

STATE OF WISCONSIN



Department of Workforce Development

Reports and Notices

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Agenda

- What's a Report? What's a Notice?
- Notices
- Reports
 - Help for Employers
- Claim Administrator Required Reports
- Surcharges
- How Do I Know My Report Is in WCD System?
- Performance Indicator Reports



Reports and Notices

- What's the difference between a Report and a Notice?
 - Both are authorized by DWD 80.02.
 - Report – on a specific form or in a specific electronic format that WCD has deemed acceptable for you to send the required information.
 - Notice – sender may submit the information in a way that suits the situation, their own needs, and WCD's requirements.



Notices

DUE	SEND TO	CODE
7 days	DWD Employee	DWD 80.02(2)(g)1. Written notice of Suspension When payments are stopped for any reason. If any payments are stopped for a reason other than an employee's return to work, the notice shall explain why payments were suspended and shall advise the employee what to do to reinstate payments.
14 days	Employee	DWD 80.02(2m)(a)2. Written notice of Investigation Notice to advise that claim is not being paid YET because it is still under investigation. The notice shall specify if additional medical or other information is needed to complete the investigation and shall advise the employee of the right to a hearing IF THE CLAIM IS SUBSEQUENTLY DENIED.



Notices

DUE	SEND TO	CODE
30 days	DWD	DWD 80.02(2)(i) Final Receipt on Safety Violation If increased compensation is due, a final receipt within 30 days of the final payment to the employee.
13 weeks	DWD	DWD 80.42 Notice of disability beyond 13 weeks Notice to advise that disability is to extend beyond 13 weeks. Notice should include a copy of a current practitioner's report.
7 days	DWD	DWD 80.02(2)(g)3. Written notice of Amputation requiring artificial member or appliance.



Reports

- Requirements found in DWD 80.02
- Who needs to send?
- What needs to be sent?
- When does it need to be sent?
- Who does it need to be sent to?



Required Reports – Employer Reports

- Employer reports – accident or occupational disease; death claims
 - DWD 80.02(1)
 - Report **all** claims to insurance carrier
 - Within seven (7) days of accident or, in case of occupational disease, beginning of lost time
 - Within one (1) day for death claims



New Voluntary Notice for Employers

- May 2024: DWC announced a new tool for employers
- Notice to Injured Workers and Employers ([Form WKC-19606-P](#))
 - Voluntary for employers to post – not mandatory
 - Tells employers and employees what to do in the event of a work injury
 - Gives contact information for this employer's worker's compensation claims administrator
 - Available in English, Spanish, and Hmong



Notice to Injured Workers and Employers

**WISCONSIN WORKER'S COMPENSATION
NOTICE TO INJURED WORKERS AND EMPLOYERS**

The State of Wisconsin requires this employer to have worker's compensation insurance coverage.

Both employees and employers have rights and responsibilities under the worker's compensation law.

In Case of Work Injuries

Employee	Employer
<ol style="list-style-type: none">1. Immediately report any work injury or suspected occupational disease to your supervisor, Human Resources department, or other designated employer representative.2. Get medical treatment as soon as possible. You have the right to choose your own doctor for work injuries.3. Give your employer a copy of your doctor's note detailing your work restrictions or taking you off work.	<ol style="list-style-type: none">1. Complete and submit a first report of injury (form WKC-12) to notify your worker's compensation insurance company of any work injury or suspected occupational disease. Fatal claims must be reported within 24 hours.2. Submit any bills for the injured worker's medical care to your adjuster. Make sure to include the claim number.3. Let your adjuster know if you will be able to accommodate any restrictions related to the work injury.

This employer's worker's compensation insurance carrier or claim administrator is:

Name of Insurance Carrier or Claim Administrator

Mailing Address


City, State, Zip Code

Telephone Number

If you have questions about work injuries, please contact:

**STATE OF WISCONSIN
DWD
Department of Workforce Development
Worker's Compensation**

PO Box 7901
Madison, WI 53707-7901
DWDDWC@dwd.wi.gov
(608) 266-1340



The Department of Workforce Development is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format or need it translated to another language, please contact us.

WKC-19606-P (R-05/2024)

DWD.WISCONSIN.GOV

Required Reports: From Claim Administrator

- DWD 80.02(2)(a)
- WKC-12 – First Report of Injury
- Report to DWD
- On or before the 14th day after an accident or first day of disability from occupational disease
- But DON'T send DWD medical only claims (less than 3 days of lost time) or denials
- File electronically – not on paper!



Required Reports: First Reports

WKC-12 = First Report of Injury

DUE	REPORT/FORM	CODE REQUIREMENT
1 day	WKC-12, First Report of Injury	DWD 80.02(1) An employer shall within one day after the death of an employee due to a compensable injury, report the death to the department and the employer's insurance carrier.
14 days	WKC-12, First Report of Injury	DWD 80.02(2)(a) A first report of injury... on or before the 14th day after an accident or the beginning of a disability from occupational disease . If the employer does not notify the insurance carrier until after 14 th day, submit within 7 days of notice from any source.



Required Reports: Subsequent Reports

DUE	REPORT/FORM	CODE REQUIREMENT
30 days	WKC-13 Supplemental Report	DWD 80.02(2)(b) A supplementary report, with information required by form WKC-13 on or before the 30th day following the date of injury or the date the injury was reported to DWC. (First payment & wage info)
30 days	WKC-13-A1 Wage Information	DWD 80.02(2)(cm) The wage information required by form WKC-13-A1 if the wage is less than the maximum wage. If the WKC-13A is required and data is available, send it at the same time as the WKC-13.
30 days	Part-time employee's restriction statement, if applicable	DWD 80.02(2)(dm) A signed statement from the employee verifying that the employee restricts his/her availability to part-time employment, an employment application indicating an hour or shift preference, or other evidence showing the employee chose to work less than full time.



Required Reports: Subsequent Reports

DUE	REPORT/FORM	CODE REQUIREMENT
30 days from event	WKC-13, Supplemental Report (Send with WKC-16, Final Medical, at EOH when • More than 3 weeks of TD, • Any PPD, or • Surgery as a result of injury)	DWD 80.02(2)(e) A WKC-13 report within 30 days after each of the following events, with a copy to the employee: <ul style="list-style-type: none">• Payment type is changed to PPD from TTD or salary continuation in lieu of compensation.• TTD benefits or salary continuation in lieu of compensation is reinstated.• TPD is paid. Also send information about how you calculated the TPD rate. (Form WKC-7359.)• Final payment of compensation is made or salary continuation in lieu of compensation ended.



Required Reports: Subsequent Reports

DUE	REPORT/FORM	CODE REQUIREMENT
At time of event	WKC-13, Supplemental Report	DWD 80.02(2)(f) To be filed when submitting a stipulation or compromise, and at the time of hearing.
June 30 annually	WKC-140-E	DWD 80.02(2)(k) Report listing date and amount of payment for permanent total disability and supplemental benefits during the previous calendar year. *

*A new feature on the Insurer Portal: you'll be able to upload your WKC-140-E rather than sending it on paper!



What If I Miss Reporting Due Dates?

- Section 102.35(1) authorizes assessment of surcharges for late reporting
- Any reports with due dates can be subject to surcharge assessments if the reports are submitted late
- Paid to Work Injury Supplemental Benefit Fund
- Surcharge = \$100 for each late report



Avoiding Surcharges - Medical

- You have a lot of control over setting the due date for submitting the Final Medical Report (WKC-16).
- The Insurer Portal will allow you to pull Medical Report due date reports for all your claims.
- If you are getting close to the date that you had expected to submit the Final Medical Report but you won't have it on time, extend the due date in the Insurer Portal.



Avoiding Surcharges - Medical

- You can only extend the due date 3 times before the system won't let you.
- Locked out? Surcharges are automatically assessed on the report expected date, so don't wait to act!
- To avoid a surcharge, **before the due date**, contact the DWC and ask to have the due date extended.
- Call or use the "Send email" function in the Insurer Portal.



Avoiding Surcharges - Wage

- Wage reports (WKC-13A1) also have due dates.
- The system sets a default due date for the WKC-13A1; you can change this date, but the report must be received no later than 90 days after the first WKC-13.



Surcharge Assessments

- Once a report's due date has passed but the DWC has not received your report, the computer-generated surcharge letter will go out the very next day.
- Do not pay each individual surcharge from the letter.
- Once a year, an invoice with all your company's surcharges for the year will be sent out. Pay the surcharges from this invoice.



Surcharge Waivers

- If you get a surcharge letter but know that you have already submitted the medical report, follow these steps:
 1. Go into the claim and extend the due date – don't just fax in the report again.
 2. Bring the claim to our attention – we need to look at each one individually to determine whether the surcharge can be waived.
- Don't skip either step!



Is My Report in the DWC System?

Check the Pending Reports page:

WC Insurer Pending Reports

You'll see today's date.

Date of received mail that is being processed.

Today, 04/07/2025, the WC Division is processing incoming mail received on 03/31/2025. Information submitted via this application is updated real-time. If you mailed or faxed information to the WC Division prior to 03/31/2025 the receipt of that information has been logged into the claim. Sometimes information processing may require a series of steps by multiple Division personnel. Therefore, it may take 2-3 weeks before a final disposition is recorded to the claim. During that time please DO NOT re-send information previously submitted.

The WC Division is processing wage-related information received on 03/20/2025. Status of wage investigations reflect only the information received prior to 03/20/2025.

The wage information receipt date that is currently being worked is also shown.



Is My Report in the DWC System?

Welcome

Welcome to Wisconsin Department of Workforce Development's Worker's Compensation Insurer Portal. Use this Portal to access the Pending Reports and the Performance Reports using menus on the left. Additional information for each system is below.

Pending Reports

The Pending Reports is used to submit required WC reports, including medical and wage documentation. If you need to fax these items, use the [fax cover sheet](#). Submissions on Pending Reports is not to be used for claims in litigation, permanent and total disability claims, and fatalities.

Today is **02/04/2025**. The WC Division is processing:

Medical Filings and Letters Received: **01/30/2025**

Wage Filings Received: **01/29/2025**

Information submitted may require a series of steps by multiple Division personnel to complete processing and may take 2-3 weeks for completion. During this time please do not re-send information previously submitted.



Reports and Notices

Why should I care about Reports and Notices?



Reports and Notices

- Here's one reason:
 - **Performance Indicator Reports**
 - Authorized by DWD 80.02(3)
 - Found in Insurer Portal
- Here's another reason:
 - **Surcharge Report**



Performance Indicator Reports

- Six reporting indicators are currently being measured:
 - Promptness of Submitting First Reports (WKC-12)
 - Promptness of First Indemnity Payments
 - Promptness of Submitting First Supplement Reports (WKC-13)
 - Accuracy of Weekly Rates and Total Payments
 - Completeness of Submitting Required Wage Supplement Reports
 - Promptness of Submitting Wage Reports



Claims Handling Performance Reports

Claims Handling Performance Reports

The claims handling performance report is published quarterly for major insurers of Wisconsin Worker's Compensation claims. Select Summary Level - Claim Handling Performance Indicator Reports to view quarterly, year to date and three year performance indicator data; this site is available to the public. Select Detail Level - Claim Handling Performance Indicator Reports to view quarterly detail data for the various performance indicators; this site is secured and requires a Wisconsin User ID and password.

Surcharge Report

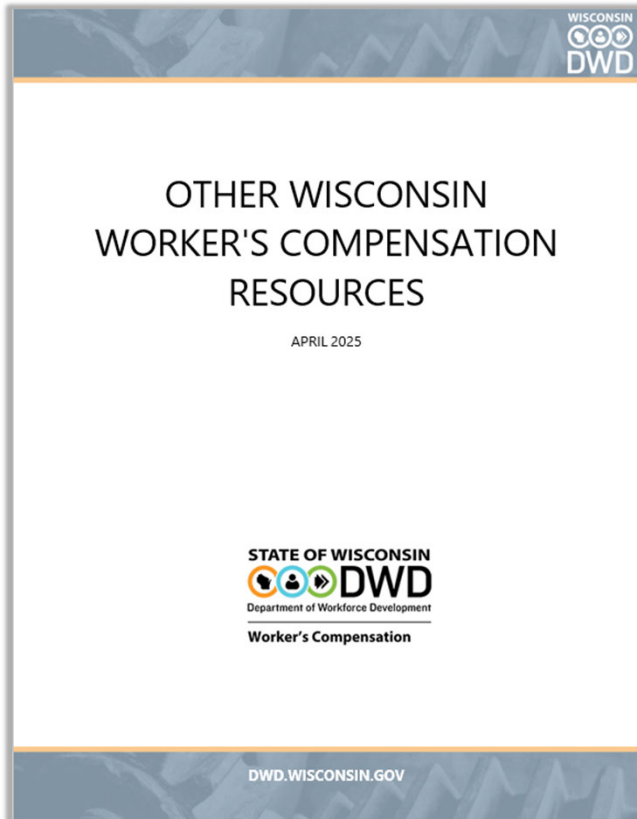
The Surcharge Report is published annually for insurers and self-insurers of Wisconsin Worker's Compensation claims. Select Detail Level - Claim Handling Performance Indicator and Surcharge Reports to view annual surcharge data; this site is secured and requires a Wisconsin User ID

Please read [How to Get Access to WC Secured Sites Using the DWD/WI Logon Management System](#) before you attempt your first login.

- [Introduction to Claims Handling Performance Indicators](#)
- [Summary Level - Claims Handling Performance Indicator Reports](#) (Public Information)
- [How to Get Access to WC Secured Sites Using the DWD/WI Logon Management System](#)
- [Detail Level - Claims Handling Performance Indicator and Surcharge Reports using the DWD/WI](#)



Other WI WC Resources



- Don't overlook the Other Wisconsin Worker's Compensation Resources document!
- Updated before every workshop
- Found on the Training Sessions and Workshops web page



Other WI WC Resources

Contents

Dispute Resolution Section Staff and Areas of Expertise.....	3
Important DWC Contact Information.....	4
Required Reports to Be Filed with Division of Worker's Compensation	5
Notice Requirements	7
Selected Worker's Compensation Forms	8
Useful Worker's Compensation Web Pages	10
Common Statutory Minimum PPD Ratings.....	11
Links to Important Documents	11
Body and Major Joints Weeks of Compensation	12
Spine Cross Section	12
Hand Injury Weeks of Compensation.....	13
Foot Injury Weeks of Compensation	14

- A useful reference for Wisconsin WC basics
- Please let us know if you would like us to add other resources



Questions?

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