	Claimant/Employee Name: Date of injury: 6/15/2016	Defendant/Employer Name	<u>r</u>	Claim Stat	us: Compensable	
<u>Claim History</u>	View EDI Transac	tion(s)				
Interested Partles	Transaction Type	Tran	saction Code	Received Date	Acknowledgement Date	Action
injury Details	Change	FRO	01-02	9/4/2019	9/4/2019	<u>View</u>
<u>Dispute</u>	Change	FRO)1-02	11/8/2018	11/8/2018	<u>View</u>
	Acquired Claim	FRO	DI-AQ	9/19/2018	9/20/2018	<u>View</u>
Appeal Case information	Initial Payment	SRO)I-IP	4/16/2018	4/17/2018	<u>View</u>
Benefits Information	Change	FRO)1-02	3/19/2018	3/20/2018	<u>View</u>
SFR Application	Original	FRO	00-10	3/9/2018	3/10/2018	<u>View</u>
Healthcare Services Red	Quests					
Payment History						
Actions						
Documents and Corresp	ondences					
EDI Transaction						

307

DISPUTE SUMMARY

- To submit a document to the Judge, the user must be on the *Dispute Summary* and <u>not</u> the *Claim Summary*.
- The Judge does not receive documents submitted at the *Claim* level.

Dispute Sum	mary			
				+Expand
	nt/Employee Name:	Defendant/Emplo	yer Name:	
Claim :	Status: Comp Denied	Date of Injury:	1/3/2017	View Claim Summary
Dispute: DSP- I-1 🕠	Status: In Litigation			View Dispute Summary
General Information	Listed below are basic details for	or the selected Dispute:		View Dispute Business Event Log
Interested Parties & Associated	Dispute	Status: In Litigation		
Recipients	Assigned	Judge: Cicola, David		
Petitions and Answers	This is a	ın Act 46 (firefighter car	ncer) claim	
Hearing Information	Instructions from the	Judge:		
Mediation Information	Listed below are the Event deta	ils for the selected Disp	oute. This information is regard	ing the next scheduled Event for the Dispute:
Exhibits	Next Scheduled	i Event		
	Event Star	rt Time:		
Witness	Ever	nt Type:		
Requests	Event Lo	ocation:		
Delata				

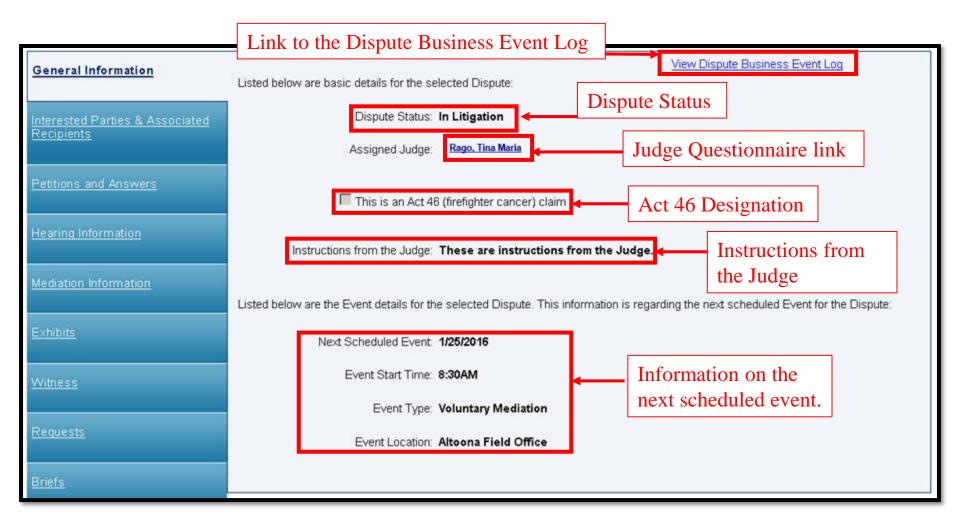
Dispute \$	Sum	mary
WCAIS Claim #:		nant/Employee M
Dispute: DSP-	-2 🥡	Sta
General Information		
Interested Parties & As Recipients	<u>sociated</u>	
Petitions and Answers		
Hearing Information		
Mediation Information		
Exhibits		
Witness		
Requests		
Briefs		
Decision		
Documents and Correspondence		

The following tabs are available from the **Dispute Summary** screen:

- General Information
- Interested Parties & Associated Recipients
- Petitions and Answers
- Hearing Information
- Mediation Information
- Exhibits
- Witness
- Requests
- Briefs
- Decision
- Documents and Correspondence

DISPUTE SUMMARY:

General Information tab



Viewing the Dispute Business Event Log

There's a link on the far right of the **General Information** tab of the **Dispute Summary** titled **View Dispute Business Event Log**.

General Information	Listed below are basic details for the selected Dispute:	View Dispute Business Event Log
Interested Parties & Associated Recipients	Dispute Status: In Litigation Assigned Judge: Rago, Tina Maria	
Petitions and Answers	This is an Act 46 (firefighter cancer) claim	
Hearing Information	Instructions from the Judge: These are instructions from the Judge.	
Mediation Information	Listed below are the Event details for the selected Dispute. This information is rega	rding the next scheduled Event for the Dispute:
Exhibits	Next Scheduled Event: 1/25/2016	
<u>Witness</u>	Event Start Time: 8:30AM	
<u>Requests</u>	Event Type: Voluntary Mediation Event Location: Altoona Field Office	
<u>Briefs</u>		

Actions displayed on this log include but are not limited to:

- Evidentiary Record Close Date
- Request Submitted
- Request Approved
- Address Changed
- Correspondence Generated
- Answer Filed
- Petition Filed
- Petition Accepted
- Judge Assignment
- Event Scheduled
- Event Cancelled
- Event Rescheduled
- Exhibits Added
- Decision Circulated

ENHANCEMENT ALERT!

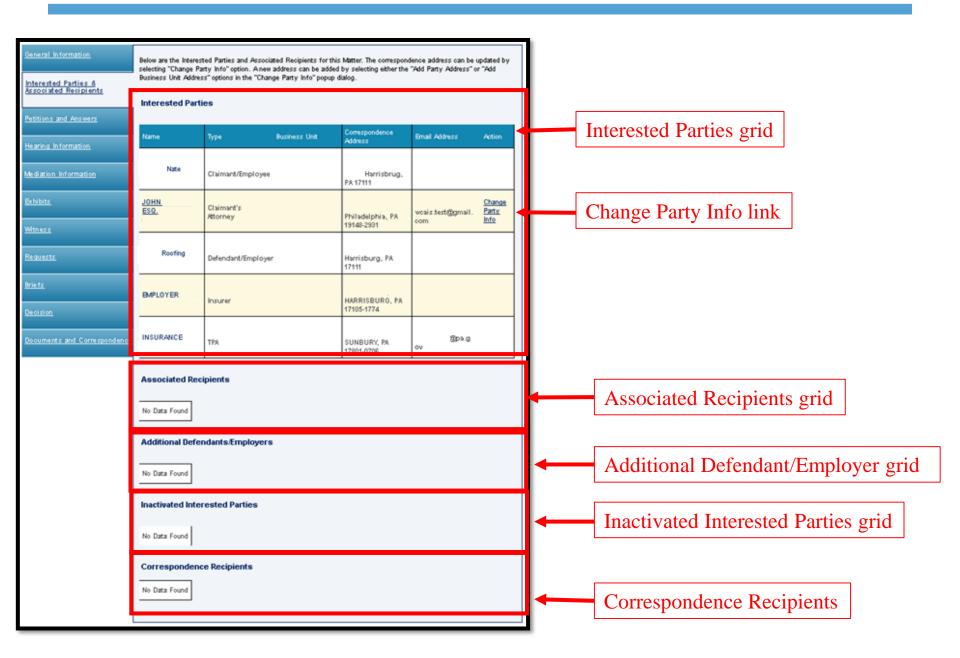
Effective September 2020: Instructions from the Judge will be saved to the Dispute Business Event Log!

Dispute Business Event Log example:

Business Events:					
Dispute Business Event	Dispute Business Details	User Name	Date		
Petition Filed	PET1-1	System, WCAIS	Sep-21-2012		
Judge Assignment		System, WCAIS	Sep-26-2012		
Accepted	PET1-1	System, WCAIS	Sep-26-2012		
Witness Added		System, WCAIS	Dec-06-2012		
Exhibits Added	FEE AGREEMENT		Dec-06-2012		
Judge Reassignment		System, WCAIS	Jan-09-2013		
Event Postponed		System, WCAIS	Feb-19-2013		
Exhibits Added	ACCIDENT REPORT		Mar-19-2013		
Exhibits Added	2/10/13 EMAJL	LLC	Mar-19-2013		
Exhibits Added	SOW:		Mar-19-2013		
Exhibits Added	DEPOSITION TRANSCRIPT		Mar-19-2013		
Exhibits Added	SOW		Mar-19-2013		
Hearing Conducted		System, WCAIS	Mar-19-2013		
Event Schedule		System, WCAIS	Mar-19-2013		

DISPUTE SUMMARY:

Interested Parties tab



	Interested Parties	Associated Recipients	Additional Defendants/ Employers	Inactivated Interested Parties
Electronic Access	YES	NO	YES	NO
Ability to Upload, Appeal, etc.	YES	NO	YES	NO
Appear on Notice	SOME*	NO	NO	NO
Appear on WCOA All Parties page	YES	YES	YES	NO
Receive a copy of the Notice	YES	YES	YES	NO

*Only the claimant, defendant, their counsel, insurer and TPA will appear on the notice.

For more information on how Entry of Appearance impacts Interested Parties click <u>here</u>.

Changing Address

Logged in users can only update their own address. To do so, click the link to **Change Party Info**.

Interested Parties						
Name	Туре	Business Unit	Correspondence Address	Email Address	Action	
	Claimant/Employee					
	Claimant's Attorney			wcais.test@gmail. com	<u>Change</u> <u>Party</u> Info	

322

The Update Matter Party Contact screen will appear.

To change the address, click the drop down arrow in the **Address** field to select another address. Click the **Save** link and the selected address displays in the **Interested Parties** grid and becomes the default address for all correspondence on this dispute.

Update Matter Party Contact		
Contact Information:		
Party Name:	Add Party Address	
Address: SELEC	T	
Email Address: SELEC	T	
	Cancel	Save

If the desired address does not already appear in the **Address** dropdown, click the **Add Party Address** button to create a new address.

Update Matter Party Contact				
Contact Information:				
Party Name:		Add Party Addr	ess	
Address:	SELECT	V		
Email Address:	SELECT	V		
			Cancel	Save

Enter the required information and click **Save and Continue** to create a new address for selection.

Additional Ad	ldress			
Address Details:				
Address Line 1*:		Make Foreign Address		
Address Line 2:				
City/Town*:				
State/Province/Region*:	SELECT ~			
Zip/Postal Code*:				
County:	SELECT ~			
Country:	United States			
Address Type*:	SELECT ~			
			Cancel	Save and Continue

To select the new address, click the drop down arrow in the **Address** field. Click the **Save** link and the selected address displays in the **Interested Parties** grid and becomes the default address for all correspondence on this dispute.

Update Matter Party Contact		
Contact Information:		
Party Name:	Add Party Address	
Address: SELECT		
Email Address: SELECT		
	Cancel	Save

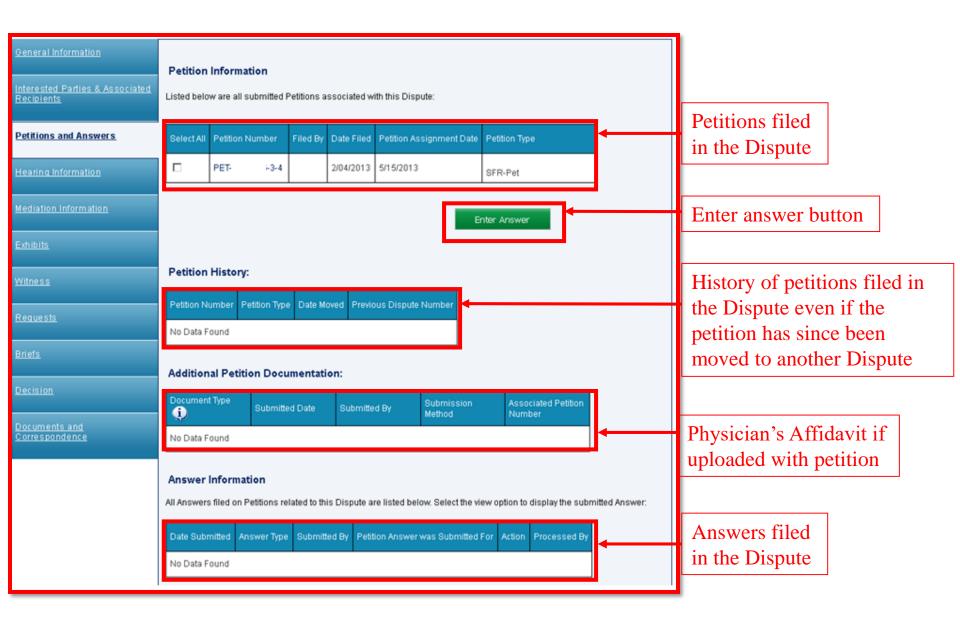
To request a change to another party's address, upload the LIBC-113 **Interested Party Update Request Form** as a **Miscellaneous Request**. This form can be found in the WCOA forms section on the website at: <u>http://www.dli.pa.gov/Businesses/Compensation/WC/Pages/Quick-Reference-Guideto-LIBC-Forms-WCOA.aspx</u>

DEPARTMENT OF LABOR & INDUSTRY OFFICE OF ADJUDICATION	PENNSYLVANIA WC HEARING - INTERESTED PARTY UPDATE REQUEST
	ab of the Dispute Summary. For a WCAB matter, upload on" as appropriate and then select "Interested Party cuments and Correspondence tab of the Appeal or
Date* WCAIS Clai	m/DSP/A #*
Attorney*	
Name*:	
First MI Representing*: Claimant, insurer or employer	Last

For more information on how to submit a Miscellaneous Request, click <u>here</u>.

DISPUTE SUMMARY:

Petitions and Answers tab



Submitting an Answer

To file an answer, check the box(es) next to the applicable petition(s) and click the **Enter Answer** button.

WCAIS Claim #: 🥠	Claima	nt/Employee	Name:	Defendant/8	Employer Nar	ne:	
	Claim S	Status: No F	ROI	Date of Injury:	4/28/2008		View Claim Summar
Dispute: DSP· '-2	Φ	Status: Ne As:	w signment				View Dispute Summar
General Information Interested Parties & Asso Recipients	ciated		nformation w are all submitted F	^o etitions associated w	th this Dispu	te:	
Petitions and Answers		Select All	Petition Number	Filed By	Date Filed	Petition Assignment Date	Petition Type
<u>Hearing Information</u>			<u>PET2-</u>		8/23/2018	8/24/2018	Claim Petition (LIBC-362)

NOTE: Users can check the box next to multiple petition TO/FORs to answer them simultaneously.

Enter the required information and click Continue.

	r for Defendant's /orkers' Compens		
Required fields are indicated b	/T		+Expand
~		efendant/Employer Name: of Injury: 4/28/2008	View Claim Summary
Dispute: DSP -2 🤇	Status: New Assignment		View Dispute Summary
Complete Answer Certification	To complete the Answer Form, please TO YOUR HONORABLE JUDGE: In answer to the captioned Claim, the Defe in direct response to corresponding number Notice: Answers must be filed within 2 denied by this Answer shall be deeme As a matter of further defense, the Defend WHEREFORE the Defendant requests tha	endant respectfully pleads as follows:(Answered allegations on Claim Petition.)*:	
		Back Cancel	Spell Check Continue

Enter a Manner of Service for each party, check the "I certify" checkbox, and click **Submit**.

Complete Answer Certification	indicated a correspon	ndence preference of	"System El	listed below. For parties that have extronic", you do not need to inc Dashboard for use to serve parties	sicate a method of s	ervice. You will
	Certification					
	Interested Parties:		-			
	Name 🔍	Туре	Business Unit	Address	Email Address	Manner of Service
		Claimant/Employee		Philadelphia, PA 19150-2010		SELECT .
		Claimant's Attorney		PA 19148-2931	wcais.test@gmail. com	NA
		Defendant/Employer		PA 19103-6147		SELECT .
		Defendant's Attorney		19102	wcais.test@gmail. com	SELECT .
		ТРА		PA 19102-9059	wcais.test@gmail. com	SELECT .
	Associated Recipient	ĸ	s were serv	ed at the addresses listed below:		
	Pennsylvania Worker	s' Compensation Act ar o public authorities pur	nd applicab	all, hand delivery or electronically le Rules and Regulations. This ce I Pa. C.S. §4904.	on all parties, as req	
				Back	Cancel	Submit

A confirmation message will appear when the answer has been filed successfully.

File Ansv	wer Confirmati	ion	
			+Expand
WCAIS Claim #: 🕠	Claimant/Employee Name:	Defendant/Employer Name:	
	Claim Status: No FROI	Date of Injury: 4/28/2008	View Claim Summary
Dispute: DSP	2 (i) Status: New Assignment		View Dispute Summary
	r online submission of the Defendan Number is ANS-20180823142350 on 8/23/2018 at 1:58 PM	nt's Answer to Claim Petition (LIBC-374).	
You will receive an A required by the Act of	Answer proof of service on your Dashboa	ard for use to serve parties in the manner you selected a	as
Please click the print	t button to print the confirmation messag	je for your records.	
		Print	Return To Dispute Summary

Any time a user files an Answer, the Litigating Judge will receive a notification on their Dashboard:

Notification Details	
Date: Jan 05, 2015	
From:	
An Answer Form Defendant's Answer to Claim Petition (LIBC-374) has been submitted for Claim Petition (LIBC-362) on 1/5/2015 for DSP-	<u>-1</u> .
	Back

An **Answer Proof of Service** document will appear in the **Correspondence** grid on the dashboard that the filer can use to serve the parties in the manner which was selected.

Dash	board				
Alerts:					
Date		Alerts			Quick Links
No Data F	ound				WCOA Dashboard NEW
Correspo	ndence:				WCAB Dashboard NEW
		Refresh			File a WCOA Petition Judges' Procedural Questionnaires
View Status	Document Type		Case #	Date Sent	Additional Dashboard Items:
	Answer Proof of Service		DSP-	8/23/2018	My Claims
	Claim Petition			8/23/2018	
	Brief Proof of Service		DSP-	8/23/2018	Add Item
	Exhibit Proof of Service		DSP-	8/23/2018	
	Exhibit Proof of Service		DSP-	8/23/2018	
123	456782				
			Sean	ch Correspondences	

View a copy of the answer in the **Answer Information** grid in the **Petitions and Answers** tab of the **Dispute Summary**.

								•Expand
WCAIS Claim #:		int/Employee			imployer Nan	he:		
*	Claim S	Status: No FF	ROI	Date of Injury.	4/28/2008		View Claim	Summary
Dispute: DSP .	2 🥠	Status: Ne	w Assignment				View Dispute	summary
General Information		Petition	Information					
Interested Parties & Ass Recipients	sociated	Listed belo	w are all submitted	Petitions associated	with this Disp	ute:		
Petitions and Answers]	Select All	Petition Number	Filed By	Date Filed	Petition Assignment Date	Petition Type	
Hearing Information		8	<u>PET- 2-3</u>		8/23/2018	8/24/2018	Claim Petition (LIBC-3	162)
Mediation Information								
							Enter A	Answer
Exhibits							Enter A	kriswer
Exhibits Wilness		Petition	History:				Enter A	Answer
Witness				e Date Moved Prev	ious Dispute	Number	Enter A	Answer
<u>Witness</u> Requests			umber Petition Typ	e Date Moved Prev	ious Dispute	Number	Enter A	Answer
Wilness		Pettion No No Data Fr	umber Petition Typ		ious Dispute	Number	Enter A	Answer
<u>Witness</u> Requests		Pettion No No Data F	umber Petition Typ ound al Petition Doci		ious Dispute Submitted B			
Witness Requests Briefs		Petition No No Data Fr	al Petition Doct	umentation:			Associated	
Witness Requests Reiefs Decision		Pettion No No Data Fi Addition Document No Data Fi	al Petition Doct	umentation:			Associated	
Witness Requests Briefs Decision		Pettion N No Data Fi Addition Document No Data Fi Answer	al Petition Doct	umentation:	Submitted B		Method Associated Number	Pettion
Witness Requests Briefs Decision		Pettion N No Data Fi Addition Document No Data Fi Answer	al Petition Type al Petition Docu Type Sut ound Information a filed on Petitions in	umentation: smitted Date	Submitted B	y Submission M	Method Associated Number	Pettion

DISPUTE SUMMARY:

Hearing Information tab



Viewing the Hearing Summary Screen

The Hearing Information tab has a View Hearing Information link that takes the user to the Hearing Summary screen. The Judge and the attorneys have access to this screen.

General Information	View Hearing Information
Interested Parties & Associated Recipients	Upcoming Scheduled Hearings:
Petitions and Answers	Date Start Time Duration Type Location
Hearing Information	No Data Found
Mediation Information	Hearing History:
Exhibits	Date Status Start Time Duration Type Location
<u>Witness</u>	No Data Found
<u>Requests</u>	
<u>Briefs</u>	Continuance Request History: Below is a summary of all Continuance Requests received on the Dispute. To view the details of a Request, select the hyperlinked Request Type.
<u>Decision</u>	Submitting Party Date Submitted New Event Date Request Status Action
Documents and Correspondence	No Data Found

This screen has information on petitions and answers, exhibits, witnesses, events, and interested parties and was developed to facilitate the communication between the attorneys and Judges at hearings.

Неа	ring S	Summ	ary								
Petitio	n and Answe	ers									
Petiti	ion Information:										
	Petition Num	ber Filed By		Date Filed	Petition	Туре	Answer	ed By	<i>*</i>	Inswered Date	View
Exhibit	ts										
Exhil	bits:										
	Exhibit Number	Exhibit Name		Da Off	te ered	Description			Exhibit Admitted	Exhibit Sequence No.	View
Witnes	ses										
	Name	Witness F	or			Date Te	stified				
Events	5										
	Date	Judge	Туре		Location		Event Status	Transcript Date Receive	d Transcrip	ots Court Repor	rter
Inte	erested Par	ties									
Nat	me	Туре		Business Ur	iit	Corresponder	nce Address E	Email Address			

DISPUTE SUMMARY:

Mediation Information tab

Select Data Indea					
One Date Judge S	Start Time Dur	ration Type Locati	on	Upcoming mediation	g scheduled
No Data Found				mediation	
Mediation History: Below is a list of Mediation	DULLOI	÷		Subm	it Mediation Statement
Date Status Judge S	Start Time Dur	ration Type Locat	or	Previous	y held mediations
No Data Found					
		at have been submi	tted by the parties. To	view a Statement,	select the "View" link.
Submitting Party Date S	Submitted Med	diation Date Media	tion Judge Action		Submitted mediation
No Data Found					statements
etters to the Judge:					
Document Description	Submitted Date	Submitted By	Mediation Judge A	ction	Letters submitted
TEST	5/20/2020	1			the mediating Judg
	Mediation History: lelow is a list of Mediation Date Status Judge No Data Found Mediation Statement elow is a list of Mediation Submitting Party Date No Data Found No Data Found Submitting Party Date No Data Found etters to the Judge:	Mediation History: Button to mediation mediation mediation lelow is a list of Mediation Start Time Date Status Judge Start Time No Data Found Mediation Statements: elow is a list of Mediation Statements the Submitting Party Date Submitting Party No Data Found wetters to the Judge: Nocument Description Submitted Date	Mediation History: Button to upload connection below is a list of Mediation Date Status Judge Start Time Duration Type Location No Data Found	Mediation History: Button to upload confidential mediation statement Date Status Judge Start Time Duration Type Location Date Status Judge Start Time Duration Type Location No Data Found Mediation Statements: Status Image: Statements that have been submitted by the parties. To submitting Party Date Submitting Date Mediation Date Mediation Judge Action No Data Found Image: Statement	No Data Found Mediation History Button to upload confidential mediation statement Date Status Judge Start Time Duration Type Location No Data Found Mediation Statements: elow is a list of Mediation Statements that have been submitted by the parties. To view a Statement, s Submitting Party Date Submitted Mediation Date Mediation Judge Action No Data Found etters to the Judge: pocument Description Submitted Date Submitted By Mediation Judge Action View

Submitting a Mediation Statement

There must be a mediation scheduled in order for users to click the **Submit Mediation Statement** button on the **Mediation Information** tab of the **Dispute Summary**.

Dispute	Sum	ma	ry							+Expan
WCAIS Claim #:	Claima	nt/Employe	e Name:	Def	endant/Empl	oyer Name	2			
(į)	Claim S	Status: Co	mp Denied	[Date of Injury	1/3/2017				View Claim Summary
Dispute: DSP. I-1 🕡 Status: Waiting for Briefs								View Dispute Summary		
General Information	General Information Upcoming Scheduled Mediations:									
Interested Parties & / Recipients	Associated	Select One	Date	Judge	Start Time	Duration	Туре	Location	Language	
Petitions and Answer	2	۲	8/30/2018	Gallishen, William	08:30 AM	30 mins	Voluntary	Johnstown		
Hearing Information									s	ubmit Mediation Statement
Mediation Informati	ion									

- Click the Upload Document link to open additional fields, select the Document Type, click Choose File, locate the document (must be in PDF format), and double click on the document.
- Once the document is ready for upload, the name of the document appears next to the Choose File button and then click Upload Document.

Submit	Mediation Statement	
		+Expand
WCAIS Claim #	Claimant/Employee Name: Defendant/Employer Name:	
4	Claim Status: Comp Denied Date of Injury: 1/3/2017	View Claim Summary
Dispute: DSP	-1 (i) Status: Waiting for Briefs	View Dispute Summary
To submit a Mediation	Statement, please select the Upload Document hyperlink below.	
Docume	nt Sub Category. Mediations •	
	Document Type: Mediation Disclosure Statement •	
	Uploaded documents may not exceed 10MB	
Upl	load Documents Choose File TEST.pdf	
Docun	ment Description:	
	Upload Document Close	
	Back	Cancel Submit

- After clicking the **Upload Document** button, a success message appears and the document will show in a grid above.
- Click the **Submit** button.

Submit Mediation Statement										
WCAIS Claim #:	Claimant/Employee N	ame: Defe	ndant/Employer Name:							
(i)	Claim Status: Comp	Denied D	ate of Injury: 1/3/2017		Vie	w Claim Summary				
Dispute: DSP. 1 🕡 Status: Waiting for Briefs View Dispute Summary										
To submit a Mediation Stater	ment, please select the Up	load Document hyperlink belo	w.							
Document Type	Document Description	Submitted Date	Submitted By	Submission Method	Batch Number	Delete				
Mediation Disclosure Statement		08/23/2018		Online		Delete				
Document Sub	Unload Document 😧 The document has been successfully uploaded. Document Sub Category: Mediations Document Type: SELECT Uploaded documents may not exceed 10MB									
Upload D Document D		No file chosen								
		Upload Document	Close	Back	Cancel	Submit				

Once the Mediation Statement has been successfully submitted, a confirmation message will appear.

Submit	Mediation Statement						
		+Expand					
WCAIS Claim #.	Claimant/Employee Name: Defendant/Employer Name:						
(į)	Claim Status: Comp Denied Date of Injury: 1/3/2017	View Claim Summary					
Dispute: DSP-	-1 🕠 Status: Waiting for Briefs	View Dispute Summary					
Thank you for yo	ur online submission of the Mediation Statement						
Submitted by	on 8/23/2018 at 11:18 AM						
Click here to view	the submitted Mediation Statement						
Please click the pr	Please click the print button to print the confirmation message for your records.						
	P	rint Return to Dispute Summary					

View the Mediation Statement in the **Mediation Statements** grid on the **Mediation Information** tab of the **Dispute Summary**.

Dispute Sum	mary	/										+	Expand
~	nt/Employee			endant/Emp e of Injury:							View	Claim Summ	
Dispute: DSP- 1 🕠	Status: Wa Bri	iting for efs									View Di	pute Summ	iary.
General Information	Upcomin	:											
Interested Parties & Associated Recipients	Select Da	ate Juo	lge	Start Time	Dura	tion Ty	pe	Locat	ion La	anguage			
Petitions and Answers	. 8/	30/2018 Ga	llishen, William	08:30 AM	30 m	ins Vo	luntary	Johns	town				
Hearing Information										Submit	Mediation	Statement	
Mediation Information	Mediatio	n History:											
Exhibits			ons held for this (Dispute.									
	Date	Status	Judge	Start	Time	Duration	Туре	2	Location	n Langi	age		
	8/16/2018	Schedule	d McTiernan, Jo	ohn 10:30	AM	90 mins	Volu	ntary	Brookvil	le			
Briefs	12/11/201			-		90 mins	-	datory	Brookvil	-			
Decision	10/30/201	7 Postpone	d McTiernan, Jo	ohn 02:00	PM	90 mins	Mani	datory	Brookvi	le			•
Documents and Correspondence		n Statemen ist of Mediatio	ts: on Statements th	at have bee	en subi	mitted by	/ the pa	arties. T	o view a	Statemen	t, select t	he "View" lir	ık.
	Submitting	Party			D	ate Subi	nitted	Mediat	ion Date	Mediatio	in Judge	Action	
		(A/	iditional Defenda	ant's Attorn	ey) 8	/23/2018		8/30/2	018	Gallishe	n, Willian	View	

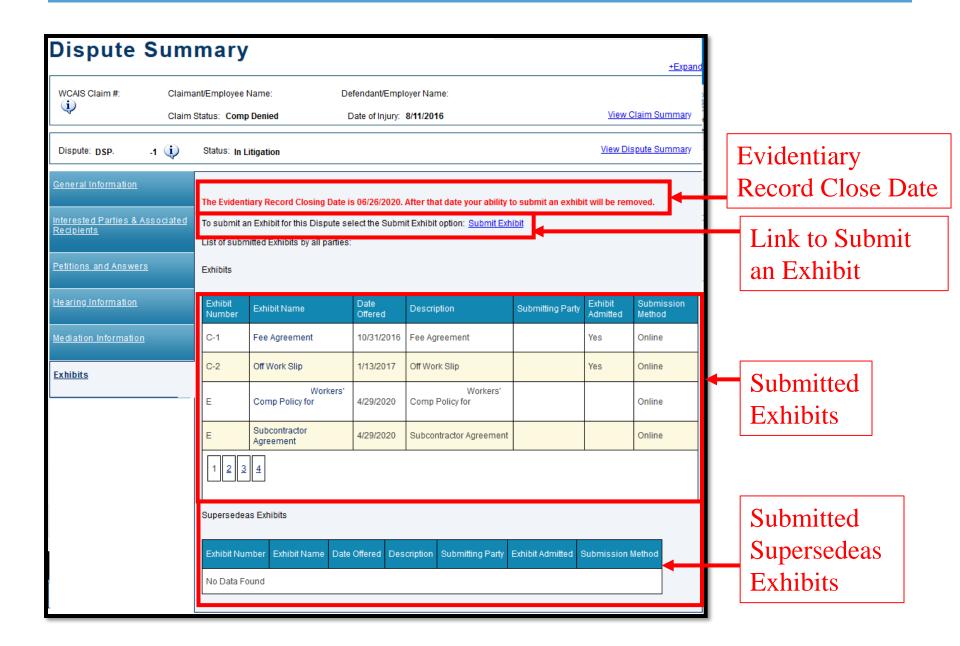
NOTE: The Mediation Statement is confidential. Only the submitting party and the Mediating Judge's office can view the Mediation Statement.

Sometimes you may request more than one mediation on a dispute. If you do so, you must upload a mediation statement each time a mediation is scheduled with a different Judge.

	Mediatior	Mediation History:									
Mediation Information	Below is a lis	t of Mediations. To vie	w the Me	iation No	ites or Mi	ediatio	in Outcome	Information,	select the '	"View Event"	link.
<u>Exhibits</u>	Status	Result of Mediation	Judge	/	Locatio	n	Date	Start Time	Duration	Туре	Language
<u>Vitnesses</u>	Conducted	Not Resolved	Rago, Tii	na Maria	Philade	Iphia	5/11/2020	02:30 PM	60 mins	Voluntary	
Requests	Canceled	Cancelled	Bulman,	Timothy	Philade	lphia	9/12/2019	01:00 PM	30 mins	Mandatory	
<u>Dispute Alerts</u>	Mediation Statements: Below is a list of Mediation Statements that h				n submitt		the parties. ation Date	To view a Sta Mediation Ju			√' link.
<u>Decisions</u>		Submitting Party Krasno, Jason (Claimant's Attorney)			bmitted 20	Media 5/11/2		Rago, Tina M	-		
<u>Documents and</u> Correspondence	Overlander,	Oliver C (Defendant's	Attorney)	9/10/20	2019 9/12/20		2019	Bulman, Timothy			
	Overlander,	Oliver C (Defendant's	Attorney)	9/11/20	19	9/12/:	2019	Bulman, Timothy			
Overlander,		ler, Oliver C (Defendant's Attorney)		4/30/20	4/30/2020 5/11/2020	2020	Rago, Tina Maria 🛛	/laria <u>Viev</u>	<u>w</u>		
	Letters to	the Judge:									

DISPUTE SUMMARY:

Exhibits tab



Evidentiary Record Closing Date

When the Judge sets a closing date for the evidentiary record, the user will see that date in red at the top of the Exhibits tab of the Dispute Summary. To reopen the record, the user will need to make a Miscellaneous Request to the Judge.

Dispute	Sum	mary	1					+Expand	
WCAIS Claim #:		nt/Employee N Status: Comp		Defendant/Emplo Date of Injury:		<u>View Claim Summ</u>			
Dispute: DSP1 (i) Status: In Litigation View Dispute Summary									
General Information The Evidentiary Record Closing Date is 06/26/2020. After that date your ability to submit an exhibit will be removed. Interested Parties & Associated Recipients To submit an Exhibit for this Dispute select the Submit Exhibit option: Submit Exhibit option: Submit Exhibit List of submitted Exhibits by all parties: Note: A Miscellaneous Request we be required if the evidentiary period option in the evidentiary period option. Petitions and Answers Exhibits Exhibits									
<u>Hearing Information</u>		Exhibit Number	Exhibit Name	Date Offered	Description	Submitting Party	Exhibit Admitted	Submission Method	
Mediation Information		C-1	Fee Agreement	10/31/2016	Fee Agreement		Yes	Online	
		C-2	Off Work Slip	1/13/2017	Off Work Slip		Yes	Online	
	,	C-1A	Power of Attorney -	12/14/2016	Fee Agreement		Yes	Online	

For more information on how to submit a Miscellaneous Request, click <u>here</u>.

Submitting an Exhibit(s)

Click the **Submit Exhibit** link from the **Exhibits** tab of the **Dispute Summary.**

Dispute Summary											
WCAIS Claim #. Claimant/Employee Name: Defendant/Employer Name: Claim Status: Comp Denied Date of Injury. 1/3/2017											
Dispute: DSP1 🕡 Status: In Litigation View Dispute Summary											
General Information Interested Parties & Associated Recipients	List of submitted Exhibits by all parties:										
Petitions and Answers	Exhibit Number	Exhibit Name	Date Offered	Description	Submitting Party	Exhibit Admitted	Submission Method				
Hearing Information	C-01	Dr. Deposition	3/14/2018	Deposition Transcript		Yes	Online				
Mediation Information	C-02	Hospital Record	5/31/2018	Hospital Record		Yes	Online				
	C-03	Bill of Costs	5/31/2018	Bill of Costs	· · · · -	Yes	Online				
<u>Exhibits</u>	C-04	Fee Agreement	5/31/2018	Fee Agreement		Yes	Online				

- Type in the **Exhibit Name**, which is a required field. Check the Judge's procedures for naming exhibits.
- The **Exhibit Description** field is optional.
- Check the box if the exhibit is a **Supersedeas Exhibit**. A single exhibit document can not be uploaded as both an exhibit in the case-in-chief and a Supersedeas exhibit at the same time. In order to do that, you must submit the document twice.

Submit	Exhibit	
Required fields are indic	ated by *:	*Expand
WCAIS Claim #:	Claimant/Employee Name: Defendant/Employer Name: Claim Status: Comp Denied Date of Injury: 1/0/2017	View Claim Summary
Dispute: DSP-	4 🕕 Status: In Litigation	View Dispute Summary
Add Exhibits Certification	To submit an exhibit please complete the required fields below. The exhibit will be submitted to the assigned J The Exhibit Name should briefly summarize the content of the uploaded exhibit (for example: Fee Agreement Dr. Smith). CAUTION: Make sure the document type you select from the dropdown reflects the document type you are up if upleading a Deposition Transcript, make sure you select "Deposition Transcript" from the dropdown, can view "Deposition Transcript", but all other documents are viewable by other parties to the matter. Submit Exhibit Exhibit Name": Description:	or Deposition of

358

- Click the Upload Document link to open additional categories.
- Select the **Document Type**.
- Click **Choose File**, locate the document saved (must be in PDF format), and double click on the document.
- Once the document is ready for upload, the name of the document will appear next to the **Choose File** button.
- Click Upload Document.

Upload Document	
Document Sub Category:	Exhibits •
Document Type:	Exhibit
	Uploaded documents may not exceed 10MB
Upload Documents:	Choose File TEST.pdf
Document Description:	
	Upload Document Ciose
	Add
	Back Cancel Continue

Exhibit Document Types available for selection include: Compromise and Release Agreement, Deposition Transcript, Evidence and Briefs-Findings, Exhibit, Fee Agreement, Medical Records, and Stipulations.

 Add Exhibits Certification 	The Exhibit Name should briefly summar Dr. Smith). CAUTION: Make sure the document type If uploading a Deposition Transcript, n	required fields below. The exhibit will be submitted to the assigned Judge for review. ize the content of the uploaded exhibit (for example: Fee Agreement or Deposition of e you select from the dropdown reflects the document type you are uploading. nake sure you select "Deposition Transcript" from the dropdown. Only the submitting par other documents are viewable by other parties to the matter. Test Supersedeas Exhibit
	Attached Documentation Upload Document Document Sub Category: Document Type: Upload Documents: Document Description:	SELECT Compromise and Release Agreement Deposition Transcript Evidence and Briefs-Findings Exhibit Fee Agreement Medical Records Stipulations SELECT \checkmark Uploaded documents may not exceed 10MB Choose File No file chosen

NOTE: Document Type "Deposition Transcript" must be selected to ensure that the deposition is not viewable by other parties.

- After clicking the **Upload Document** button, the exhibit will appear in the **Attached Documentation** grid.
- Click Add.

Submit Exhib	Exhibit Name*: Exhibit 1 Description:		Supersedea	es Exhibit		
Document Type	Document Description	Submitted Date	Submitted By	Submission Method	Batch Number	Delete
<u>Exhibit</u>		08/23/2018		Online		<u>Delete</u>
						Add
			Back	Can	cel	Continue

361

- The exhibit will appear in the **Added Exhibits** grid.
- At this point, all of the Submit Exhibit and Attached
 Documentation fields will open up again, which will allow the user to add another exhibit document by repeating the steps.
- To move forward, click **Continue**.

Submit Exhibit							
Exhibit Name*:			Supersedeas E	Exhibit			
Description:	Description:						
Attached Documentation							
Upload Document							
Document Sub Category:	Exhibits •	·					
Document Type:	Document Type: SELECT						
	Uploaded documents may not exceed 10MB						
Upload Documents:	Upload Documents: Choose File No file chosen						
Document Description:				11			
		Upload Documen	t Clos	se			
					Add		
	Add	led E×hibits					
Exhibit Name Description		Action	Delete				
Exhibit 1		Edit	<u>Delete</u>				
			Back	Cancel	Continue		

362

- Indicate the Manner of Service for each party.
- Check the "I certify" box and click **Submit**.

	NIER	Defendant/Employer		15834-0493			SELECT .	
MILLER	ESQ	Defenda Attorney			15222-5402		wcais.test@gmail. com	SELECT
INSURA COMPA		Insurer			60196-8	044	. wcais.test@gmail. com	SELECT .
SERVIC	ES INC	S INC TPA			40512-4	341		SELECT
Associated Recipients: No Data Found Additional Defendants:								
Select All	Name 😥		Туре		Business Unit	Address	Email Address	Manner of Service
	BAKERY LLC	0	Defendant/E	mployer		19014-1867		SELECT
•			Defendant's Attorney			Philadelphia, PA 19148- 2931	wcais.test@gmail. com	NA
In addition	n to the above,	the follow	wing parties w	ere serve	d at the add	fresses listed below.		
								a Spell Check
Workers' public au	fy I will serve a Compensatio thorities pursu : JASON BRA	n Act and ant to 18	applicable R	ules and F	il, hand del	ivery or electronically on all p This certification is subject i	arties, as required by t	Spell Check the Pennsylvani m faisification to

Once the exhibit(s) has been successfully submitted, a confirmation message will appear.

Submit	Exhibit			
• • • • • • • • • • • • • • • • • • • •				+Expand
WCAIS Claim #:	Claimant/Employee Name:	Defendant/Employer Name:		
(į)	Claim Status: Comp Denied	Date of Injury: 1/3/2017		View Claim Summary
Dispute: DSP-	-1 🥡 Status: In Litigation			View Dispute Summary
		49 AM r use to serve parties in the manner you selected a	is required by	
			Print	Return To Dispute Summary

Any time a user files an exhibit, the Litigating Judge will receive a notification on their Dashboard:

Notifications:	View all	My Notifications
Notifications	Status	Date
A Letter to Judge with Document Description Notice of Deposition of Cl		4/29/2020
A Letter to Judge with Document Description Letter to Judge Wertheimer		4/29/2020
A Letter to Judge with Document Description Letter regarding testimony		4/29/2020
The following Dispute was reassigned on 4/30/2020: DSP		4/29/2020
has submitted an exhibit on 4/29/2020. The Exhibit is av		4/29/2020
has submitted an exhibit on 4/29/2020. The Exhibit is ava	×	4/29/2020
A brief was received from on 4/28/2020 for Dispute DSP-		4/28/2020

Example of Exhibit Notification:

Notification Det	ails						
Date: Apr 29, 2020							
From:	1/20/2020. The Exhibit is quailable to be reviewed in the Exhibits tob of	the Dispute Summers for DSD					
has submitted an exhibit on 4/29/2020. The Exhibit is available to be reviewed in the Exhibits tab of the Dispute Summary for DSP1 The exhibit is named M.D. Deposition Transcript and has the following Description: M.D. Deposition Transcript. Assigned to Wertheimer, Karen A.							
Click here to go to the Exhibits tab							
Click here to download the Exhibit							
	The Judge sees the Exhibit	Back Delete					
	Name and Description in						
	the notification						

An **Exhibit Proof of Service** document will appear in the **Correspondence** grid on the dashboard to use to serve the other parties in the manner which was selected.

Alerts:				
Date		Alerts		
No Data F	Found			
Correspo	ondence:			
		Refresh		
view Status	Document Type		Case #	Date Sent
2	Exhibit Proof of Service		DSP-	8/23/2018
	Exhibit Proof of Service		DSP-	8/23/2018
2	Withdrawal of Appearance			8/6/2018
2	Request for Entry of Appearance	Request for Entry of Appearance		
×	Request for Entry of Appearance		8/6/2018	
	3 4 5 6 7 8			

- View the exhibit(s) on the **Exhibits** tab of the **Dispute Summary**.
- The exhibit will just appear with a letter in the **Exhibit Number** column, i.e. "D" for Defendant, "C" for Claimant (based on whom the filing party represents). The Judge's office has the ability to edit the exhibit and mark whether it has been admitted.

WCAIS Claim #:	Claima	nt/Employee Na	ame:	Defendant/Emp	oloyer Name:	Claim Status: M	fed Only	
(į)	Date of Injury: 3/12/2019)19				View	Claim Summary
Dispute: DSP.	-1 🕡 Status: In Litigation View Dispute Su					ispute Summary		
General Information To submit an Exhibit for this Dispute select the Submit Exhibit option: Submit Exhibit								
List of submitted Exhibits by all parties <u>Recipients</u> Exhibits			ted Exhibits by all parties:					
Petitions and Answ	<u>ers</u>	Exhibit Number	Exhibit Name	Date Offered ▼	Description	Submitting Party	Exhibit Admitted	Submission Method
Hearing Informatior	1	D	<u>Test</u>	7/28/2020		CLAIRE		Online

Tips for Submitting Large Exhibits

WCAIS has a size limit of 10MB for exhibits. To view the size of an exhibit, right click on the exhibit document and click **Properties** to see the size of the document.

	Open with Adobe Acrobat Reader DC			
	Open			
	Print			
	Remove from Quick access			
Ŕ	Share			
	Open with >			
	Give access to >			
	Restore previous versions			
	Send to >			
	Сору			
	Create shortcut			
_	Open file location			
	Properties			

E TEST PDF Properties ×							
General Secu	General Security Details Previous Versions						
PDF	TEST PDF						
Type of file:	Adobe Acrobat Document (.pdf)						
Opens with:	Adobe Acrobat Reader Change						
Location:	C:\Users\sleech\Desktop\Delete	_					
Size:	1.08 MB (1,135,018 bytes)						
Size on disk:	1.08 MB (1,138,688 bytes)						
Created:	Wednesday, March 25, 2020, 12:05:37 PM	_					
Modified:	Wednesday, March 25, 2020, 12:05:37 PM						
Accessed:	Wednesday, March 25, 2020, 12:05:37 PM						
Attributes:	Read-only Hidden Advanced						
	OK Cancel Apply						

If the exhibit exceeds 10MB, take the following actions to decrease the size:

- Set scanners to black and white instead of color.
- Set scanners to text and not photo settings.
- Set scanners to a low resolution. Just make sure the document is legible with the lower setting.
- If, after attempting the methods above, the exhibit still exceeds the size limit, break the document down into multiple parts and upload them separately.

371

Submitting Surveillance Evidence

Video Surveillance cannot be uploaded into WCAIS. For instructions on the submission of video surveillance, please consult the Judges' Procedural Questionnaire or contact the Judges' Offices for further instructions.

DISPUTE SUMMARY:

Witness tab

View the names of the witnesses, who they were the witness for, and the date(s) they testified on the **Witness** tab of the **Dispute Summary**.

General Information	Witnesses						
<u>Recipients</u>	Name	Witness For	Date Testified				
Petitions and Answers	Frank	(Claimant/Employee)	09/04/2014				
Hearing Information	Frank	(Claimant/Employee)	05/29/2015				
	Barry	(Defendant/Employer)	07/28/2015				
Mediation Information	Susan	u (Defendant/Employer)	07/28/2015				
<u>Exhibits</u>							
<u>Witness</u>							

DISPUTE SUMMARY:

Requests tab

Dispute Sum	mary						
Required fields are indicated by *:						+Expand	
124	nt/Employee Name:	Det	fendant/Employer Name:				
Claim S	tatus: Comp Deni	ed	Date of Injury: 8/11/2016	i	View Claim Sum	<u>imary</u>	
Dispute: DSP1 (i) Status: In Litigation View Dispute Summary							
General Information To submit a Request for the Dispute, select the link below. Once a request is submitted, it can be viewed in the Request History.							
Interested Parties & Associated Recipients	Select Request Type*: SELECT JUD Submit					omit	
Petitions and Answers	Request History: Below is a summary of all Requests received on the Dispute. To view the details of a Request, select the hyperlinked Request Type.					luests	
<u>Hearing Information</u>						or type.	
Mediation Information	Date Submitted	Submitting Party	Request Type	Request Status			
	9/26/2016		Continuance Request	Approved		ſ	Paquast
<u>Exhibits</u>	11/02/2016		Judge Reassignment	Approved			Request History
<u>Witness</u>	12/20/2016		Miscellaneous Request	Approved In Part, Denied In Part			History
	1/09/2017		Miscellaneous Request	Approved			
<u>Requests</u>	2/24/2017		<u>Subpoena Request</u>	Approved			

Submitting a Request

All requests are submitted through the **Requests** tab of the **Dispute Summary EXCEPT** for a **Brief Extension Request**.

Dispute Sum	mary						
Required fields are indicated by *:							
					+Expand		
WCAIS Claim #: Claimant/Employee Name: Defendant/Employer Name:							
Claim S	tatus: Comp Den	ied	Date of Injury: 1/11/2019		View Claim Summary		
Dispute: DSP1 (i) Status: In Litigation View Dispute Summary							
<u>General Information</u>	To submit a Requ	est for the Dispute,	select the link below. Once	a request is subn	nitted, it can be viewed in the Request History.		
Interested Parties & Associated Recipients	Select Requ	uest Type*: SELEC	T v	😲 Subn	nit		
Petitions and Answers	Request History:	any of all Dequests (received on the Dispute. To	view the details (of a Request, select the hyperlinked Request Type.		
<u>Hearing Information</u>		ary of an requests i	Contraction and Dispute. To	view the details t	л и коциса, аскостно пурстикой коцисат турс.		
	Date Submitted	Submitting Party	Request Type	Request Status			
Mediation Information	3/03/2019		Continuance Request	Denied			
<u>Exhibits</u>	6/13/2019		Continuance Request	Approved			
<u>Witness</u>	7/01/2019		Miscellaneous Request	Approved			
	8/20/2019		Conference Call Request	Approved			
<u>Requests</u>	11/27/2019		Miscellaneous Request	Approved			

For all requests other than a **Brief Extension Request** or a **Subpoena Request**, choose **Submit Request** from the dropdown menu and click **Submit**.

General Information	To submit a Requ	est for the Dispute, se	lect the link below. Once	a request is subr	nitted, it can be viewed in the Request History.			
Interested Parties & Associated Recipients	Select Request Type*: SELECT Submit							
Petitions and Answers	Request History:	Submit Request						
Hearing Information	Below is a summ Type.	ary of all R Submit S	ubpoena Request) view the details o	f a Request, select the hyperlinked Request			
Mediation Information	Date Submitted	Submitting Party	Request Type	Request Status				
<u>Exhibits</u>	11/05/2018		Continuance Request	Approved				
	2/19/2019	-	Continuance Request	Approved				
<u>Witness</u>	9/24/2019		Continuance Request	Approved				
Requests	11/19/2019	-	Continuance Request	Denied				

Be sure to choose the correct request type. The type of request selected from the dropdown menu **MATTERS**!

Complete Request			
	Select the type of Request*:	SELECT	~
	Enter dataile related to the Deguast	SELECT	
2 Certification	Enter details related to the Request:	Conference Call Request	
		Continuance Request	
		Indefinite Postponement Request	
		Informal Conference	
		Interpreter Request	
		Judge Reassignment	
	Upload any supporting documents:	Miscellaneous Request	
	Upload Document	Motion to Quash a Subpoena	
		Objection Request	
		Recusal Request	
		Request a Hearing	
		Voluntary Mediation	
		Withdrawal Request	

NOTE: To see an explanation of each request type, see the **Requests Tip Sheet**.

- After selecting the appropriate request type and completing the required fields, the user must indicate the position of each party **opposed**, **not opposed**, or **unknown** from the dropdown.
- If **unknown** is selected, then the user must enter the number of attempts made to obtain the other party's position.
- Click Continue.

ame 횢	Туре	Business Unit	Email Address	Position	# of Attempted Contacts
ESQ.	Defendant's Attorney		wcais.test@gmail. com	Unknown	SELECT
DIVISION	Law Firm			SELECT 💌	0 1 2
		Back	Cancel	Spell Check	3 4 5 or more

381

- Indicate the Manner of Service for each party.
- Check the "I certify" box and click **Submit**.

	NIER	Defenda	ant/Employer			15834-0483				
MILLER	, ESQ	Defenda Attorney			15222-5	402	wcais.test@gmail. com	SELECT		
INSUR/		Insurer			60196-8	044	wcais.test@gmail. com	SELECT		
SERVIC	CESINC	IC TPA		40512-4	341		SELECT			
Associated Recipients: No Data Found Additional Defendants:										
Select Al	Name 🚺		Туре		Business Unit	Address	Email Address	Manner of Service		
	BAKERY LLC	2	Defendant/E	mployer		19014-1867		SELECT		
۰	ESQ		Defendant's Attorney			Philadelphia, PA 19148- 2931	wcais.test@gmail. com	NA		
In additio	in to the above,	the follow	wing parties w	vere serve	d at the add	tresses listed below:				
Workers		n Act and	applicable R	ules and R		ivery or electronically on all p This certification is subject t	arties, as required by t			

Once the request has been successfully submitted, a confirmation message will appear.

Submit	Request			
				+Expand
WCAIS Claim #:	Claimant/Employee Name:	Defendant/Employer Name:	Claim Status: FROI	
ų)	Date of Injury: 3/30/2016			View Claim Summary
Dispute: DSP.	-2 (i) Status: Waiting For Decision			<u>View Dispute Summary</u>
Thank you fo	or your online submission of the Mise	cellaneous Request.		
Submitted by	ESQ on 5/26/2020 at 8:51 AM	on Dispute DSP2.		
You will momenta the Act or Judge's	rily receive the Request Proof of Service on yo s Rules.	our Dashboard for use to serve parties in t	the manner you selected as requi	red by
Please click here	to view and print details of the Request.			
Please click the p	rint button to print the confirmation message for	r your records.		
			Print Return to	Dispute Summary

A **Request Proof of Service** document will appear in the **Correspondence** grid on the dashboard to use to serve the other parties in the manner which was selected.

Das	hboard				
Alerts:					
Date		Alerts			Quick Links
No Data	Found				WCOA Dashboard NEW
Corres	pondence:				WCAB Dashboard NEW
		Refresh			Records Request Dashboard File a WCOA Petition
View Status	Document Type		Case #	Date Sent	Judges' Procedural Questionnaires
	Request Proof of Service		DSP- 1-2	5/26/2020	Additional Dashboard Items:
	Request for Entry of Appearance		<u></u>	5/13/2020	My Claims V
	Request for Entry of Appearance		<u></u>	5/13/2020	
	Request for Entry of Appearance			3/31/2020	Add Item
	Request for Entry of Appearance			3/31/2020	
1 2	<u>3 4 5 6 7 8 9 10</u>				

A **Review Request** task appears on the dashboard of the Litigating Judge, Mediating Judge, or Judge Secretary depending on the **Request Type** selected.

Task Manag	jement:			Viev	v task Su	ummary Fo	or: Highest Prior	ity	⊻ Go	
]	<u>My Task Lis</u>	<u>st</u>
Task	Priority	Assigned Date	Due Date	Assigned By	Status	Entity Type	Entity Number	ldentifying Party	Date Received	Do Tit
Review request submitted online for a Dispute.	Low	6/05/2020	6/12/2020	ESQ.,	New	Dispute Number	DSP- I-1			
Review request submitted online for a Dispute.	Low	6/05/2020	6/12/2020	ESQ.,	New	Dispute Number	DSP1			
<u>Review</u> <u>Subpoena</u> <u>Request -</u> <u>Deposition</u>	Low	6/05/2020	6/10/2020	ESQ.,	New	Dispute Number	DSP1			
<										>

- Request disposition can be found on the Requests tab of the Dispute Summary along with a link to the Request Response Letter, if any. The request disposition can also be seen on the WCOA Dashboard, for more information on the WCOA Dashboard, click <u>here</u>.
- Request Response Letters **will not be mailed**. They will be accessible in WCAIS from the **Requests** tab of the Dispute Summary as shown below

Petitions and Answers Hearing Information	Request History: Below is a summ Type.	ary of all Requests received	I on the Dispute. To view the	e details of a Requ	est, select the hyperlinked Request
Mediation Information	Date Submitted	Submitting Party	Request Type	Request Status	If there is a
<u>Exhibits</u>	11/09/2018		Miscellaneous Request	Approved	hyperlink, the Judge has sent
	7/18/2019		Continuance Request	Approved	a letter in
<u>Witness</u>	11/30/2019		Miscellaneous Request	Approved	response to the
Requests	5/07/2020		Miscellaneous Request	Approved	request.

When a Judge responds to a request with an Approval or Denial Letter, it will also appear in the Correspondence grid on the WCAIS Dashboard and...

Dashboard							
Alerts:							
Date	Date Alerts						
No Data	a Found						
Corres	pondence:						
Mew Status	Document Type			Case #	Date Sent		
	Request Approval Letter			<u>DSP1</u>	2/28/2017		
	Request Approval Letter			<u>DSP1</u>	2/28/2017		
	Hearing Notice			<u>DSP- 1</u>	2/24/2017		
	Hearing Notice			<u>DSP1</u>	2/24/2017		
	Assignment Notice DSP1 2/23/2017				2/23/2017		
1 2	345678910	<u></u>					
				Searc	ch Correspondences		

the Documents and Correspondence tab of the Dispute Summary.

Dispute Sum	mary												
	,												+Expand
WCAIS Claim #: 7632774 Claimar	nt/Employee Name:	MELO, MA	NUEL	Defenda	nt/Empl	oyer Name	e: Alc	OA CON	CRETE C	ONST	RUCTION CO		
Claim S	tatus: Compensal	ble		Date of I	njury: '	1/9/2015					QView	Claim S	ummary
Dispute: DSP-7632774-1 🕠	Status: In Litigat	ion)ispute S	ummary
General Information	Associated D	ocument	s										
Interested Parties & Associated Recipients	Document Type	Document	Descrip	otion	Submi Date		Submi	itted By	Submis Method		Batch Number	Delete	Edit
Petitions and Answers	Letter to the Judge	Letter to Ju supersedea review petit	as rega		08/16/	2019			Online			<u>Delete</u>	<u>Edit</u>
Hearing Information													
Mediation Information	Letter to the Judge	Letter and Notice of Deposition Directed to			07/02/2018			Online				<u>Delete</u>	<u>Edit</u>
Documents and Correspondence	Upload Documen	t 🛈											
	Corresponden												
	Document Type	Language		Sent Date		Sent Tim	•	Status		Recipi	ionto	Viou	Parties
	Document Type	Language		Sem Date		Sent Tim	e	Status		Necipi	Terris	VIEW	raiues
					18 01:01:56 F		PM Generated						
	<u>Request Denial</u> Letter	English		06/29/201					ed			View	
	Proof of Serv	ice(s)											
	Document Type		Gener	ated Date	Gener	ated Time	Filed	Ву					
	Request Proof of	Service	10/24/	2019	09:06:	19 AM			(Att	orney)			

Request Type MATTERS!

Be sure to choose the correct request type. The type of request selected from the dropdown menu **MATTERS**!

Complete Request			
	Select the type of Request*:	SELECT	\sim
	Enter dataile colote die the Desuration	SELECT	
2 Certification	Enter details related to the Request:	Conference Call Request	
		Continuance Request	
		Indefinite Postponement Request	
		Informal Conference	
		Interpreter Request	
		Judge Reassignment	
	Upload any supporting documents:	Miscellaneous Request	
	Upload Document	Motion to Quash a Subpoena	
		Objection Request	
		Recusal Request	
		Request a Hearing	
		Voluntary Mediation	
		Withdrawal Request	

NOTE: To see an explanation of each request type, see the **Requests Tip Sheet**.

WHY?

Certain request types:

- Populate additional fields for party completion.
- Generate tasks for the appropriate recipient Judge Manager, Judge (Assigned and/or Mediating) and Judge Secretary.
- Generate subsequent tasks with the necessary fields for completion by the Judge Secretary.

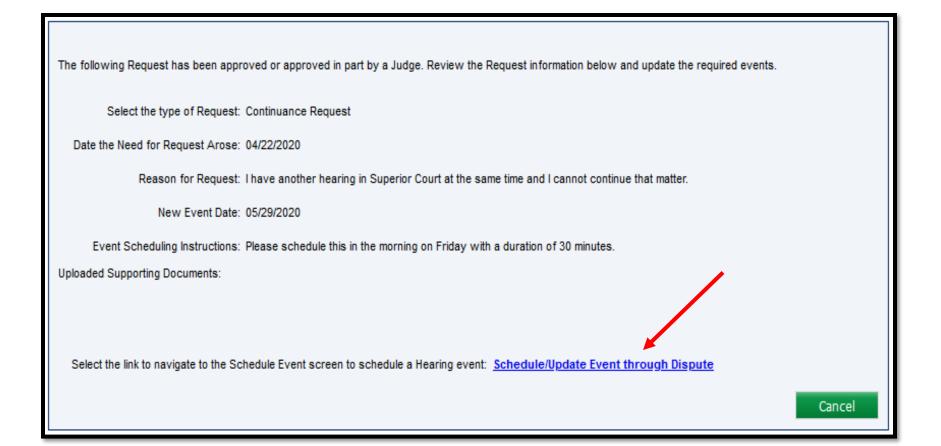
For example: With a Continuance Request, the additional field of **Date the Need for Request Arose** is required.

Complete Request	Select the type of Request*: Continuance Request
2 Certification	To submit a Continuance Request you must enter the date that the need for this request arose and a reason for this request in the fields below. You may also upload a document with additional request information.
	Date the Need for Request Arose*:

A **Review Continuance Request** task then generates for the Judge with the information the Judge requires in order to make a ruling.

elow is a summa	ry of all Continuan	ce Requests recei	ved on the Disput	e.			
Submitting Party	Date Submitted	New Event Date	Request Status	Action			
No Data Found							
Task Actions:							
Please select an action for this Request. A reason for approval/denial may be entered below. A Response Letter will automatically generate and will contain all of the information exactly as typed into the Reason textbox. If the Response Letter should not be generated, then select the option below.							
	Action*: App	rove	~				
New E	Event Date: 05/2	9/2020					
Event Scheduling							
Please schedule	this in the mornin	ig on Friday with a	duration of 30 mi	nutre.			-
							-
Reason for appro	val/denial (option	al):					
							-
							· · · · · · · · · · · · · · · · · · ·
☑ Do not gener	ate a Response L	etter					
						Cancel	Cubmit

Once the **Review Continuance Request** task is completed by the Judge, a subsequent task generates for the Judge Secretary which allows them to reschedule the event.



When the entire process is properly completed, the Continuance Request will be documented on the Hearing Information tab of the Dispute Summary in the **Continuance Request History** grid.

General Information	View Hearing Information
Interested Parties & Associated Recipients	Upcoming Scheduled Hearings:
Petitions and Answers	Date Start Time Duration Type Location
Hearing Information	No Data Found
Mediation Information	Hearing History:
<u>Exhibits</u>	Date Status Start Time Duration Type Location
<u>Witness</u>	No Data Found
<u>Requests</u>	
Briefs	Continuance Request History: Below is a summary of all Continuance Requests received on the Dispute. To view the details of a Request, select the hyperlinked Request Type.
Decision	Submitting Party Date Submitted New Event Date Request Status Action
<u>Documents and</u> <u>Correspondence</u>	No Data Found

396

Other examples of a request type generating an additional task for the appropriate recipient:

- Request a Hearing generates a task for the Assigned Judge.
- Voluntary Mediation Requests generate a task for the selected Voluntary Mediation Judge.
- Interpreter Requests generate a task for the Judge Secretary.

Submitting a Subpoena Request

To submit a Subpoena Request, choose **Submit Subpoena Request** from the **Select Request Type** dropdown on the Requests tab of the Dispute Summary and then click **Submit**.

General Information		To submit a Request for the Dispute, select the link below. Once a request is submitted, it can be viewed in the Request History.								
<u>Recipients</u>	Select Requ	JELECT	~ 0	V Submit						
Petitions and Answers	Request History:	SELECT Submit R	equest							
	Below is a summ	ary of all R Submit S		view the details o	f a Request, select the hyperlinked Request					
Hearing Information	Туре.	Type.								
Mediation Information	Date Submitted	Submitting Party	Request Type	Request Status						
<u>Exhibits</u>	11/05/2018		Continuance Request	Approved						
	2/19/2019	-	Continuance Request	Approved						
<u>Witness</u>	9/24/2019		Continuance Request	Approved						
Requests	11/19/2019	-	Continuance Request	Denied						
			1							

Complete the required subpoena information and click the **Continue** button to move through the process.

Enter Party Information	Complete the information below regarding the Subpoena Request. Note: Subpoenas may not be served until 10 days from the date of issuance unless waived by agreement of the parties. If the subpoena request is approved, you must print the subpoena
2 Complete Subpoena Request	from the Correspondence grid on your dashboard in order to serve it. The subpoena will not be mailed to you. Enter whom this subpoena is being issued to:
3 Certification	Name*:
	Address Line 1*:
	Address Line 2:
	City/Town*:
	State/Province/Region*:
	Zip/Postal Code*:
	County:
	Country: United States
	Select the required action for the O Attend Hearing subpoena recipient*: O Provide Deposition (including Records Deposition)
	Back Cancel Continue

- Indicate the Manner of Service for each party.
- Check the "I certify" box and click **Submit**.

0104.01	NIER	Defenda	ant/Employer			15834-0493			
MILLER	, ESQ	Defenda Attorney			15222-5	402	wcais.test@gmail. com	SELECT	
INSURA COMPA		Insurer		60196-8	044	wcais.test@gmail. com	SELECT		
SERVIC	CESINC	TPA			40512-4	341		SELECT	
No Data	ed Recipients: a Found al Defendants:								
Select Al	Name 🔍		Туре		Business Unit	Address	Email Address	Manner of Service	
	BAKERY LLC	0	Defendant/E	mployer		19014-1867		SELECT	
	ESQ		Defendant's Attorney			Philadelphia, PA 19148- 2931	wcais.test@gmail. com	N/A	
n additio	n to the above,	, the follow	wing parties w	iere servec	I at the add	resses listed below:			
							s	Spell Check	
Workers public au	afy I will serve a Compensatio thorities pursu	n Act and ant to 18	applicable R	ules and R	I, hand del egulations	ivery or electronically on all pr This certification is subject t	arties, as required by t	he Pennsylvar	

Once the request has been successfully submitted, a confirmation message will appear.

	Subpoena Req		+Expan			
WCAIS Claim #:	Claimant/Employee Name:	Defendant/Employer Name:				
(i)	Claim Status: FROI	Date of Injury: 8/9/2015	View Claim Summary			
Dispute: DSP.	-1 🔃 Status: In Litigation		View Dispute Summary			
		Ibpoena Request. Dena from the Correspondence grid on your dashboard in	order to serve it. The			
Submitted by	ESQ on 6/24/2020 at 3:45 PM	I on Dispute DSP· ·1.				
You will receive the Request Proof of Service on your Dashboard for use to serve parties in the manner you selected as required by the Act or Judge's Rules.						
Please click here to	view and print details of the Request.					
Please click the prir	nt button to print the confirmation message	e for your records.				

A **Request Proof of Service** document will appear in the **Correspondence** grid on the dashboard to use to serve the other parties in the manner which was selected.

Dasl	hboard			L		
Alerts:						
Date		Alerts			Q	uick Links
No Data F	Found					COA Dashboard NEW
Corresp	ondence:					CAB Dashboard NEW
		Refresh				le a WCOA Petition
View Status	Document Type		Case #	Date Sent	Ju	Idges' Procedural Questionnaires
	Reguest Proof of Service		DSP- 1-2	5/26/2020	Ad	ditional Dashboard Items:
×	Request for Entry of Appearance		<u></u>	5/13/2020		y Claims 🗸
	Request for Entry of Appearance		<u></u>	5/13/2020		
	Request for Entry of Appearance			3/31/2020		Add Item
	Request for Entry of Appearance			3/31/2020		
1 2	3 4 5 6 7 8 9 10					

NOTE: The Subpoena Request proof of service provides the filing party with a copy of the Subpoena *request*. This is not the executed Subpoena.

If the Judge approves the Subpoena Request, the Subpoena will generate in the Correspondence grid on the filing party's Dashboard to serve as indicated. Paper Subpoenas will not be mailed by the WCOA.

Ţ	PA g	Dennsylvania Orikers' compensation automation and integration system			Custor	mer Service Center	(Attorne Log	
S	earch	Helpline My Matters WCAB WCOA Healthcare (JEGF Profile				Dashb	oard
C)as	hboard			All Mat	ters 🗢	Search	0
	Corresp	ondence:						
		Refresh				Quick Links		
	View Status	Document Type	Case #	Date Sent	1	WCOA Dashboard NEV	<u>v</u>	
		Hearing notice	A20	6/26/2020	1	WCAB Dashboard NEV	<u>v</u>	
J		Subpoena	DSP2	6/26/2020		Records Request Dasht	oard	
		Request Denial Letter	DSP I-1	6/26/2020				
		Request Approval Letter	DSP -1	6/26/2020				
	X	Subpoena Proof of Service	DSP -2	6/26/2020				
	1 2	<u>3</u> <u>4</u> <u>5</u> <u>6</u> <u>7</u> <u>8</u> <u>9</u> <u>10</u> <u></u>						

A copy of the Subpoena will also remain in the Documents and Correspondence tab of the Dispute Summary as shown below.

Hearing Information	Submit Letter to Ju	Submit Letter to Judge								
Mediation Information		Correspondence								
Exhibits	Below is a list of al hyperlink.	elow is a list of all WCOA Correspondence sent to all Parties for the Dispute. To view Correspondence, select the Document Title /perlink.								
<u>Witness</u>	Document Type	Languag	e	Sent Dat	te	Sent Tin	ne	Status	Recipients	View Parties
<u>Requests</u>	<u>Subpoena</u>	English		06/26/20	20	01:01:2	D PM	Generated	(Attorney) (Electronic)	<u>View</u>
<u>Briefs</u>	Proof of Servi	ice(s)								
Decision	Document Type		Genera	ted Date	Generat	ed Time	Filed By			
Documents and	Subpoena Proof of Service 06/26/2020 10:43:10 AM (Attorney)									
Correspondence										

Submitting a Request to the Mediating Judge

The following request types can be submitted to the Mediating Judge:

- 1. Continuance Request
- 2. Conference Call Request
- 3. Interpreter Request
- 4. Miscellaneous Request

From the **Requests** tab of the **Dispute Summary**, choose **Submit Request** from the dropdown menu and click **Submit**.

<u>General Information</u>	To submit a Request for the Dispute, select the link below. Once a request is submitted, it can be viewed in the Request History.								
Interested Parties & Associated Recipients	Select Requ	Select Request Type*: SELECT Submit							
Petitions and Answers	Request History:	equest History: SELECT Submit Request							
Hearing Information	Below is a summ Type.	ary of all R Submit S	ubpoena Request) view the details o	f a Request, select the hyperlinked Request				
Mediation Information	Date Submitted	Submitting Party	Request Type	Request Status					
<u>Exhibits</u>	11/05/2018		Continuance Request	Approved					
	2/19/2019	-	Continuance Request	Approved					
<u>Witness</u>	9/24/2019		Continuance Request	Approved					
Requests	11/19/2019	-	Continuance Request	<u>Denied</u>					

Choose the request type: Conference Call Request, Continuance Request, Miscellaneous Request, or Interpreter Request.

Complete Dequest			
Complete Request	Select the type of Request*:	SELECT	<
	Enter datails related to the Request:	SELECT	
2 Certification	Enter details related to the Request:	Conference Call Request	
		Continuance Request	
		Indefinite Postponement Request	
		Informal Conference	
		Interpreter Request	
		Judge Reassignment	
	Upload any supporting documents:	Miscellaneous Request	
	Upload Document	Motion to Quash a Subpoena	
		Objection Request	
		Recusal Request	
		Request a Hearing	
		Voluntary Mediation	
		Withdrawal Request	

NOTE: To see an explanation of each request type, see the <u>Requests Tip Sheet</u>.

When selecting a Continuance Request related to a mediation, be sure that the mediation event is selected to ensure the request is assigned to the <u>Mediating</u> Judge.

Complete Request	s	elect the typ	e of Request	*: Continua	ance Request	~			
2 Certification		o submit a Continuance Request you must enter the date that the need for this request arose and a reason for this request in the elds below. You may also upload a document with additional request information.							
	Date the	Need for Re	equest Arose	*:					
	Select Ever	elect Event(s) for which continuance is needed:							
	Select All	Date	Start Time	Duration	Location	Туре	Language		
	5	7/30/2020	11:00 AM	60 minutes	Uniontown Field Office	Mandatory Mediation			

NOTE: Be aware that multiple events may be scheduled, i.e. Hearing and Mediation. Be sure to select the Mediation event so that the Request goes to the Mediating Judge.

When selecting an Interpreter Request related to a mediation, be sure that the mediation event is selected to ensure the request is assigned to the <u>Mediating</u> Judge's Secretary.

Complete Request	S	elect the type	e of Request	*: Interpret	er Request	~		
2 Certification	Select Ever	nt(s) an Inter	Language preter is nee		· · · · · ·			
	Select All	Date	Start Time	Duration	Location	Туре	Language	
	V	7/30/2020	11:00 AM	60 minutes	Uniontown Field Office	Mandatory Mediation		

NOTE: Be aware that multiple events may be scheduled, i.e. Hearing and Mediation. Be sure to select the Mediation event so that the Request goes to the Mediating Judge's Secretary.

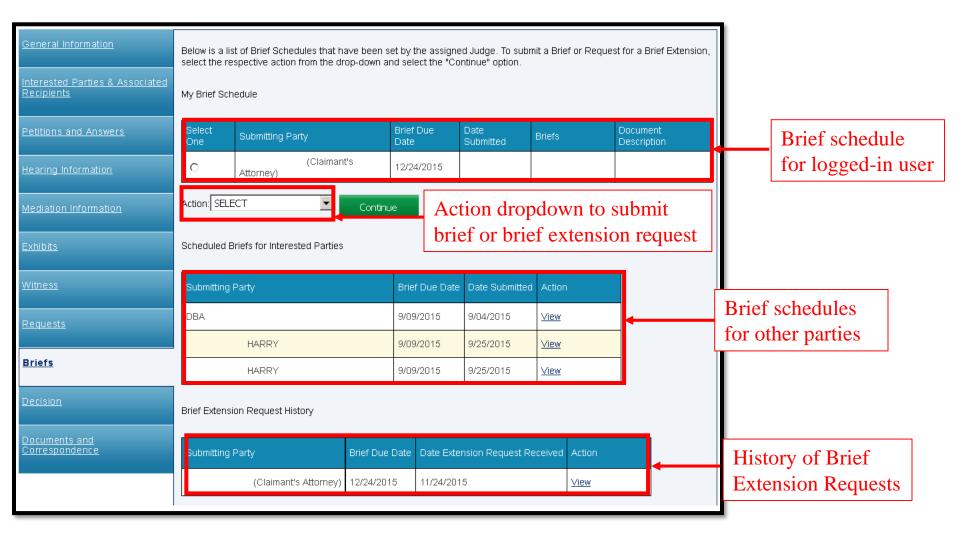
When selecting a Miscellaneous Request or Conference Call Request, be sure to select the Mediating Judge from the dropdown box to ensure the Request is assigned to the Mediating Judge.

Complete Request	Select the type of Request*: Conference Call Request
2 Certification	To submit a Conference Call you must specify a reason for this request in the field below. You may also upload a document with additional request information.
	Select Judge*: Yanity, Gerald 🗸
	Reason for Request*:
	Benedict, Alfred
	Yanity, Gerald
Complete Request	Select the type of Request*: Miscellaneous Request
2 Certification	Select Judge*: Yanity, Gerald 🗸
\sim	Enter details related to the Reguest of (s) are required.*
	Benedict, Alfred
	Enter details related to the Request. Yanity, Gerald

NOTE: Be aware that multiple Judges, i.e. Assigned Judge and Mediating Judges may appear in the dropdown. Be sure to select the appropriate Mediating Judge.

DISPUTE SUMMARY:

Briefs tab



Submitting a Brief

Select the radio button next to the brief schedule, select **Submit Brief** from the **Action** dropdown, and click **Continue**.

Dispute Sum	mary					
WCAIS Claim #: (i) Claima	nt/Employee Name:	Defendant/Employe	Nama:			+Expand
~	Status: Comp Denied	Date of Injury: 1/3/2				View Claim Summary
Dispute: DSP1 🥠	Status: Waiting for Briefs				М	ew Dispute Summary
General Information	Below is a list of Brief Schedules tha select the respective action from the				nit a Brief or Reque	st for a Brief Extension,
Interested Parties & Associated Recipients	My Brief Schedule					
Petitions and Answers	Select Submitting Party		Brief Due Date	Date Submitted	Briefs	Document Description
Hearing Information	(Ad	iditional Defendant's	9/22/2018			
Mediation Information	Action: Submit Brief	Continue				
Exhibits	Scheduled Briefs for Interested Part	ies				
Witness	Submitting Party	Brief Du	e Date Date	Submitted /	Action	
Requests	(Claimant's A	Attorney) 9/17/20	18			
	(Defendant	s Attorney) 7/2/2010	3 5/10/	2018	view	
Briefs					,	

NOTE: There <u>must</u> be a brief schedule set for the logged-in user in order to select the radio button next to the user's brief schedule. If there's no brief schedule set or one is set for the incorrect party, contact the Judge's office.

416

- Click the Upload Document link to open additional fields.
- Click **Choose File**, locate the document (must be in PDF format), double click on the document.
- Once the document is ready for upload, the name of the document will appear next to the **Choose File** button.
- Click Upload Document.

Submit Bri	ief		
			+Expans
WCAIS Claim #: 🥠	Claimant/Employee Name:	Defendant/Employer Name:	
	Claim Status: Comp Denied	Date of injury: 1/3/2017	View Claim Summary
Dispute: DSP -1 (Status: Waiting for Briefs		Mew Dispute Summary
O Submit Brief	To submit a Brief, select the "Uploa	id Document* option.	
2 Certification	Associated Documents:		
	Upload Document		
	Document Sub Category	¢ Briefs	
	Document Type	: Briefs	
		Uploaded documents may not exceed 10MB	
	Upload Documents	Choose File TEST.pdf	
	Document Description	κ	
		Upload Document Close	
		Back Canc	el Continue
		Dack Cance	Continue

417

- When the document uploads successfully, a success message will appear and the document will appear in a grid below.
- Click Continue.

WCAIS Claim #: 🅠	Claima	nt/Employee Name:	Defend	dant/Employer Name:				
	Claim	Status: Comp Deni	ed Date of	f Injury: 1/3/2017			View Claim	Summary
Dispute: DSP	•	Status: Waiting f Briefs	or				View Dispute	Summary
1 Submit Brief		To submit a Brief,	select the "Upload Docum	ent" option.				
2 Certification		Associated Docu	iments: ocument has been succ	essfully uploaded.				
		Document Type	Document Description	Submitted Date	Submitted By	Submission Method	Batch Number	Delete
		Briefs		08/23/2018		Online		Delete

- Indicate the Manner of Service for each party.
- Check the "I certify" box and click **Submit**.

	NIER	Defenda	ant/Employer		15834-0483			SELECT
MILLER	, ESQ	Defenda Attorney					wcais.test@gmail. com	SELECT
INSURA COMPA		Insurer					wcais.test@gmail. com	SELECT
SERVIC	ES INC	TPA			40512-4	1341		SELECT
No Data	ssociated Recipients: No Data Found ddtional Defendants:							
Select Al	Name 🔍		Туре		Business Unit	Address	Email Address	Manner of Service
	BAKERY LLC	0	Defendant/E	mployer		19014-1867		SELECT
			Defendant's			Emile designed and 10140	wcais.test@gmail.	
	ESQ		Attorney			Philadelphia, PA 19148- 2931	com	N/A
		, the follow		vere serve	ed at the add		com	NA
in addition	in to the above,	a copy of n Act and iant to 18	wing parties w this Exhibit ett applicable R	ther by m	ail, hand del	2931	arties, as required by t	spell Check

A **Brief Proof of Service** document appears in the **Correspondence** grid on the dashboard to use to serve the other parties in the manner selected.

Dash	nboard					
Alerts:						
Date		Alerts			Quick Links	
No Data F	ound				WCOA Dashboard	
Correspo	ondence:				WCAB Dashboard	
		Refresh			File a WCOA Peti	
∨iew Status	Document Type		Case #	Date Sent	Additional Dashb	oard Items:
	Brief Proof of Service		<u>DSP-</u>	8/23/2018	My Claims	T
2	Exhibit Proof of Service		DSP-	8/23/2018		
2	Exhibit Proof of Service		DSP-	8/23/2018	Add Item	
	Withdrawal of Appearance			8/6/2018		
	Request for Entry of Appearance			8/6/2018		
123	456789					
			Sear	ch Correspondences		

Any time a user files a Brief, the Litigating Judge will receive a notification on their Dashboard:

Notification Details		
Date: Apr 28, 2020 From:		
A brief was received from an		
Click here to download the Brief	Besk	Delete
	Back	Delete

- You can view your brief in the **My Brief Schedule** grid on the Briefs tab of the Dispute Summary.
- To view briefs submitted by other parties, click the <u>View</u> link in the bottom grid.

Dispute Su	mmary				
					+Expand
WCAIS Claim #: 🤢 Cla	aimant/Employee Name:	Defendant/Employer	Name:		
Cla	aim Status: Comp Denied	Date of Injury: 1/3/20	17		View Claim Summary
Dispute: DSP1 🥠	Status: Waiting for Briefs			У	New Dispute Summary
General Information	Below is a list of Brief Schedules that select the respective action from the				est for a Brief Extension,
Interested Parties & Associat Recipients	My Brief Schedule				
Petitions and Answers	Select One Submitting Party		Brief Due Date Date Submitt	ed Briefs	Document Description
Hearing Information	Attorney)	ditional Defendant's	9/22/2018 8/23/20	18 <u>View</u>	
Mediation Information	Action: SELECT	Continue			
Exhibits	Scheduled Briefs for Interested Parti	es			
Witness	Submitting Party	Brief Due	Date Date Submitte	d Action	
Requests	(Claimant's A	ttorney) 9/17/2018	3		
The second second	(Defendant's	Attorney) 7/2/2018	5/10/2018	View	
Briefs					

NOTE: Multiple briefing documents can be submitted on the same schedule by repeating the steps.

Requesting a Brief Extension

- To submit a brief extension request, there <u>must</u> be a brief schedule set for the logged in user.
- Click the radio button to the left of the brief schedule and then select **Request Brief Extension** and click **Continue**.

Below is a list of Brief Schedules that have been set by the assigned Judge. To submit a Brief or Request for a Brief Extension, select the respective action from the drop-down and select the "Continue" option.									
My Brief Schedule									
Select One	t Submitting Party Brief Due Date Date Date Date Date Date Date Dat								
۲	(Claimant's 12/24/2015								
Action: SELE SELE Requ Sched(Subr	CT est Brief Extension	le							

Request	To submit a request	for an extension to the	brief due date,	complete the info	rmation below.	Enter the			
2 Certification		Original Brief Due Date: 10/17/2019 Enter number of days for extension request: 30 Or enter a Date: Enter a reason for the brief schedule extension request: Need more time due to emergency circumstances.					Enter the number of days needed for the extension or the desired submission date.		
							reason for the request cranted, upload a		
	obtain the position of	_				# of			
	Name	Type Defendant's Attorney	Business Unit	Email Address wcais.test@gmai I.com	Position Not Opposed	Attempted Contacts			
		Insurer			Not Opposed 🗸		Indicate the		
	Associated Docume	TPA			Not Opposed 🗸		position of the other parties.		
	Upload Document	Ų							
			Back	Cancel	Spell Check	Continue	Click Continue.		

425

- Indicate the Manner of Service for each party.
- Check the "I certify" box and click **Submit**.

0104.04	NIER	Defenda	ant/Employer		15834-0	(983, EMPORIUM, PA 493		SELECT
MILLER	, ESQ	Defenda Attorney			15222-5	402	wcais.test@gmail. com	SELECT
INSURA COMPA		Insurer				. wcais.test@gmail. com	SELECT	
SERVIC	ES INC	TPA			40512-4	341		SELECT
Issociated Recipients: No Data Found Idditional Defendants:								
Select All	Name 😥		Туре		Business Unit	Address	Email Address	Manner of Service
8	BAKERY LLC	0	Defendant/E	mployer		19014-1867		SELECT
	ESQ		Defendant's Attorney			Philadelphia, PA 19148- 2931	wcais.test@gmail. com	N/A
n additio	n to the above,	, the follow	ving parties w	ere serve	d at the add	Iresses listed below:		
Spell Check Certify I will serve a copy of this Exhibit either by mail, hand delivery or electronically on all parties, as required by the Pennsylvania Workers' Compensation Act and applicable Rules and Regulations. This certification is subject to penalties for unsworm falsification to public authorities pursuant to 18 Pa. C.S. §4804.								
Workers'	thorities pursu	ant to 18	Pa. C.S. §490	14.				
Workers' public au	thorities pursu		Pa. C.S. §490	14.		Back	Cancel	Submit

Once the Brief Extension Request has been successfully submitted, a confirmation message will appear.

Submit Request	+Expand
WCAIS Claim #: (1) Claimant/Employee Name:	
Defendant/Employer Name:	
Claim Status: Compensable Date of Injury: 1/17/2017	View Claim Summary
Dispute: DSP4 (1) Status: In Litigation	View Dispute Summary
Thank you for your online submission of the Brief Extension Request. Submitted by I on 5/26/2020 at 9:21 AM on Dispute DSP. 4.	
You will momentarily receive the Request Proof of Service on your Dashboard for use to serve parties in the manner you selecte required by the Act or Judge's Rules.	d as
Please click here to view and print details of the Request.	
Please click the print button to print the confirmation message for your records.	
Print Return t	to Dispute Summary

A **Request Proof of Service** document appears in the **Correspondence** grid on the dashboard to use to serve the other parties in the manner selected.

Dasl	hboard					
Alerts:						
Date		Alerts				Quick Links
No Data F	Found	1			1	WCOA Dashboard NEW
Corresp	ondence:	L	WCAB Dashboard <u>NEW</u> Records Request Dashboard			
		Refresh				File a WCOA Petition
View Status	Document Type		Case #	Date Sent		Judges' Procedural Questionnaires
	Request Proof of Service		<u>DSP2</u>	5/26/2020		Additional Dashboard Items:
	Request for Entry of Appearance			5/13/2020		My Claims ~
	Request for Entry of Appearance			5/13/2020		
	Reguest for Entry of Appearance			3/31/2020		Add Item
	Request for Entry of Appearance			3/31/2020		
1 2	<u>3</u> <u>4</u> <u>5</u> <u>6</u> <u>7</u> <u>8</u> <u>9</u> <u>10</u>					

A **Review Request** task appears on the dashboard of the Litigating Judge.

Task Manag	jement:			View task Summary For: Highest Priority View Co								
								1	<u>My Task Li</u> s	<u>st</u>		
Task	Priority	Assigned Date	Due Date	Assigned By	Status	Entity Type	Entity Number	Identifying Party	Date Received	Do Tit		
Review request submitted online for a Dispute.	Low	6/05/2020	6/12/2020	ESQ.,	New	Dispute Number	DSP1					
Review request submitted online for a Dispute.	Low	6/05/2020	6/12/2020	ESQ.,	New	Dispute Number	DSP1					
<u>Review</u> <u>Subpoena</u> <u>Request -</u> <u>Deposition</u>	Low	6/05/2020	6/10/2020	ESQ.,	New	Dispute Number	DSP1					
<										>		

DISPUTE SUMMARY:

Decisions tab

Dispute Sum	mary									+Expand		
i	nt/Employee Name: Defendant/Employer Name: Status: Med Only Date of Injury: 9/6/2017						<u>View Claim Summary</u>					
Dispute: DSP2 🤃	Status: In Litig	gation							<u>View Disput</u>	e Summary		
<u>General Information</u>	Below are all th the "File WCAB						in Appeal on a	Decision,	select the Decision	and select		
Interested Parties & Associated Recipients	Interlocutory Orders:											
Petitions and Answers	Decision Date	Туре	Sub Type Judge		Action		View Interlocutory			rders		
<u>Hearing Information</u>	12/11/2019	Interlocutory	Supersedeas	Caravaggio,	Susan	View						
Mediation Information	Decision Rendered:											
<u>Exhibits</u>	Select One	Decision Date	Туре		Sub Type		Judge		Action	View Decis	Circul	ated
<u>Witness</u>	0	04/27/2020	Decision F	Rendered	Compromise and Release		Caravaggio, Si	usan	View	Deels	10115.	
<u>Requests</u>					Γ	File	WCAE	3	File WCAB /	Appeal		
						App	peal					

Filing a WCAB Appeal

Click the radio button next to the decision to be appealed and then click the **File WCAB Appeal** button.

Dispute Sum	mary										
•									+Expand		
1000	nt/Employee Name	e:	Defenda	nt/Employer Na							
Claim	Status: Med Only	/	Date of	f Injury: 9/6/20	View Claim	Summary					
Dispute: DSP2 🤃	Status: In Litigation View Dispute Summ										
General Information Below are all the Decisions that have been issued for the Dispute. To file an Appeal on a Decision, select the Decision and select the "File WCAB Appeal" option. An appeal can only be filed on a Decision.											
Interested Parties & Associated Recipients											
Petitions and Answers	Decision Date	Туре	Sub Type	Judge	udge Action						
<u>Hearing Information</u>	12/11/2019	Interlocutory	Supersedeas	Caravaggio,	aravaggio, Susan View						
Mediation Information	tion Decision Rendered:										
<u>Exhibits</u>	Select One	Decision Date	Туре		Sub Type	Judge		Action			
<u>Witness</u>	0	04/27/2020	Decision R	Rendered	Compromise and Release	Caravaggio, S	Susan	View			
<u>Requests</u>								File WCAB A	ppeal		

Complete the required fields and click the **Continue** button to move through the tabs on the left. On the final tab, click **Submit** to submit the WCAB appeal.

File Appeal			
Required fields are indicated by *:			
You are currently preparing to fil by clicking <u>here</u> :	e an appeal in relation to	the claim and the dispute below. The rules for filing a	n appeal are available for your review +Expand
	ant/Employee Name:	Defendant/Employer Name:	
Claim	Status: Med Only	Date of Injury: 9/6/2017	View Claim Summary
Dispute: DSP2 🕠	Status: In Litigation		View Dispute Summary
Complete Appeal			
 <u>Complete Appeal</u> Certify 	Type of Appeal*:	O Appeal () O Cross Appeal	
3 Preview/Confirm	Select and provide rea and type 'uploaded' in	ason(s) for filing this appeal: (Enter reasons in each te specified box):	xt box below, OR upload text document
4 Confirmation		decision of Judge Caravaggio, Susan and allege the follow I evidence, or contain other errors as specifically set forth be	
	Enter Findings of Fact:		

Once the Appeal has been successfully submitted, a confirmation message will appear.

File App	eal		
You are currently prep by clicking <u>here</u> :	paring to file	an appeal in relation to the claim and the dispute below. The rules for filing an appeal are ava	-
			+Expand
WCAIS Claim #:	Claimar	t/Employee Name: Defendant/Employer Name:	
*	Claim S	tatus: Med Only Date of Injury: 9/6/2017	View Claim Summary
Dispute: DSP-	-2 🥡	Status: In Litigation	View Dispute Summary
 Complete Appeal Certify 			Print
 Preview/Confirm <u>Confirmation</u> 		Thank you. Your appeal is complete. Your Confirmation Number is : APL-2020062510000001 Image: Confirmation as the confirmation information will not display after navigating away from appeal number. Once your appeal has been reviewed and accepted, you will receive an acknowledge	
		appeal number and additional information. To file a Supersedeas Petition click: <u>here.</u>	
		Appeal Filed For: Type of appeal:Appeal Reason(s) for filing this appeal: Findings of Fact	

After completing the process to submit a WCAB Appeal, an **On-line Appeal and Proof of Service** document appears in the **Correspondence** grid on the dashboard to use to serve the other parties in the manner selected.

[Dasl	hboard					
	Alerts:						
	Date		Alerts				Quick Links
	No Data F	Found					WCOA Dashboard NEW
	Corresp	ondence:				-	WCAB Dashboard NEW
			Refresh	-			Records Request Dashboard
			Refresh				File a WCOA Petition
	View Status	Document Type		Case #	Date Sent		Judges' Procedural Questionnaires
		On-line Appeal and Proof of Service		<u>DSP2</u>	5/26/2020		Additional Dashboard Items:
		Reguest for Entry of Appearance			5/13/2020		My Claims ~
		Request for Entry of Appearance			5/13/2020		
	8	Request for Entry of Appearance			3/31/2020		Add Item
	X	Reguest for Entry of Appearance			3/31/2020		
	1 2	<u>3</u> <u>4</u> <u>5</u> <u>6</u> <u>7</u> <u>8</u> <u>9</u> <u>10</u>					

DISPUTE SUMMARY:

Documents and Correspondence tab

Dispute Sum	mary						+Expand				
i)	nt/Employee Name: Status: Comp Den		Defendant/Employe Date of Injury:			View	Claim Summary				
Dispute: DSP1 🕠	Status: In Litiga	ition				<u>View D</u>	ispute Summary				
General Information Associated Documents Interested Parties & Associated Below is a list of all WCOA Documents associated with the Dispute that are not classified as Exhibits, Requests, Briefs, or Mediation Statements. To submit a miscellaneous letter/document to the Judge, select the "Submit Letter to Judge" hyperlink.									Submitted Letters to Judge and Returne		
Petitions and Answers Hearing Information	Document Type Letter to the Judge	Document Des First Hearing S		bmitted Date 🔻	Submitted By	Submission Method Batch Nui Online	mber Edit				
Mediation Information	<u>Submit Letter to J</u>	ludge (i							ink to submit a		
Exhibits Witness	Corresponde Below is a list of hyperlink		condence sent to a	Il Parties for the I	Dispute. To view Co	orrespondence, select ti	ne Document Title	letter to the Judge			
Requests	Document Type	Language	Sent Date	Sent Time	Status	Recipients	View Parties				
Brefs Decion Decuments and Correspondence	<u>Mediation</u> Notice	English	06/10/2020	10:53:0 AM	Generated		Ven		System and Judge Correspondence in limited to Event No Notices, Subpoena Response Letters.	cluding bu otices, Ass	ignment
Proof of Service(s) Document Type Generated Date Generated Time Filed D/ Cxhibil Proof of Service 05/03/2020 11:06:27 AM (Atomey) Request Proof of Service 05/01/2020 06:56:36 AM (Atomey) Request Proof of Service 05/01/2020 06:56:36 AM (Atomey) Request Proof of Service 05/01/2020 06:54:12 AM (Atomey)						Proof of Service do with their associate i.e. the exhibit with	ed filing do	ocument,			
		I		I					of service.		

Submitting a Letter to the Judge

Parties can submit a letter to either the litigating or mediating Judge using the **Submit Letter to Judge** link on the **Documents and Correspondence** tab of the **Dispute Summary**.

Interested Parties & Associated Recipients	Associated Documents Below is a list of all WCOA Documents associated with the Dispute that are not classified as Exhibits, Requests, Briefs, or Mediation Statements. To submit a miscellaneous letter/document to the Judge, select the "Submit Letter to Judge" hyperlink.											
Petitions and Answers	Document Type Document Description Submitted Date Submitted By Submission Batch Number Edit											
Hearing Information	Letter to the Judge			09/24/2015		Online		Edit				
Mediation Information	Letter to the Judge			09/24/2015		Online		Edit				
<u>Exhibits</u>	Submit Letter to Jud	dge (j)										
<u>Witness</u>	Corresponder											
<u>Requests</u>	Below is a list of all hyperlink.	WCOA Correspor	ndence sent to a	all Parties for the I	Dispute. To view Con	espondence, s	elect the Docur	nent Title				
<u>Briefs</u>	Document Type	Language	Sent Date	Sent Time	Status	Recipients	X	view Parties				
<u>Decision</u>												
<u>Documents and</u> Correspondence												

- Click the Upload Document link to open additional fields.
- Click **Choose File**, locate the document (must be in PDF format), double click on the document.
- Once the document is ready for upload, the name of the document appears next to the **Choose File** button.
- Enter a **Document** Description.
- Click Upload Document.

Submitting a Letter to the Judge should not be used for document submission or requests. Submission of Briefs, Mediation Statements and Requests should be performed using the appropriate tab of the Dispute Summary. The Document Description should briefly summarize the content of the uploaded document (for example: Notice of Deposition or First Hearing Submission). Upload Letter to Judge:*
Upload Document
Uploaded documents may not exceed 10MB
Upload Documents: Choose File test.pdf
Document Description*: First Hearing Submission
Upload Document Close
You have the option to submit a letter to the assigned Judge or mediating Judge (if applicable). Please select a Judge from the dropdown below.
Submit To*: [Yanity, Gerald
□ I certify this letter has been served to all opposing Attorneys/Unrepresented Parties."
Back Cancel Submit

- When the document is successfully uploaded, a success message will appear.
- The **Submit To** dropdown defaults to the Litigating Judge but the user can select a Mediating Judge instead, if desired.
- Check the "I certify" checkbox.
- Click Submit.

Upload Document	ij										
The do	ocument has been succes	sfully uploaded.									
ι	Uploaded documents may not exceed 10MB Upload Documents: Browse No file selected.										
Docu	ument Description*:			.::							
		Upload Docume	ent Clo	se							
Document Type	Document Description	Submitted Date	Submitted By	Submission Method	Batch Number	Delete					
Letter to the Judge	TEST	07/29/2020	Brilliant Dina	Online		<u>Delete</u>					
	tion to submit a letter to th Submit To*: Sabatino ter has been served to all opp	Cathleen 🗸]		icable). Please	select a Ji	udge from the dro	opdown below.			
certify this let	ter nas been served to all opp	osing Attorneys/Un	represented Partie	S.		Back	Cancel	Submit			

Once the Letter to the Judge has been successfully submitted, a confirmation message will appear.

Submit	Letter to the Ju	udge Confirm	ation	+Expar
WCAIS Claim #:	Claimant/Employee Name:	Defendant/Employer Name:		
(Į)	Claim Status: Comp Denied	Date of Injury: 1/3/2017		View Claim Summary
Dispute: DSP-	-1 🕡 Status: In Litigation			View Dispute Summary
Thank you for you	ur online submission of your Letter to the Ju	ıdge		
Submitted by	on 8/23/2018 at 11:00 AM			
Please click here to	o view details of the Letter to the Judge.			
Please click the pri	int button to print the confirmation message for	your records.		
			Print Re	eturn To Dispute Summary

443

Any time a user files a Letter to the Judge, the selected Litigating or Mediating Judge will receive a notification on their Dashboard:

Notifications:	View all	View all My Notifications		
Notifications	Status	Date		
A Letter to Judge with Document Description Notice of Deposition of Cl		4/29/2020		
A Letter to Judge with Document Description Letter to Judge Wertheimer		4/29/2020		
A Letter to Judge with Document Description Letter regarding testimony		4/29/2020		
The following Dispute was reassigned on 4/30/2020: DSP		4/29/2020		
has submitted an exhibit on 4/29/2020. The Exhibit is av		4/29/2020		
has submitted an exhibit on 4/29/2020. The Exhibit is ava		4/29/2020		
A brief was received from on 4/28/2020 for Dispute DSP-		4/28/2020		

444

The Judge sees the **Document Description** in the Letter to Judge notification. Therefore, it is important to accurately and briefly identify the subject of the letter upon upload.

lotification Details
Date: Apr 29, 2020
From:
A Letter to Judge with Document Description Letter to Judge Wertheimer re extension of Supersedeas Evidence Deadline has been submitted by for DSP. 1 This document is available for viewing in the Dispute Summary. Assigned to Wertheimer, Karen A
Click here to go to the Documents and Correspondence tab
Click here to download the Letter to the Judge
Back Delete

- **<u>Do not</u>** make a request or upload exhibits as a Letter to the Judge.
- Requests should be used if you are asking for the Judge to take or refrain from taking some sort of action.
- If you are just informing the Judge, please use Letter to the Judge.
- All evidence must be submitted as an exhibit.

Letters submitted to the **Mediating** Judge are viewable in the **Letters to the Judge** grid on the **Mediation Information** tab of the Dispute Summary.

Mediation Information	Mediatio	n History:									
<u>Exhibits</u>	Below is a list of Mediations held for this Dispute.										
<u>Witness</u>	Date	Status	Judge	Start Time	Duration	Туре	Location	Language			
<u>Requests</u>	5/20/2020 <	Scheduled	Cicola, David	08:00 AM	5 mins	Mandatory	Johnstown				
<u>Briefs</u>	Mediatio	Mediation Statements:									
Decision	Below is a li	st of Mediatio	on Statements t	nat have bee	n submitte	d by the par	ties. To view a	Statement, se			
Documents and Correspondence	Submitting No Data Fo		Submitted Me	diation Date	Mediation	n Judge Ac	tion				
	Letters to	o the Judg	je:								
	Document	Document Description Submitted Date Submitted By Mediation Judge Action									
	TEST		5/20/2020) (. (Cicola, David	<u>View</u> Edit			

NOTE: Letters to the Judge are not confidential.

Letters to the **Litigating** Judge appear in the **Associated Documents** grid on the **Documents and Correspondence** tab of the Dispute Summary.

Interested Parties & Associated Recipients	Associated Documents Below is a list of all WCOA Documents associated with the Dispute that are not classified as Exhibits, Requests, Briefs, or Mediation Statements. To submit a miscellaneous letter/document to the Judge, select the "Submit Letter to Judge" hyperlink.												
Petitions and Answers	Document Type	Document Desc	cription S	Submitted Date	Submitted By	Submission Method	Batch Number	r Edit					
<u>Hearing Information</u>	Letter to the Judge		0	9/24/2015		Online		<u>Edit</u>					
Mediation Information	<u>Letter to the</u> Judge		0	9/24/2015		Online		<u>Edit</u>					
<u>Exhibits</u>	Submit Letter to Jud	dge 🗘											
<u>Witness</u>	Corresponder	ice											
<u>Requests</u>	Below is a list of all hyperlink.	WCOA Correspor	ndence sent to a	ll Parties for the Di	ispute. To view Corre	spondence, s	elect the Docur	nent Title					
<u>Briefs</u>	Document Type	Language	Sent Date	Sent Time	Status	Recipients	V	/iew Parties					
<u>Decision</u>													
<u>Documents and</u> Correspondence													

The filing party and the Judge's office have the ability to edit the description of the Letter to the Judge, in the event of a mistake, by clicking the **Edit** link.

WCAIS Claim #:	Claima	n//Employee Name:		Defendant/Err	ployer Name:					
Ŵ	Claim	Status: Comp Denie	đ	Date of Inju	ry: 1/3/2017				View Claim	Summary
Dispute: DSP.	4 鎮	Status: In Litigati	on						View Dispute	Summary
General Information Interested Parties & Recipients			WCOA Documer		with the Dispute that ment to the Judge, s					Mediation
Petitions and Answe	15	Document Type	Document Des	cription	Submitted Date 🔻	Submitte	d By Subr Meth	mission Iod	Batch Number	Edit
Hearing Information		Letter to the Judge	Notice of Depos	sition	08/23/2018		Onlin	ne		Edit
Mediation Informatio	D	Submit Letter to Ju	dae 🗘							
		Corresponder	nce							
Witness		Below is a list of all hyperlink.	WCOA Correspo	indence sent ti	o all Parties for the D)ispute. To	view Correspon	dence, se	elect the Docume	ent Title
		Document Type	Language	Sent Date	Sent Time	St	atus	Recipie	nts Viev	v Parties
Briefs		Exhibit Proof of Service	English	08/23/2018	08:49:53 A	M Ge	enerated		View	¥
Decision		Exhibit Proof of Service	English	08/23/2018	08:49:48 A	M Ge	enerated		View	¥

- The **Document Description** field will become editable.
- Make changes and then click the **Save** link.

General Information	Associated Do	ocuments					
Interested Parties & Associated Recipients	Below is a list of all	Below is a list of all WCOA Documents associated with the Dispute that are not classified as Exhibits, Requests, Briefs, or Mediation Statements. To submit a miscellaneous letter/document to the Judge, select the "Submit Letter to Judge" hyperlink.					
Petitions and Answers	Document Type	Document Description	Submitted Date 🔻	Submitted By	Submission Method	Batch Number	Edit
Hearing Information	Letter to the Judge	Notice of Deposition	08/23/2018		Online		Save Cancel
Mediation Information	rmation Submit Letter to Judge						

MISCELLANEOUS TOPICS

MISCELLANEOUS TOPICS:

Additional Methods for Filing a WCOA Petition

451

- There are three ways to file a petition electronically.
- Two of the methods begin from the WCAIS Dashboard:
 - 1. Click the WCOA dropdown from the WCAIS Dashboard, select **Petitions**, and then **File a Petition**.
 - 2. Select the File a WCOA Petition Quick Link.

PA pennsylvania					JASON BRABANT <mark>(Attorney)</mark>				
WORKERS' COMPENSATION AUTOMATIO	IN AND INTEGRATION SYSTEM			8	Cu	stomer Service Cei	nter 🗸 🕩	Logout	
Search Helpline My Matters	WCAB WCOA Hea	althcare UEGF	Profile				Da	shboard	
	1. Petitions	File a Petition			AII M	atters	▼ Search	60	
Dashboard									
Alerts:									
Date	Alerts					Quick Links			
No Data Found						WCOA Dashboard	1 <u>NEW</u>		
Correspondence:					2	WCAB Dashboard	<u>NEW</u>		
	Show Recent Corre	spondence				File a WCOA Petit	<u>ion</u>		
						Judges' Procedura	al Questionnaires		
			Search Co	prrespondences		Additional Dashb	oard Items:		
My Claims:						My Claims	¥		
Claim Claimant/Employee Number Name	Defendant/Employer Name	Business Unit Name	Date Of Injury	Status		Add Item			

For more information on filing a WCOA petition from the Quick Link, click here.

- Search for an existing claim to associate the petition to.
- Search for the claim using the claim number or a variety of known information.

WCAIS Name	e, FEIN, Date of birth (MM/DD/YYYY), etc SEARCH
	Keyword Search Tips Legacy Search
Matter Type	Count Hide Advanced Search For Claim
Claim	S3 Claim Number: Claim Administrator Claim Number: Workers Compensation Id Number: Claimant First Name: Claimant Last Name: Claimant Address: Claimant Address: S5N: Date of Birth From: Date of Birth From: Defendant/Employer Name: Business Unit: Claim Status: Claim File Date From: Claim File Date From: Date of Injury From: Date of Injury From: To:
	Advanced Search Clear Found 59 records Shouling 1 of 6 pages Search Percends par page: 10 20 20
	Found 59 records. Showing 1 of 6 pages. >> Records per page: 10 20 30 File a Petition on a Claim not found

For more information on the Enhanced Search from the Dashboard, click here.

- If there is an existing claim which matches the EMPLOYEE, EMPLOYER, and INJURY DATE of the petition, then click the **Associate** button.
- If there is <u>no</u> existing claim which matches the EMPLOYEE, EMPLOYER, and INJURY DATE of the petition, then click the **File a Petition on a Claim not found** button.

WCAIS Name, FEIN, Date	of birth (MM/DD/YYYY), etc SEARCH	:
	Keyword Search Tips Legacy Sea	arch
Matter Type Count	Hide Advanced Search For Claim	
Gaim 69		
	Claim Number:	
	Claim Administrator Claim Number:	
	Workers Compensation Id Number:	
	Claimant First Name:	
	Claimant Last Name:	
	Claimant Address:	
	SSN:	
	Date of Birth From:	
	To:	
	Defendant/Employer Name:	
	Business Unit:	
	Claim Status:	•
	Claim File Date From:	
	To:	
	Date of Injury From:	
	To:	
	Advanced Search Clear	
	Found 59 records. Showing 1 of 6 pages.	Records per page: 10 20 30
		File a Petition on a Claim not found
	Claim View M	tore Vew Claim Summary Associate
	7582905	
	Claimant/Employee Name I Defendant/Employer Nat	me: I Business
	Unit: N/A File Date: 08/26/2015 Claim Status: Compensable Date	e of Injury: 08/14/2015 Agency Claim
	Number: N/A	

- The third way to file a petition is from the **Dispute** tab of the **Claim Summary**.
- The system automatically pulls the Claimant, Employer, and Injury Date information from the claim.

Claim Sur	mmary - Ex	ternal			+Expand
WCAIS Claim #: 🥠	Claimant/Employee Name:	Defe	ndant/Employer Name: SPECIALTY RING PRODU	ICTS	
	Claim Status: Closed	Date of Injury	1/30/2017		
Claim History Select the hyperlink to file a Petition on this claim: File WCOA Petition Interested Parties List of Disputes					
Injury Details	Dispute Number	Assigned Judge	WCOA Petition (Date Filed)	Dispute Status	Most Recent Decision Date
Dispute Appeal Case Information	<u>DSP1</u>	McManus, Joseph	Claim Petition (LIBC-362) (05/25/2017) , Petition To/For (LIBC-378) (05/25/2017) , Petition To/For (LIBC-378) (11/22/2017) , Petition To/For (LIBC-378) (11/28/2017) , Petition To/For (LIBC-378) (11/28/2017)	Closed	1/10/2018

- Whichever way you choose to file a petition, you will be taken to the screen below.
- Select a petition type from the dropdown and click **Continue**.

File Petition		
Required fields are indicated by *:		
	u would like to file below. If you are not filing a Claim Petition (LIBC-362), a Petition To/For (LIBC-378), a Petition fo 3C-603), or a Petition for Physical Examination or Expert Interview of Employee (LIBC-499), you must download an on this <u>link</u> for the petitions forms.	
Select Petition Type*: Claim Petition (LIBC-362)		▼ ontinue

Petition types available for selection may depend on whether a claim is associated. Below are the petition types available when **no claim** is associated.

File Petition	All Matters	Search
Required fields are indicated by *:		
Select Petition Type: Please select the type of Petition you would like to file below. If you are not filing a Claim Petition (LIBC-362), a Petitio Utilization Review Determination (LIBC-603), or a Petition for Physical Examination or Expert Interview of Employee appropriate petition form. Click on this link for the petitions forms. Select Petition Type*:		
SELECT		~
Claim Petition (LIBC-362) Claim Petition for Additional Compensation from the Subsequent Injury Fund (LIBC - 375) Claim Petition for Benefits from the Uninsured Employer and the Uninsured Employers Guaranty Fund (LIBC-550) Fatal Claim Petition (LIBC-363) Occupational Disease Claim Petition (301i) (LIBC - 396) Petition for Examination-Expert Interview (LIBC-499) Petition To/For (LIBC-378)		ntinue

457

- In order to file a Petition for Review of Utilization Review Determination, there must be a UR determination.
- When filing a UR petition, **you must associate the claim** that contains the UR determination you're seeking to review.

File Petition						
Required fields are indicated by *:						
Select Petition Type:						
Please select the type of Petition you would like to file below. If you are not filing a Claim Petition (LIBC-362), a Petition To/For (LIBC-378), a Petition for Review of Utilization Review Determination (LIBC-603), or a Petition for Physical Examination or Expert Interview of Employee (LIBC-499), you must download and complete the appropriate petition form. Click on this link for the petitions forms.						
Selected Claim:						
Claim Number Claimant/Employee Name Defendant/Employer Name I	Date of Injury					
, INC. 6	6/15/2016					
Select Petition Type*: Petition for Review of Utilization Review Determination (LIBC - 603)		×				
		Back Cancel Continue				

The filing party must select the UR determination and associated treatments, which are automatically pulled in based on the Claim number associated.

WCAIS Claim #:	Claimar	nt/Employee	Name:	Defendant/Employer N	Name:			
(į)	Claim S	tatus: Com	pensable	Date of Injury: 6/15/2	2016		View Claim Summary	
2 Certification		If the insurer/employer, employee or provider disagrees with the determination rendered against it by the URO, the insurer/employer, employee or provider may file this petition to request that a Workers' Compensation Judge review the URO's determination. Select the Utilization Review Number for the Utilization Review being petitioned and select "Display Treatments" to display the Provider(s) and Treatments under review:						
		Select One	UR Confirmation Number	Claimant/Employee	Determination Submitted	Assigned URO		
			UR-		10/25/2017			
		0	UK-					
		0	UR-4		12/26/2019			
		-			12/26/2019 04/10/2020			

In order to file a UEGF petition you must associate a claim which has a UEGF Notice in an *accepted* status for at least 21 days. Otherwise, you will receive the error message shown below.

S PALaborIndustryW × G what county is un	uni: 🗙 🛛 🔓 jefferson county ca 🗙 🗋 👕 WCAIS - Dashboar 🗙 🗋 👕 WCAIS - Dashboar 🗙	👕 WCAIS - Dashboar 🗙 👕 WC	ICAIS - File Petitic 🗙	+	-	٥	×
← → C ☆ 🔒 wcaisua.pa.gov/ol/A	AJ/PET/SSR50074.aspx			☆	U 0	¢	:
🚯 LION - Home 🍵 Internal UAT 🍃 Workers	rs' Compens 🍃 https://www.wcais 🧋 External UAT 🍃 WCAIS Dev Home						
	nnsylvania UAT-R3.8	CLAIRE EVA	ANS (Attorney)				-
	ERS COMPENSATION AUTOMATION AND INTEGRATION SYSTEM	Customer Service Center	- C Logout				
Search Hel	Ipline My Matters WCAB WCOA Healthcare UEGF Profile		Dashboard				
		All Matters 🗢 S	Search 60				
File P	Petition						
Required fields a	are indicated by *:						
	 In order to file a Claim Petition for Benefits from the Uninsured Employer and the Uninsure conditions must be met: A Claim must already exist in WCAIS and be associated to this filing. A Claim is defined a construction of Claim Against Uninsured Employer (LIBC-551) must be on file through the exployer of Claim Against Uninsured Employer (LIBC-551) must be on file a Notice of Claim Against Uninsured Employer (LIBC-551) click here. If you h Center at 1-844-237-6316 or email WCOAResourceCenter@pa.gov. 	fined by the Employee, Employer and le in WCAIS. (LIBC-551) was accepted into WCAIS.	I Date of injury.				
Utilization Re appropriate p	ton Type: t the type of Petition you would like to file below. If you are not filing a Claim Petition (LIBC-362), a F eview Determination (LIBC-603), or a Petition for Physical Examination or Expert Interview of Emplo petition form. Click on this <u>link</u> for the petitions forms. Select Petition Type*: on for Benefits from the Uninsured Employer and the Uninsured Employers Guaranty Fund (LIBC-58	yee (LIBC-499), you must download and					*

Complete all required information on the tabs on the left.

	etition:(LIBC-362)
Required fields are indicated by *:	
1 Attorney Appearance	Interested Parties: Attorney
2 Claimant/Employee Information	Please indicate which party you are SELECT filing the Petition on behalf of*:
3 Defendant/Employer Information	Back Cancel Continue
4 Insurer Information	
5 Select Petition Type	
6 Complete Injury Details	
Complete Defendant/Employer Information	
8 Add Additional Defendant/Employer	
9 Seeking Payment	
10 Certification	

NOTE: If you associated a Claim, information on the first four tabs will automatically populate.

461

- Select a manner of service for each party.
- Check the "I certify" checkbox and then click **Submit**.

	NIER	Defenda	nt/Employer		15834-0	493, EMPORION, PA		SELECT
MILLER	ESQ	Defenda Attorney			15222-5	402	wcais.test@gmail. com	SELECT
INSURA COMPA		Insurer			60196-8	044	wcais.test@gmail. com	SELECT
SERVIC	ES INC	TPA			40512-4	341		SELECT
No Data	ed Recipients: Found							
Select Al	Name 🔍		Туре		Business Unit	Address	Email Address	Manner of Service
	BAKERY LLC	5	Defendant/E	mployer		19014-1867		SELECT
	ESQ		Defendant's Attorney			Philadelphia, PA 19148- 2931	wcais.test@gmail. com	N/A
n additio	n to the above	the follow	ving parties w	ere serve	d at the add	iresses listed below:		
								ß
Workers	ify I will serve : Compensatio thorities pursu	n Act and	applicable Ri	ules and R	il, hand deli Regulations.	very or electronically on all p This certification is subject	arties, as required by t	spell Check he Pennsylvar n falsification t

Upon successful filing of a petition, a confirmation message will appear.

File Petiti	ion Confirmat	tion	
			+Expand
WCAIS Claim #: 🕠	Claimant/Employee Name:	Defendant/Employer Name:	
	Claim Status: No FROI	Date of Injury: 4/28/2008	View Claim Summary
Thank you for your o	online submission of the Claim Pet	tition (LIBC-362).	
Your Confirmation N	Number is PET-2018082310000001		
Submitted by	on 8/23/2018 at 1:	47 PM	
	y of the Claim Petition (LIBC-362) on y by the Act or Judge's Rules.	your Dashboard for use to serve parties in the manner you	
Please click the print t	button to print the confirmation messa	ge for your records.	
		Pr	int Return To Dashboard

The filing party will also receive a copy of the petition in the **Correspondence** grid on their dashboard to use to serve the other parties in the manner selected.

Alerts			Quick Links
			WCOA Dashboard NEW
			WCAB Dashboard NEW
Refresh			File a WCOA Petition
	Case #	Date Sent	Additional Dashboard Items:
		8/23/2018	My Claims
	DSP-	8/23/2018	
	DSP-	8/23/2018	Add Item
	DSP-	8/23/2018	
		8/6/2018	1
	·		-
		Refresh Case # DSP- DSP-	Case # Date Sent Case # Date Sent 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

Once the petition is assigned, it can be viewed on the Petitions and Answers tab of the Dispute Summary.

WCAIS Claim #: 🕠	Claimar	nt/Employee	Name:	Defendant/	Employer Nar	ne:	
	Claim S	tatus: No Fl	ROI	Date of Injury:	4/28/2008		View Claim Summar
Dispute: DSP· -2	¢)	Status: Ne As	w signment				View Dispute Summar
eneral Information Iterested Parties & Asso ecipients	iciated		nformation w are all submitted F	Petitions associated w	ith this Dispu	te:	
etitions and Answers]	Select All	Petition Number	Filed By	Date Filed	Petition Assignment Date	Petition Type
earing Information			<u>PET2-</u>		8/23/2018	8/24/2018	Claim Petition (LIBC-362)

NOTE: If no claim is associated, it may take up to 24 business hours for the petition to be assigned.

MISCELLANEOUS TOPICS:

Interactive Forms

If using the **Interactive** version of the form from the WCOA website as pictured below:

You <u>must</u> print them to PDF first, before saving them and uploading them to WCAIS:

This ensures the information on the form is viewable when the decision circulates.

Filing a Utilization Review Request

A Utilization Review Request can be filed in two ways. The first way is from the **Healthcare Services Requests** tab of the **Claim Summary**. Click on the **File a new Utilization Review Request Form** button.

WCAIS Claim #:	Claiman/Employee Name: Claim Status: Compensable		Employer Name: Jury: 6/15/2016	
2 alm History	Utilization Revi	iew Requests		
ntexested Parties	Ublication Review	Date Request Submitted	Utilization Review Status	
nury Details	UR-	8/21/2017	Closed	
hsoute	UR-	10/21/2019	Closed	
	UR-	2/4/2020	Closed	
opeal Case Informatio	UR-	4/21/2020	Determination and Report Submitted	
Renefits Information			File a new Utilization Review Re	quest Form
FRApplication	Med Fee Revie	w Requests		
IFR Application Healthcare Services R	and the second		ed Fee Review Status	
lealthcare Services R	Requests	Date Request Me Submitted	ed Fee Review Status	
lealthcare Services R	Med Fee Review	Dale Request Mr Submitted Mr 11/13/2017 Cl		
	Med Fee Review	Date Request Submitted In 11/13/2017 Citing Evaluation for Re-	osed	

The second way is from the **Healthcare** dropdown on the Navigation Bar of the WCAIS Dashboard. Click **Utilization Review** and then **File an Application for Utilization Review**.

S	Search	Helpline	My Matters	WCAB	WCOA	Healthcare	UEGF I	Profile			
						Impairme	nt Rating E	xamination (IRE)	Appeal Ca	se	✓ Search
	Dashboard			Med Fee F	Review						
						Utilization	Review		File an Applicatio	n for Utilizati	ion Review
	Alerts:							Resume Applicati	on for Utiliza	ation Review	
	Date Alerts				Resubmit Application for Utilization Review						
	The Western I Commence time America Decemb			Submit Insurer Response		-					
	The Workers' Compensation Appeal Board: The Workers' Compensation Appeal Board is fully operating. However,			Withdraw UR Req	uest						

Move through all of the tabs completing required fields, enter a Manner of Service for each party, check the "I certify" checkbox, and click **Submit**.

ame 🌻	Туре	Business Unit	Address	Email Address	Manner of Service
	Claimant/Employee		Philadelphia, PA 19150-2010		SELECT
	Claimant's Attorney		PA 19148-2931	wcais.test@gmail. com	NA
	Defendant/Employer		PA 19103-6147		SELECT
	Defendant's Attorney		19102	wcais.test@gmail. com	SELECT
	TPA.		PA 19102-9059	wcais.test@gmail. com	SELECT
io Data Found dditional Defen io Data Found addition to the] dants:]	s were servi	ed at the addresses listed below:		

A confirmation message will appear when the Utilization Review Request has been filed successfully.

С	Confirmation					
	You have successfully submitted the Utilization Review Request. Your Utilization Review Number is: UR-					
	Submitted By CLAIRE on 7/27/2020 at 2:08 PM					
	You will find a copy of the "Certification of UR Request" in WCAIS for use to serve parties by mail or e-mail or in person. Please return to the UR Request, at a later time, and this document will be located under the Documents and Correspondence tab.					
	Click here to view the Utilization Review Request information					
	Click the print button to print the confirmation message for your records.					
		Print				
		Return to Dashboard				

Filing a Med Fee Review Request

An Application for Med Fee Review can be filed from the **Healthcare** dropdown from the Navigation Bar on the WCAIS Dashboard. Select **Med Fee Review** and then **File an Application for Fee Review**.

PA pennsylvania workers: compensation automation and intelgration system		(Attorney)	
Search Helpline My Matters WCAB WCOA	Healthcare UEGF Profile	Dashboard	
	Impairment Rating Examination (IRE)	Dispute v Search Go	
Submit Letter to the	Med Fee Review	File an Application for Fee Review	
MOAD Olein #	Utilization Review	Submit a Request for Hearing to Contest Fee Review Determination	

Move through all of the tabs completing required fields, enter a Manner of Service, check the "I certify" checkbox, and click **Submit**.

Application For Fee Review							
Required fields are indicated by *:	Required fields are indicated by *:						
You are currently preparing to reques	You are currently preparing to request a Med Fee Review. The instructions for filing the application are available for your review by clicking here.						
Ceneral Information Certify							
2 Medical Bill Information	I hereby certify that I am this day serving the foregoing documents upon the persons and in the manner indicated below, which						
Certification	service satisfies the requirements of the Pernsylvania Workers' Compensation Act, 77 P.S. § 1, et seq. and relevant regulations. I understand that all parties to this matter must be provided with an electronic or paper copy of the foregoing document.						
L	Party Billed						
	Name: B.P. Insurance						
	Type: Insurer						
	Address: 145 Spring Road, Carlisle, PA 17013						
	Manner of Service* In Person						
	Date Mailed to Party Billed						
	If service is by mail and the address is different from the address above, then the service address must be indicated in the box below:						
	 Once you successfully submit the Application for Fee Review, you will receive an electronic correspondence containing the application. You can use this correspondence for serving upon the person(s) indicated above.						
	Cancel Back Submit						

A confirmation message will appear when the Application for Fee Review has been filed successfully.

Application For Fee Review						
ou are currently preparing to request a Med Fee Review. The instructions for filing the application are available for your review by clicking here	. <u>+</u> E)					
You have successfully submitted the Application for Fee Review.						
Medical Fee Review Number is MF-419815						
Submitted by user21, woals on 6/26/2013 at 12:55 PM						
Click here to view the application for Fee Review						
Please click the print button to print the confirmation message for your records.						
	Print					
Retu	ım To Dashboard					

Filing an Impairment Rating Evaluation Request

A Request for Designation of a Physician to Perform IRE can be filed from the **Healthcare** dropdown from the Navigation Bar on the WCAIS Dashboard. Select **Impairment Rating Examination (IRE)** and then **File a Request for Designation of a Physician to Perform IRE.**

PAP pennsylvania WORKERS' COMPENSATION AUTOMATION AND INTEGRATION SYSTEM	(Attorne			
Search Helpline My Matters WCAB WCOA	Healthcare	UEGF Profile	Dash	board
	Impairment Rating Examination (IRE)		File an Impairment Rating Evaluation Appointment	
Dashboard	Med Fee Review Utilization Review		File a Request for Designation of a Physician to Perform IRE	
			File a Request for Redesignation of a Physician to Perform IRE	

Complete the required fields, enter a Manner of Service for each party, check the "I certify" checkbox, and click **Submit**.

Request	for Des	ignat	ion of a Physician	to Per	form IF	RE	
Required fields are indica	lequired fields are indicated by *:						
You are currently preparin	ig a request for design	ation of a Physici	an to perform an Impairment Rating Evaluation.				
The instructions for filing t	the request are availab	le for you to revie	ew by clicking here.			+Expand	
WCAIS Claim #:	Claimant/Employ	yee Name:	Defendant/Employer Name:		Date of Injury: 9/9/2	2009	
÷					View Clair	n Summary	
Compensable Injury*:							
			and Associated Recipients on the Claim to submit you	ur application for desi	gnation of a Physicia	n to Perform	
an IRE. Once submitte	d an IRE Physician will	l be assigned to y	rour request.				
🗌 This is an Act 46 (fi	refighter cancer) claim						
I hereby certify that I am this day serving the foregoing documents upon the persons and in the manner indicated below, which service satisfies the requirements of the Pennsylvania Workers' Compensation Act, 77 P.S. § 1, et seq. and relevant regulations. I understand that all parties to this matter must be provided with an electronic or							
paper copy of the foregoing document.							
A	Time	During a Link	Addman		Manage of Carrier		
Name 💙	Туре	Business Unit	Address	Email Address	Manner of Service		

A confirmation message will appear when the Request for Designation of a Physician to Perform IRE has been filed successfully.

Confirmatior	1	
You have successfully submit	tted the Request for Designation of a Physician to Perform IRE.	
Your Confirmation Number is RFI	D-30039	
Submitted by	on 7/29/2020 at 7:58 AM	
	fication (IRE Request)" in WCAIS for use to serve parties by mail or e-mail or in person. Please e, and this document will be located under the Documents and Correspondence tab.	
Click here to review the request f	for designation	
Click the print button to print the	confirmation message for your records.	
	Print	
		Return to Dashboard

MISCELLANEOUS TOPICS:

Proof of Service Reminders

REMEMBER: WCAIS doesn't serve the other parties, <u>the filing party does!</u>

§ 131.11. Filing, service and proof of service.

(d) Whenever a proof of service is required by this chapter, the proof of service must contain the following:

- (1) A statement of the date of service.
- (2) The names of the judge and others served.

(3) The mailing address, the applicable zip code and the manner of service on the judge and others served, and, if applicable, the electronic address to which service was made.

Proof of Service documents can be found on the Dashboard in the Correspondence grid and...

Correspondence:						
	Refresh					
View Status	Document Type	Case #	Date Sent			
X	On-line Appeal and Proof of Service	APL-2020062510000001	6/25/2020			
	Subpoena Proof of Service	DSP-7582034-1	6/24/2020			
	Request Proof of Service	DSP-3361112-4	6/15/2020			
	Request Proof of Service	DSP-3361112-4	6/15/2020			
	Request Proof of Service	DSP-3361112-4	6/15/2020			
1 2	3 4 5 6 7 8 9 10					

the Proof of Service(s) grid on the Documents and Correspondence tab of the Dispute Summary:

Proof of Service(s)							
Document Type	Generated Date	Generated Time	Filed By				
Exhibit Proof of Service	06/03/2020	11:06:27 AM	(Attorney)				
Request Proof of Service	06/01/2020	09:58:39 AM	(Attorney)				
Request Proof of Service	06/01/2020	09:54:12 AM	(Attorney)				

MISCELLANEOUS TOPICS:

Request Tip Sheet

Request Tip Sheet:

- **Conference Call Request:** To request a conference call (not a hearing) with the Judge.
- **Continuance Request:** To postpone or cancel a scheduled hearing or mediation.
- **Indefinite Postponement Request:** To place the entire Dispute into indefinite postponement status and is not to be used to request a postponement of a hearing, mediation, IME, or other activity during litigation.
- **Informal Conference:** To request a specific type of settlement conference authorized by Section 402.1 of the Act. This Request goes to the Judge Manager and not to the litigating Judge.
- Interpreter Request: To request an interpreter for a scheduled hearing or mediation.
- Judge Reassignment: To request reassignment of a Dispute to another Judge. Both the Judge and the Judge Manager must approve reassignment.
- Miscellaneous Request: To submit a request which doesn't fall into any other category.
- Motion to Quash a Subpoena: To request that a subpoena which has been issued not be enforced.
- **Objection Request:** To object to something in the Dispute, such as the scheduling of a deposition rather than live testimony by the witness.
- **Recusal Request:** To request the assigned Judge recuse from the Dispute.
- **Request a Hearing:** To request that a hearing be scheduled, for example, a C&R hearing.
- Voluntary Mediation: To request that a mediation be scheduled. This request can also be submitted on Claims without Disputes or without Disputes in litigation (Claim Summary, Disputes tab).
- Withdrawal Petition Request: To request that a petition be withdrawn. This is not a request to withdraw your appearance. Withdrawing appearance can be done by the attorney in WCAIS if there are no Disputes in litigation. If there are Disputes in litigation, a Miscellaneous Request must be submitted to seek permission from the assigned Judge.

MISCELLANEOUS TOPICS:

Video Hearings and Mediations

Most Judges have special procedures during the Governor's Emergency Declaration. Open the Judge's Questionnaire and click on the new "Click here to view the Judge's Special Procedures During the Governor's Emergency Declaration due to COVID-19" link.

JUDGE NAME: Abes, Eric

JUDGE DISTRICT: Western

JUDGE'S PROCEDURAL RULES AND POLICIES

Workers' Compensation Automation and Integration System (WCAIS) is the official repository for all documents related to a Dispute (matter pending) before a Workers' Compensation Judge. All documents, including evidence and briefs, that would have been submitted to a Workers' Compensation Judge by mail or in person prior to WCAIS should now be uploaded into WCAIS. If Social Security numbers appear on any such document, the first five numbers should be redacted before the document is uploaded, unless otherwise specified below. Requests, such as Requests for Continuance and Subpoenas, should also be made through WCAIS.

CLICK HERE TO VIEW THE JUDGE'S SPECIAL PROCEDURES DURING THE GOVERNOR'S EMERGENCY DECLARATION DUE TO COVID-19.

1. What is the first expretrial conference a

JUDGE NAME: Eric D. Abes JUDGE DISTRICT: Western SPECIAL PROCEDURES DURING THE GOVERNOR'S EMERGENCY DECLARATION DUE TO COVID-19

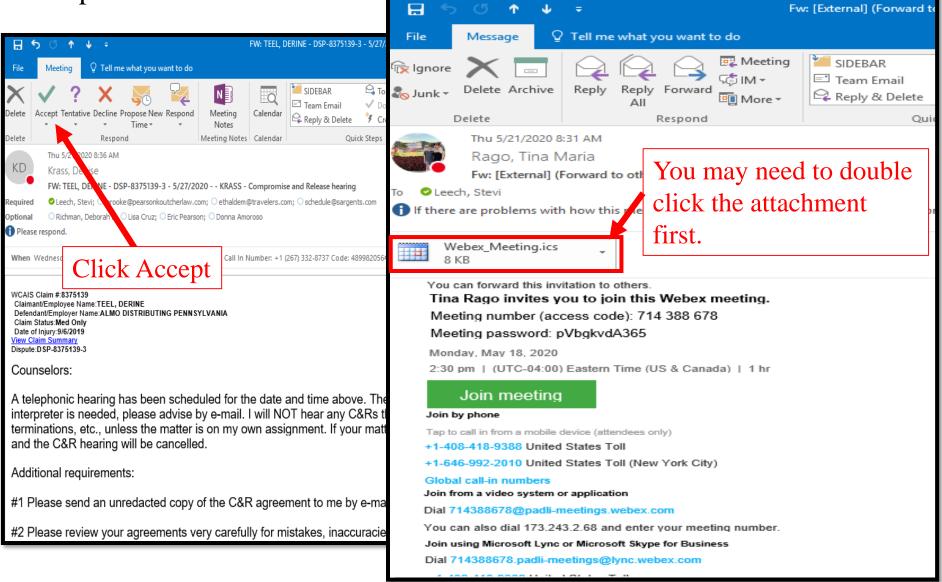
Special Procedures for Hearings:

- 1. Counsel, parties, and witnesses will utilize the call-in number or "Join Skype Meeting" link.
- It is counsel's responsibility to ensure their witnesses and clients know how to call in and do so on time. Counsel, please review the call-in procedure well in advance of the hearing.
- Due to the inherent complexity of doing a full docket by phone, I will not be able to accommodate late arrivals. All hearings will end at the scheduled time.
- 4. Exhibits must be uploaded prior to the hearing.

For more information on Judge Questionnaires and how to access them, view the Judges' Procedural Questionnaire section in this guide.

- When you receive the e-mail for a Skype or Webex hearing or mediation, click **Accept** to add it to your calendar.
- Make sure you click to **Send the Response Now** which will let the Judge know that you have received and accepted the invitation.
- Do NOT decline this invitation you must request a continuance through WCAIS if you cannot attend!

Sample e-mail invitations:



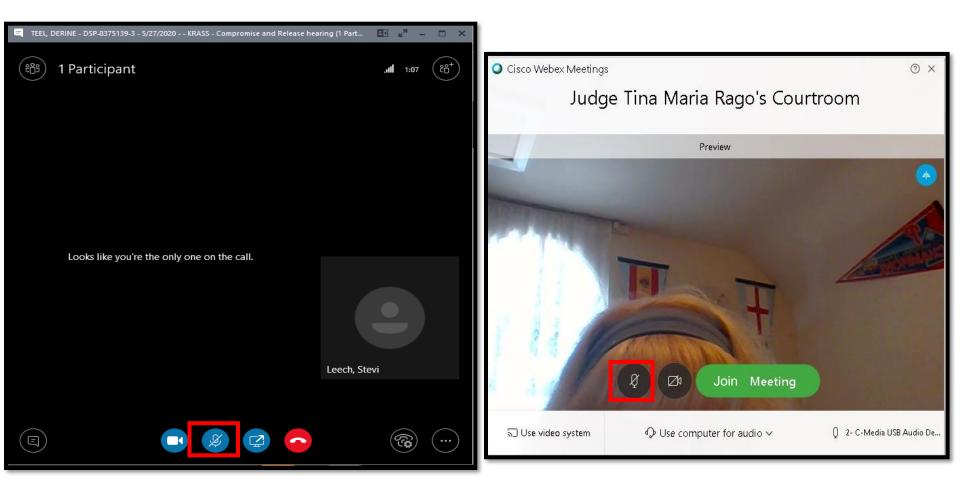
- To participate by Audio *only* use the call in number and code provided on the Notice and/or e-mail invitation.
- To participate by Video click the **Join Meeting** link in the e-mail invitation. A download of the free version of Skype or Webex is required and you will automatically see the prompt for the download.
- Please test prior to the hearing or mediation!

Sample Links:

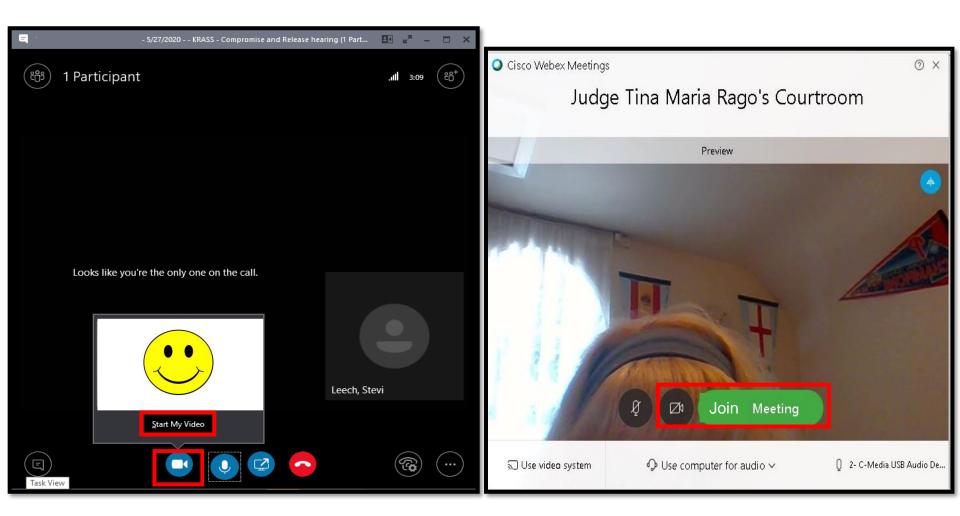
🗄 5 टे 🏄 🦆 👘 Tina Rago invites y	you to join this Webex meeting.
File Meeting Insert Format Text Image: Save & Delete Calendar Image: Save & Delete Meeting number (a Actions Appointment S Meeting password: Show Show	Image: Single state in the
Accepted on 5/21/2020 8:55 AM. Friday, May 22, 2020 Organizer Krass, Denise Subject FW: -DSP Location Call In N Start time Wed 5/27/2020 End time Wed 5/27/2020 Phone: 215-560-2488	Delete Edit the Response before Sending Meeting Notes Calendar Quick Steps rs Send the Response Now Do Not Send a Response Do Not Send a Response Point Send a
Join Skype Meeting Trouble Joining? Try Skype Web App	JOIN WEBEX MEETING https://padli-meetings.webex.com/padli-meetings/j.php?MTID=m3f54fee753fb17b8ad1cb06258fd6406 Meeting number (access code): 714 388 678 Meeting password: pVbgkvdA365
Join by phone Fap to call in from a mob Toll number: +1 (267) 332-8737,,4899 Find a local number +1-646-992-2010 Conference ID: 489982056 Uni Forgot your dial-in PIN? Help	JOIN BY PHONE +1-408-418-9388 United States Toll Tap here to call (mobile phones only, hosts not supported): <u>tel:%2B1-408-418-9388,,*01*714388678%23%23*01*</u> +1-646-992-2010 United States Toll (New York City) Tap here to call (mobile phones only, hosts not supported): <u>tel:%2B1-646-992-2010,,*01*714388678%23%23*01*</u> Global call-in numbers <u>https://padli-meetings.webex.com/padli-meetings/globalcallin.php?MTID=m8048d83b0e029e5785d7045d3eddc4ec</u>
	# ^ © 🚺 🚍 🥭 🌢 🥥 🗷 😣 📴 💷 🐠 ≪

- When you join the hearing, check your **mute button**!
- To mute/unmute, just click the microphone icon.
- Keep your line muted while you're not speaking to avoid unnecessary background noise.

Microphone icon:



To share your video, so the participants can see your face, click the camcorder icon and then **Start my Video**.



For instructions on how to connect with the Judge, look for the **Special Instructions** on the event notice.

	DATE OF NOTICE: 06/19/2020		DATE OF NOTICE: 07/16/2020				
NOTICE	OF HEARING	NOTICE OF HEARING CHANGE					
WCAIS CLAIM NUMBER: DISPUTE NUMBER: DSP1 CLAIMANT WCID NUMBER: W INSURER CLAIM NUMBER: 37321- INJURY DATE: 08/31/2019 PETITIONS: Petition To/For (LIBC-378) Modify Compensation Benefits	DATE: 07/21/2020 TIME: 09:00 AM DURATION: 1 Hour LOCATION: Pittsburgh Field Office Hearing Room F 411 7th Ave Rm 310	WCAIS CLAIM NUMBER: DISPUTE NUMBER: DSP2 CLAIMANT WCID NUMBER: W INSURER CLAIM NUMBER: INJURY DATE: 07/14/2018 PETITIONS:	ORIGINAL DATE: 07/22/2020 ORIGINAL TIME: 08:30 AM ORIGINAL DURATION: 1 Hour ORIGINAL LOCATION: WCOA Easton Hearing Site Northampton Co. Courthouse, Courtroom 7 669 Washington St				
(Reduce/increase amount of Workers' Compensation) Petition To/For (LIBC-378) Suspend Compensation Benefits ASSIGNMENT WCAIS COUNTY: Allegheny PARTIES:	Pittsburgh, PA 15219-1919 ADJUDICATING JUDGE: Eric Abes SPECIAL INSTRUCTIONS: HEARING WILL BE CONDUCTED BY TELEPHONE. PLEASE USE THE BELOW TELEPHONE NUMBER TO CALL IN.	Claim Petition (LIBC-362) ASSIGNMENT WCAIS COUNTY: Northampton, South PARTIES:	Easton, PA İ8042-7411 ORIGINAL ADJUDICATING JUDGE: Patricia Bachman PLEASE NOTE THE NEW EVENT DETAILS: NEW DATE: 07/22/2020				
PITTSBURGH, PA 15235	+1 267-332-8737 (Dial-in Number) Conference ID: 826366107#	NORTHAMPTON, PA 18067	NEW TIME: 08:30 AM NEW DURATION: 1 Hour NEW LOCATION:				
SEVEN FIELDS, PA 16046-4343 vs	PLEASE SEND ALL CORRESPONDENCES TO: 411 7th Ave Rm 310 Pittsburgh, PA15219-1919	Allentown, PA 18102-1393 vs	WCOA Easton Hearing Site Northampton Co. Courthouse, Courtroom 7 669 Washington St Easton, PA 18042-7411				
Pittsburgh, PA 15213-3236	All proceedings are covered by the special rules of Administrative Practice & Procedure Before Judges 34 PA. Code, Chapter 131. Compliance with all rules as published will be expected of all parties.	Bethlehem, PA 18017-8614 Pittsburgh, PA 15219-1942	ADJUDICATING JUDGE: Patricia Bachman SPECIAL INSTRUCTIONS: CLAIMANT'S TESTIMONY-Please provide Claimant with Skype link and call-in information. Join by phone: 1-267-332-8737,690319183#				
PITTSBURGH, PA 15219-4411 PITTSBURGH, PA 15230-2971	VOLUNTARY MEDIATION: To request a voluntary mediation conference by a Judge, submit the request online at <u>www.wcsis.pa.gov</u> , or contact the Judge, or the office of any of the Judges listed on the website, <u>www.dli.pa.gov</u> .	LEXINGTON, KY 40512-4519	HEARING BY VIDEO CONFERENCE ONLY-DISREGARI LOCATION/ROOM PLEASE SEND ALL CORRESPONDENCES TO: 7248 Tilghman St Ste 150				

MISCELLANEOUS TOPICS:

Using Mobile Devices for WCAIS

ACCESS WCAIS FROM YOUR MOBILE DEVICE!

- Access your claims and disputes
- View status and/or details about Requests, Petitions, Answers, etc.
- View Correspondence
- View your calendar of events
- Add events to your *personal* calendar on your mobile device
- and more...

www.wcais.pa.gov/mobile

NOTE: If you experience issues viewing a Word document when using the mobile application, particularly using an iOS device, you may wish to download the Microsoft Word application from the App Store.

Using Mobile Devices for WCAIS

My Events

When the attorney logs into WCAIS from the mobile device, the attorney's calendar of events is displayed and defaults to the **Day** view. The calendar includes Hearings, Mediations, and Brief Due Dates.

Wor	Workers' Compensation Automation and Integration System											
Search My Matters												
	Day	y Week Month July 15, 2020 Today 4 🕨										
		Wed, Jul 15										
	9am											
		9:30am - 9:35am , HENRY / NATIONAI INC Judge , HENRY / Inc. Judge Rago										
	10am											
	-											
	11:00am - 11:30am 11am ≷, TERESA J / City of Philadelphia Judge Beach											
		11:30am - 12:15pm DALLAS / (SPECIAL CARE Judge San Angelo										
	12pm											
	-											
	1pm	1:00pm - 1:30pm 1:00pm - 2:00pm AMINATA / Mulsbrooms, luidae Hakun										
	-	My Events Indox A Market M Market Market Mar	_									

The Attorney can change the default view by clicking the **Week** view or...

📄 Wor	Workers' Compensation Automation and Integration System												
Search My M								٩					
	Day	Week Month		Today 🖌 🕨									
		July, Mon 13	July, Tue 14		July, Wed 15	July, Thu 16	July, Fri 17						
	Briefs	,ERIC /				., BERNARD / SPS							
	7am												
	8am												
	9am		9:30am - 9:45am	9:30am -	9:30am - 9:35am	9:30am - 9:35am							
	10am		, GAIL C / City of 10:15am - 10:30am	SIC,	; HENRY /	, Ramon R / US							
	-		, PAMELA / Courtyard										
	11am				00am - 11:30am								
			My Events Inbox	DITTINGED M	y Matters Request	ts Petitions							

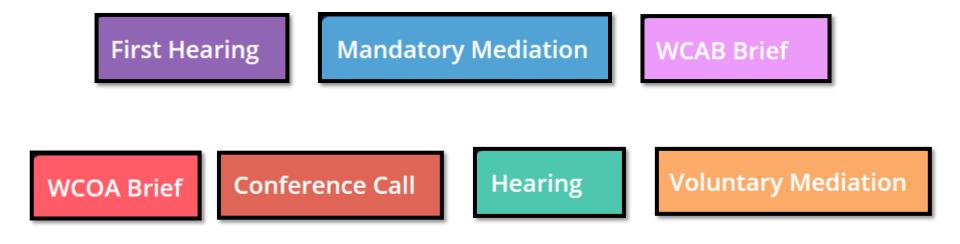
by clicking the **Month** view:

Wor	orkers' Compensation Automation and Integration System													? 🕩			
Search My M	Search My Matters													٩			
	Day	Week	Month	#		June 2020							Today 🖌 🕨				
		Monday		Tuesday			Wednesday			Thursday			Friday				
			01		02			03			04			05	^		
	• 12pm	, MICHAEL /	THE FRANKLI	• 9am SMALL,	/ SERVIC	• 1pm	, DELORES /	Care System	• 9am	, THOMAS /	OPER/	• 9am	, David /	TRANSP			
				• 9am , DANA / CONS	TRUCTION	• 2pm MC	соу, /	STORE 1				• 9am	, David / I	TRANSP			
												• 10am	HEATHER /	TRANSIT			
			08		09			10			11			12			
	• 9am JONES	, LINDA / Thomas		JAMES / ENVIRO			,AMANDA / AUT		• 9am	, DANA / CONSTRUCTIO							
	• 10am	, GAIL J /	DRESS .	,TY J. / C AND	V	• 9am	, JAMES	/ 1	• 10am	, JOY / City of							
				• 9am SMALL, (/ SERVIC	• 9am Mil	ler, /	I'OW SQUAI	• 10am	, JENNIFER /	BORN :						
				• 9am , WILLIAM	N/. , Ir	• 10am.	, Tara /	AIRLINE									
				• 10am , THOMA	S / OPE	• 11am	, JANET /	ASS									
			15		16			17			18			19			
	• 10am	WADE / SP	IN	• 9am , TEDD	Y / STAFF	• 9am	, PHYLLIS /	CONSTRUC	• 10am (, Michael /	Excava						
				• 9am MILLER, /	Health Man	• 10am	, Jerry	/ Resources fo									
						• 1pm	, JAMES /	Med									
						• 2pm	/	LOCK LLC									
			22		23			24			25			26			

The Attorney can also click through future and past dates by clicking the left and right arrows. Click the **Today** button to get to today's date quickly.

My Matters															
my matters															
Day	Week M	Month	***				June 20	020					Today	•	
	Monday			Tuesday			Wednesday	y		Thursday		Friday			
		01			02			03			04			05	^
• 12pm	, MICHAEL / 1	THE FRANKLI	• 9am SMALL,		SERVIC	• 1pm	, DELORES /	Care System	• 9am	, THOMAS /	OPER/	• 9am	, David /	TRANSP	
			• 9am , DA	NA / CONSTRU	CTION :	• 2pm MCC	ОΥ, /	STORE 1				• 9am	, David / I	TRANSP	
												• 10am	HEATHER /	TRANSIT	
		08			09			10			11			12	
	S, LINDA / Thomas			/ENVIRONMI	ENTAL		,AMANDA / AUT	OMOTIVE	• 9am	, DANA / CONSTRUCT	TON RESO				
• 10am	, GAIL J /	DRESS .		J. / C AND V		• 9am	, JAMES	/	• 10am	, JOY / City of					
			• 9am SMALL, (/	SERVIC	• 9am Miller		I'OW SQUAI	• 10am	, JENNIFER /	BORN				
				, WILLIAM N /	, Ir	• 10am.	, Tara /	AIRLINE							
			• 10am	, THOMAS /	OPE	• 11am	, JANET /	ASS							
• 10am	WADE / SP	15	• 9am	, TEDDY /	16 STAFF	• 9am	, PHYLLIS /	17 CONSTRUC	• 10am (, Michael /	18 Excava			19	
• 10am	WADE / SP	IN	• 9am • 9am MILLER,	, TEDDY /.	STAFF. Health Man	• 9am • 10am		y / Resources fo	+ Iuain (, Michael /	Excava				
			• Sampatter,		Heard Man	• 10am	, JAMES /	y / Resources to Med							
						• Thu	, JAMES 7.	Met							

Event color key:





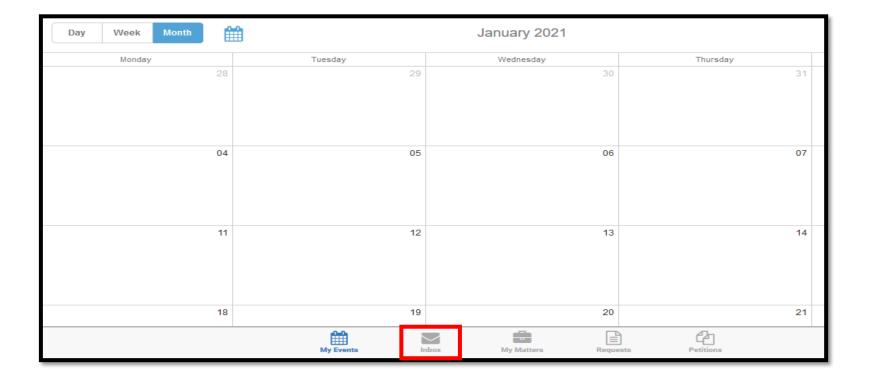
When the Attorney double-clicks an event on the calendar, a pop-up will appear that allows the Attorney to add the event to their calendar.

			×								
	Due:		\oplus add to calendar								
iday OPHER	Status CLAIMANT	DEFENDANT/EMPLOYER		IN							

Using Mobile Devices for WCAIS

Inbox

The Inbox icon on the Attorney's mobile calendar will take the Attorney to their list of recently generated correspondences.



From the Attorney's list of recently generated correspondences, clicking on the link in the Document column will load the selected correspondence.

	-							<u> </u>
(0	unread in last 7 days) Claimant / Defendant ≑			Document 🖨		Case Numbe		Date Sent ◆
•	WARD /	INC		Request Proof of Service	2	B DSP-4	-1	06/22/2020
•	WARD /	INC		Request Proof of Service	2	BDSP-	-1	06/19/2020
•	WARD / 📃	INC		Request Proof of Service	9	BDSP-	-1	06/18/2020
•	WARD /	INC		Request Proof of Service	9	BDSP-	-1	06/18/2020
•	WARD /	INC		Request Proof of Service	9	BDSP-	-1	06/18/2020
•	AMY /	HOTEL COMPANY		Request for Entry of App	earance			06/18/2020
•	ADRIANA / 🔄 GR	OUP INC		Request for Entry of App	earance			06/18/2020
•	SHELLY /			Request for Entry of App	earance			06/18/2020
•	DANIEL / COMMON	VEALTH OF PA		Request for Entry of App	earance			06/18/2020
•	DONALD	PACKING CO INC		Request for Entry of App	earance			06/18/2020
•	UNDERWOOD / 📃 COMM.	OF PA - BWC LEGAL		Request for Entry of App	earance			06/18/2020
		My Events	Inbox	My Matters Requests	Petitions			

The Attorney can filter correspondence by clicking the filter icon:

Ê	Inbox							Ţ
(0)	unread in last 7 days)							
	Claimant / Defendant 🗢			Document 🗢		Case Number	÷	Date Sent 🗢
•	WARD /	INC		Request Proof of Service		DSP-4	-1	06/22/2020
•	WARD /	INC		Request Proof of Service		DSP-	-1	06/19/2020
•	WARD / 📃 .	INC		Request Proof of Service		DSP-	-1	06/18/2020
•	WARD /	INC		Request Proof of Service		BSP-	-1	06/18/2020
•	WARD /	INC		Request Proof of Service		BSP-	-1	06/18/2020
•	AMY /	HOTEL COMPANY		Request for Entry of Appeara	ance	E		06/18/2020
•	ADRIANA /	GROUP INC		Request for Entry of Appeara	ance	8		06/18/2020
•	SHELLY /			Request for Entry of Appeara	ance	8		06/18/2020
•	DANIEL / COMMO	NWEALTH OF PA		Request for Entry of Appeara	ance	Ē		06/18/2020
•	DONALD	PACKING CO INC		Request for Entry of Appeara	ance	Ē		06/18/2020
•	UNDERWOOD / 📃 COMI	M. OF PA - BWC LEGAL		Request for Entry of Appeara	ance	Ē		06/18/2020
		My Events	Inbox My Mat		Petitions			

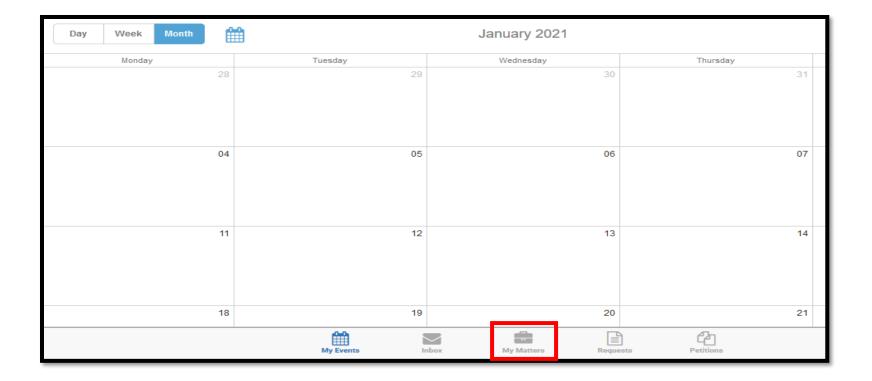
A number of different filtering parameters will appear for the Attorney to use.

pensa	Date Range			
	mm / dd / yyyy	to	mm / dd / yyyy	٩
	Show unread messages only			7
	Document Types			
FICEWO	WCOA			
LICEMO	All		Administrative Appeal Assignment Notice	
LICEMO	Answer Proof of Service		Assignment Notice	
	Brief Schedule Correspondence		Cancellation Notice	
FICEWO	Event Rescheduling Notice		Exhibit Proof of Service	
FICEWO	Hearing Notice		Judge Communication	
VELLSB	Judge's Decision		Med Fee Assignment Notice	
API G	<view others=""></view>			
BO / 📃	All		Acknowledgement Letter (Petition)	
OMMON	Amended Hearing notice		Appeal Acknowledgement Letter	
.0 / 📃 B	Appeal Rejection Letter - Commonwealth Court		Appeal Rejection Letter - Other	
	Appeal Rejection Letter - Supreme Court		Appeal Rejection Letter - Unemployment Compensation	
	Brief Extension Approval and Revised Brief Schedule		Cancellation of Hearing Letter	

Using Mobile Devices for WCAIS

My Matters

The My Matters icon on the Attorney's mobile calendar will take the Attorney to their list of matters.



My Matters lists all of the Attorney's matters and can be sorted by Claimant's Last Name and other parameters.

The My Matters			
Results for: All Open Matters (2488 results)			
Filter your results: Show closed			Sort by: Last Name 🗸 🗸
MATTER TYPE 🔸	IRE Designation ADDES		
✓ All (2488)	🖹 RFD-	Incomplete Pre Act 111	
Claim (1615)		<view more=""></view>	
Med Fee Request (336)	IRE Designation ALWIN		
Appeal Case (17)	🖹 RFD-	1 Face Sheet and Report submitted	
Dispute (168)		<view more=""></view>	
UR Request (133)	IRE Designation ANDRZE		
IRE Designation (209)	🖹 RFD-'	Incomplete Pre Act 111	
WCAB Petition (10)		<view more=""></view>	
	IRE Designation ARDING		
STATUS 🗲	🖹 RFD-	 Face Sheet and Report submitted 	
		<view more=""></view>	
File Date Range	IRE Designation		
mm / dd / vvvv to mm / dd / vvvv	ARTEM		
		box My Matters Requests Petitions	

The Attorney can filter the matters using a number of different parameters in the left menu.

Clicking the link in the case caption will take the Attorney to that particular matter.

🖆 My Matters		
Results for: All Open Matters (168 results)		
Filter your results: Show closed		Sort by: Last Name \checkmark
MATTER TYPE 🗸	WILLIAM / 📃 , Inc.	
All (2488)	DSP1 I I Litigation	
Claim (1615)	<view more=""></view>	
	Dispute	
Med Fee Request (336)	ALLEN / 📃 CENTER FOR	
Appeal Case (17)	DSP1 O Waiting For Decision	
 Dispute (168) 	<view more=""></view>	
	Dispute	
UR Request (133)	ANTHONY / 📃 Associates	
IRE Designation (209)	DSP3 OWaiting For Decision	
WCAB Petition (10)	<view more=""></view>	
	Dispute	
	Emily / 🔄 SERVICES INC	
STATUS >	DSP1 O In Litigation	
	<view more=""></view>	
File Date Range	Dispute	
mm / dd / vvvv to mm / dd / vvvv	ALLISON / 1 LLC	
.gov/dli/WCOA/SitePages/Home.aspx	My Events Inbox My Matters Requests Petitions	

From the selected matter, clicking the + sign next to each line item will expand that section to show the same information the Attorney sees in the desktop version of WCAIS.

≮ back
Dispute #: DSP1 Status: In Litigation
General Information
Interested Parties
Hearing Information
Mediation Information
Exhibits
Witness
Requests
Briefs
Decision
Documents & Correspondences

⊕ Dispute #: DSP1 Status: Waiting For Decision												
•	➔ General Information											
Ð	Interested Parties											
Θ	Petitions & Answers											
Pe	Petition Information											
	Petition Number		Filed By	Date Filed								
÷	PET-8210115-1-1		URENA, REBECCA L	6/21/2019								
÷	Hearing Infor	mation										
•	Mediation Inf	ormation										
Θ	Exhibits											
Ex	hibits			+ Submit Exhibit								
	Exhibit Number	Exhibit Name		Date Offered								
•	С	C-1 - Deposition of Claimant		3/11/2020								
•	С	C-2 - UR Response of Dr. Anand		3/11/2020								
•	С	C-3 - CFA		3/11/2020								
•	С	C-4 - Litigation Costs		3/11/2020								
•	D	D-3		2/14/2020								
•	D	D-4		2/14/2020								
•	D01	Amended NTCP		7/25/2019								
•	D02	UR Determination Face		7/25/2019								
Su	ipersedeas Exhib	bits		1								
N	No Data Found											
÷	Witness											
Θ	⊖ Requests											
	equest History			+ <mark>!</mark> ubmit Request								
N	o Data Found			▼								

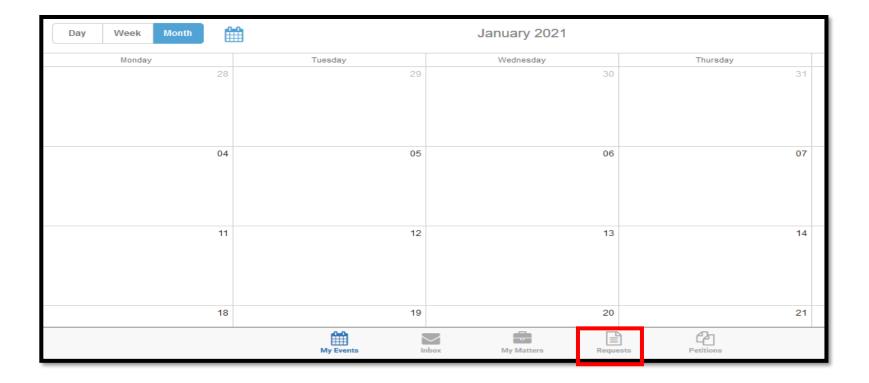
The Attorney can submit and/or view Petitions, Answers, Exhibits, Requests, Letters to the Judge, etc.

516

Using Mobile Devices for WCAIS

Requests

The Requests icon on the Attorney's mobile calendar will take the Attorney to a list of Requests submitted on their matters.



Click the link in the **Request Type** column to view the details of the request.

E N	ly Requests								T
Results	for: WCOA Requests (69	66 results)							
Claimant	t / Defendant 🖨		Dispute N	umber 🗢	Status 🗢	Request Type 🗢	Submitted Date	Filed By 🖨	Last Updated
	TERRY / 📃	INC	∎ DSP-	-1	 Pending 	Interpreter Request	06/22/2020	ESQ., REBECCA	06/22/2020
	TERRY / 📃	INC	E DSP-	-1	Pending	Interpreter Request	06/19/2020	ESQ., REBECCA	06/19/2020
	MARIANNE / 📃	IN	IC 🖹 DSP-	-3	 Approved In Part, Denied In Part 	Miscellaneous Request	04/24/2017	ESQ., REBECCA	06/19/2020
1	STEVEN /	LOGISTICS LLC	∎ DSP-	-1	 Approved In Part, Denied In Part 	Miscellaneous Request	05/18/2017	ESQ., GREGORY	06/19/2020
	NICOLAS / 📃	, Inc.	E DSP-	-2	 Approved In Part, Denied In Part 	Conference Call Request	08/08/2018	ESQ., CAROLYN	06/19/2020
	MARLON /	COUNTY HOSPITAL	∎ DSP-	-2	 Approved In Part, Denied In Part 	Continuance Request	08/15/2018	ESQ., REBECCA	06/19/2020
ORTIZ,	/ 📃	HOUSE	DSP-	-1	 Approved In Part, Denied In Part 	Miscellaneous Request	09/24/2018	ESQ., ROSEMARY	06/19/2020
	Allison / 📃	Group, Inc.	Ē		Approved In Part, Denied In	Continuance Request	11/14/2018	ESQ., REBECCA	06/19/2020
			Events	Inbox	My Matters	Requests Peti	tions		

Using Mobile Devices for WCAIS

Petitions

The Petitions icon on the Attorney's mobile calendar will take the Attorney to a list of Petitions filed on their matters.



Click the filter icon to access a number of different filter parameters to view the filed petitions.

Workers' Compensation Automation and Integration System								
Search My Matters	Filter Petitions		×		Q			
Results for: WCOA Petit	Select One OWCAB							
No Results Found.	Request Type							
		Answer To Petition To/For (LIBC-377)						
	Claim Petition (LIBC-362)	Claim Petition for Additional Compensation from the Subsequent Injury Fund (LIBC - 375)						
	 Claim Petition for Benefits from the Uninsured Employer and the Uninsured Employers Guaranty Fund (LIBC-550) 	Defendant's Answer to Claim Petition (LIBC-374)						
	oninsuled Employers Guaranty Fund (EBC 555)	Defendant's Answer to Claim Petition Under PA OD Act (LIBC- 364B)						
	 Defendant's Answer to Occupational Disease Claim Petition Section 301(i) only (LIBC-524) 	Employee Challenge Petition (LIBC-751)						
	Section So (i) only (LIBC*524)	Fatal Claim Petition (LIBC-363)						
	Fatal Claim Petition for Compensation by Dependent for Death Resulting from OD (LIBC-386)	Fatal Claim Petition for Compensation By Dependents for Death Covered by the PA OD Act (LIBC - 384)						
	Interview-Pet	✓ Med Fee Hearing						
	 Occupational Disease Claim Petition (301i) (LIBC - 396) 	✓ Penalty-Pet						
	✓ Pet-To Modify Compensation	Pet-To Reinstate Compensation Benefits						

MISCELLANEOUS TOPICS:

Contacting the WCOA Resource Center

WCOA RESOURCE CENTER

Contact the WCOA Resource Center if you...

- Have general adjudication questions
- Need assistance navigating the WCAIS system
- Want to report system defects
- Have an idea to enhance the system
- Need help with <u>any</u> WCOA related question

Operates 7:30 – 4:30pm Monday-Friday

You can call or e-mail the WCOA Resource Center:

E-mail: <u>WCOAResourceCenter@pa.gov</u> Phone: 1-844-237-6316

Or you can contact the WCOA Resource Center in WCAIS...

The user may click the **Submit a Question** option from the Customer Service Center dropdown to ask a question to the WCOA Resource Center.



For more information on the Customer Service Center, click here.

