

**Worker's Compensation
Insurance Letter**

INS #	434
Date	November 20, 2001
Program	Claims Management
Type	<u>New Process</u>
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 First Report of Injury, WKC-12

Purpose: Announce the capability for insurers to submit the First Report of Injury, form WKC-12, using the Insurer's Pending Reports via the Internet.

Background: The Division has added another function allowing insurers to electronically submit the First Report of Injury, WKC-12, from the Internet. Earlier this year, the Internet version of the Supplementary Report, WKC-13, was introduced. Over 12,000 WKC-13 have been submitted via the Internet with growing acceptance and usage. Since the WKC-12 and WKC-13 information is often available to insurers at the same time, the addition of the WKC-12 on the Internet will enhance insurers' ability to send both forms at the same time using the same media.

The Internet version of the WKC-12 is located with the WKC-13 on the Insurers' Pending Reports and is protected through the use of the insurers' logons and passwords. The new easy-to-follow format is designed to allow for submission of minimally required information without wage and other information that may not be required or required only in some instances. Insurer and claims administrator identification information that would otherwise need to be keyed is pre-filled.

The Division is currently working on the Internet versions of the Wage Supplement, form WKC-13-A, and the Temporary Partial Disability worksheet, form WKC-7359. These will be made available in the near future.

Action Requested: Please use either the Internet or Electronic Data Interchange for submission of WKC-12 and WKC-13. While paper forms will be accepted, the Division recommends that the insurers begin implementing plans to suspend submitting paper forms in favor of electronic reporting for many reasons including reliability and accuracy. Log into the Pending Reports at: http://www.dwd.state.wi.us/wc/insurance/pending_rpts.htm to access the new Internet WKC-12, the WKC-13.

Inquiries: For questions, contact Lee Shorey, (608) 267-9407. [For Internet submission training opportunities, contact Diane Rodenberg at \(608\) 267-6890.](#)

Enclosures: None

References: None