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State of Wisconsin
Department of Workforce Development

Worker's Compensation Insurance Letter

INS #	468
Date	May 18, 2007
Program	Claims Handling
Type	Procedure
Replaces	None

To: Claims Handling Offices for Insurance Carriers and Self Insured Employers
From: Frances Huntley-Cooper, Division Administrator
Subject: View Worksheets on Web Site Pending Reports

Purpose: To inform claim handling offices that on 05/04/2007 the Division added a feature to its web based Pending Reports application that will give insurers and claims adjustors immediate electronic access to the most current Worksheet for claims that have one.

Background: The Division, with input from insurers, has added another enhancement to its web based Pending Reports application, namely, the ability to view an electronic copy of a claim's most recent PPD or Social Security Offset Worksheet. The intent of this feature is to provide insurers and claims adjustors with the electronic means to access such information in a timely manner. As such, this is another step in the development of a communications system that allows immediate electronic access to claim related information, thereby facilitating the administration of worker's compensation claims. The Division has selected a downloadable image viewer as a standard viewer for use within the Pending Reports, and this is provided to users by the Division. In order to take advantage of this new feature, users will be required to download the viewer from within the Pending Reports if they have not already done so for the purpose of viewing open correspondence.

Action Requested: In order to access the electronic Worksheet each Pending Reports user must download the standard image viewer if he or she has not already done so for the purpose of viewing open correspondence. See http://dwd.wisconsin.gov/wc/insurance/pending_rpts.htm for instructions on viewing the Worksheet and downloading the standard image viewer. If your company restricts a user's ability to download files, you may need to contact your help desk or IT staff.

Inquiries: For concerns or questions regarding viewing Worksheets, contact the Claims Services Supervisor at (608) 267-4418. For concerns or questions regarding the Division's standard Pending Reports image viewer, contact WC IT Support staff at (608) 261-6533.

Enclosure: None