

**Worker's Compensation
Insurance Letter**

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| INS # | 425 |
| Date | February 8, 2001 |
| Program | Claims Management |
| Type | New Process |
| Replaces | None |



**State of Wisconsin
Department of Workforce Development**

201 East Washington Avenue
P.O. Box 7901
Madison, WI 53707-7901
Telephone: (608) 266-1340
e-mail: DWDDWC@dwd.state.wi.us
<http://www.dwd.state.wi.us/>

To: Insurance Carriers' and Self Insured Employers' Claims Handling Offices
From: Judy Norman Nunnery, Division Administrator
Subject: Internet Submission of Supplemental Reports, Form WKC13

Purpose: Announce the capability for submission of supplemental reports, form WKC13 using the newly developed Internet-based application.

Background: The Worker's Compensation Division (WCD) has been working for some time on an Internet-based application that provides another electronic method for insurers to submit supplemental reports, form WKC13. The development of this Internet application is a continuing strategy of the WCD to encourage the use of electronic data exchange as an alternative to paper for all insurers, regardless of claims volume.

The Division has promoted the use of electronic data interchange (EDI), especially for insurers with large claim volumes, through the International Association of Industrial Accident Boards and Commission's (IAIABC) Release 1.0 version of EDI. However, many insurers either are not EDI trading partners or are trading partners who have not been able to use EDI for submitting subsequent reports. Many trading partners are either working on submissions for states that mandate EDI or are waiting for the development and implementation of a new version from IAIABC that will accommodate subsequent reporting better than the Release 1.0 or Release 2.0 versions.

In the interim, the WCD is promoting increased participation in the submission of subsequent reports either through the EDI, Release 1.0 or the newly developed Internet application until a new Release becomes available.

The Internet-based application for submitting subsequent reports is incorporated within the existing Insurers' Pending Reports system. This system is secured through password protection. Some major benefits of the system are:

- immediate entry of payment and other claims related information, as submitted, into the WCD Integrated Claims Management System (ICMS)
- real time feedback to insurers
- elimination of controversy and delays due to mailing and keying errors
- printing option to for record keeping purposes
- acceptance of information that pertains to first, interim and final supplemental reports and the most common types of payments including Salary Continued, TTD, TPD and PPD
- editing which help eliminate entry errors and missing information
- ability to view historical payment information
- on-line help information, if needed
- elimination of duplicate data entry

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This newly developed Internet-based application for submitting subsequent reports has been tested by the WCD staff and selected insurers. The testing process included submission and acceptance of actual reports. Based on the outcome of the testing process, the application is ready for implementation and is available for use by insurers.

A long-term goal of the WCD is to improve compliance by eliminating delays and other inefficiencies associated with manual, paper and postal mail processes. As part of that goal, the WCD is planning to develop the capacity of insurers to submit First Reports of Injury, form WKC-12 and Supplemental Wage Information, form WKC-13A using Internet-based applications similar to that which is now available for submission of Supplemental Reports, form WKC-13.

Action Requested: Immediately begin to use the Internet-based application to submit Supplemental Reports, form WKC13, rather than paper forms. Access the new application through the Insurers' Pending Reports on the WC web site. This application for submitting supplemental reports is found in three areas of the Insurers' Pending Reports: a) "Waiting for First Supplemental Report WKC13", b) "Waiting for Final Supplemental Report WKC13" and c) "Waiting for Results of Insurer Investigation". In order to enable the application, use the electronic buttons, labeled "send WKC13", which are located next to the "reply" buttons. Self-explanatory entry screens will follow after the buttons are activated. Refer to the "help" screen for reference to the requirements for entry of specific data fields.

Inquiries: If you have any questions or need help with the submission of supplemental reports via the Internet application, call Avis Mueller at (608) 267-4418 or Debbie Botham at (608) 267-1360, or e-mail them at wcpendrpt@dwd.state.wi.us
For problems with access to the Insurers Pending Reports or passwords, call Debra Hillmann at (608) 261-6533 or Shari Bloedow at (608) 267-4422 or send an e-mail to: WCITSupport@dwd.state.wi.us

Enclosures: None

References: None