

Worker's Compensation
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State of Wisconsin
Department of Workforce Development

Worker's Compensation Insurance Letter

INS #	455
Date	November 22, 2005
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: Required Electronic Reporting of Supplementary Report on Accidents and Industrial Diseases, WKC-13 by March 1, 2006

Purpose: To advise claims handling offices to submit Supplementary Reports, form WKC-13 electronically by March 1, 2006.

Background: The Wisconsin Administrative Code DWD 80.02 (b) authorizes the Department to require electronic reporting of all or selected information for required reports. This same rule allows for insurers to request a waiver of the requirement within 60 days and the Department may grant the waiver if good cause is found.

The Department is experiencing excellent voluntary cooperation by insurers and their claims administrators in the use of Electronic Data Interchange (EDI) and Internet reporting through the Insurer's Pending Report. Currently, over 95% of all First Reports of Injury, Wage Supplements and Supplementary Reports are submitted electronically.

To continue the benefits of efficiency and quality, the Department believes that now is the appropriate time to begin requiring electronic reporting for the Supplementary Report, WKC-13 for most types of claims. The Department will require electronic reporting of these reports for all claims with a few exceptions. The majority of exceptional claims are those that are litigated, permanent total disability, fatalities and those that involve social security disability offset. The Paper Supplementary Report format, form WKC-13, should be used for these and a few other "exceptional" claims that cannot be reported via the Pending Reports.

The use of EDI for reporting Supplementary Reports is very limited and restricted. The Department only accepts EDI transmissions of supplementary reports that are coded IP (initial payment), S1 (suspension, returned to work) and FN (final). The Department does not accept mixed payment types or intermittent periods of temporary disability via EDI. For a full discussion of our EDI program please see our website at: http://dwd.wisconsin.gov/wc/insurance/edi/edi_program.htm.

Action Requested: Effective on or before March 1, 2006, begin reporting all Supplementary Reports (form WKC-13) electronically using the Internet Insurer Pending Reports or EDI. If you believe that there are circumstances that would prevent you from doing this by March 1, you may request a waiver of the requirement on or before February 1, 2006.

Inquiries: For concerns or questions, contact Lee Shorey at (608) 267-9407.

Enclosure: None