

# <u>Wisconsin DWD Worker's</u> <u>Compensation Insurer Portal -</u> <u>WKC13 Payment Process</u>

**Overview** 

**WKC13 Initial Payment** 

WKC13 Subsequent Payments

**Attorney Fees** 

**Edit Payments** 

**Temporary Partial Disability Payments** 



## Overview

The Department of Workforce Development (DWD) Worker's Compensation Division requires the use of the Insurer Portal – Pending Reports Application to report payments made to injured workers. The introduction of the Insurer Portal brings with it changes to how payments are reported compared to the original Pending Reports application. The biggest change is the introduction of the Edit Payments screen. This is to be used to update the amount paid for closed periods of disability, or to update the amount of PPD paid. The WCK13 Supplemental Payment continues to be used to introduce new payment periods and/or types. The following sections highlight the purpose of each submission form and how to use them.

# WKC13 Initial Payment

The WKC13 Initial Payment is the first WKC13 sent to the Division reporting the date the injured worker first received benefits due. The first WKC13 allows you to submit the following payment types:

- Permanent Partial Disability (PPD)
  - Nonscheduled (Wis. Stat. § 102.44(3))
  - Occupational Hearing Loss (Wis. Stat. § 102.555)
  - o Scheduled (Wis. Stat. § 102.52, -.53, -.55)
- Salary Continued + Sick Leave (Wis. Stat. § 102.43)
- State Hazardous Duty Pay (Wis. Stat. § 16.31)
- Temporary Partial Disability (Wis. Stat. § 102.43(2))
- Temporary Total Disability (Wis. Stat. § 102.43)

All payment types will have required fields, and those fields will identify themselves, in red, if left blank. The Last Day Worked is no longer pre-filled and is a field you are required to complete.

At the time of first payment, you may also report a reason why a first payment was made more than 14 days after the last day worked, if applicable. Please note, this does not automatically remove the possibility of a delay penalty being assessed. You can also set a date the expected wage information will be reported.

The insurer claim number can be added or updated during the WKC13 initial payment, and the date of injury can be adjusted no more than 6 days prior or post the date initially reported. If you need the injury date adjusted beyond this window, please use the Send Email form to contact the Division requesting the change.

The WKC13 Initial Payment can also be used to set a claim status. Setting a claim status does not report an initial payment. Similar to different payment types, selecting a claim status will result in specific fields being required or disabled. Claim status that can be set are Being Investigated,



Denied, or No Lost Time. Insurer investigation can be closed by sending an initial payment WKC13. No Lost Time cannot be set on claims that are only PPD.

## **Example of a Temporary Total Disability WKC13 Initial Payment**

Choosing payment type Temporary Total Disability requires the date of first payment, amount paid, the weekly wage used to determine the amount paid if that value was not already set by a previous transmission, and the last day worked.

Back to claim details				
Insurance Claim Number		Date of Injury (MM/DE 05/01/2024	D/YYYY)*	
Claim Status O Being Investigated O Denied O	No Lost Time (Do NOT select this	radio button if the claim	is PPD only) O Reset	
Type* TEMPORARY TOTAL DISABILITY 102.43	-	Date of 1st Compensa 07/01/2024	ation Payment (MM/DD/YYYY)*	Ē
Amount of 1st Payment*	Weekly Wage Used to set T \$ 1200.00	TD Rate*	Last Day Worked (MM/DD/YYYY)* 05/01/2024	ē
If 1st Payment was late (more than 14 days after	r last day worked), please cho	oose a reason		Ŧ
Does the employee work on Sunday? O Yes I No	0			
WKC13A/A1 Expected Date (MM/DD/YYYY)				
Wage Comments				
				1.
Submit				0/200



## Example of setting a claim status to Denied

Selecting a claim status of Denied will require you to answer a question if the claimant has been notified of the denial.

ck to claim details				
Insurance Claim Number		Date of Injury (MM/DD/Y 05/01/2024	YYY)*	Ē
laim Status O Being Investigated O Denied O	) No Lost Time (Do NOT select this	radio button if the claim is	PPD only) O Reset	
Туре	- -	Date of 1st Compe	ensation Payment (MM/DD/YYYY)	Ċ
\$ Amount of 1st Payment	\$ Weekly Wage Used to	set TTD Rate	Last Day Worked (MM/DD/YYYY)	E
\$ Amount of 1st Payment If 1st Payment was late (more than 14 days af	\$ Weekly Wage Used to	o set TTD Rate	Last Day Worked (MM/DD/YYYY)	
\$ Amount of 1st Payment If 1st Payment was late (more than 14 days af coes the employee work on Sunday? Yes ()	\$ Weekly Wage Used to tter last day worked), please cho No	o set TTD Rate	Last Day Worked (MM/DD/YYYY)	[
S Amount of 1st Payment If 1st Payment was late (more than 14 days af coes the employee work on Sunday? Yes  WKC13A/A1 Expected Date (MM/DD/YYYY)	\$ Weekly Wage Used to fter last day worked), please cho No	o set TTD Rate	Last Day Worked (MM/DD/YYYY)	
S Amount of 1st Payment If 1st Payment was late (more than 14 days af ces the employee work on Sunday? Yes  WKC13A/A1 Expected Date (MM/DD/YYYY) Wage Comments	\$ Weekly Wage Used to	o set TTD Rate	Last Day Worked (MM/DD/YYYY)	

## **WKC13 Subsequent Payments**

Similar to the initial payment, the WKC13 Subsequent Payment can send payment information, update other information, or both.

Non-payment information that can be sent includes the insurer claim number, the insurer contact information, setting expected wage and medical report dates, and setting a claim to suspended status.

The WKC13 Subsequent Payments is to report <u>new lines of payment data</u>, including new payment types, or new periods of disability. **If a payment line exists for a closed period, and payment amount needs to be updated, use the Edit Payment screen.** Please note, you can no longer send a new transaction that has the same payment type and dates of a payment line that already exists on the claim.



## Example of a claim with an open period of payment

Open periods refer to payment rows with a last day work but no return to work date. During the Subsequent Payment, you can close the open period by setting the return to work date, or adjust amount paid and leave it open. You can also add employer paid holidays and attorney fees, if applicable.

		•				Paid		
TEMPORARY TOTAL DISABILITY 102.43	*	05/01/2024		Returned to Work	Employer Paid Holidays	\$ 575	\$ Attorney Fees	Attorney Fee Status
			Oper	payment row-no re	turn to work date			
Type Of Payment	•	Last Day Worked	-	Returned to Work	Employer Paid Holidays	Amount Comp. \$ Paid	\$ Attorney Fees	Attorney Fee _ Status
Type Of Payment	•	Last Day Worked	-	Returned to Work	Employer Paid Holidays	Amount Comp. \$ Paid	\$ Attorney Fees	Attorney Fee 🗸 Status

#### **Example of Permanent Partial Disability payment**

PPD payments do not require dates, only an amount paid. If you need to report more payments of PPD after the initial payment, use the Edit Payments function to update the payment row with the total amount of PPD paid.

Claim Updates		2 Payment	<b>3</b> W	age	4	Medical	5
Type Of Payment PPD SCHEDULED 102.52,53,55	Ŧ	Last Day Worked 💼	Returned to Work 💼	Employer Paid Holidays	Paid* \$ 750.00	\$ Attorney Fees	Attorney Fee _
		PPD Payments	-no Last Day Work,	Returned to Wo	rk dates		
Type Of Payment	*	Last Day Worked 📋	Returned to Work 💼	Employer Paid	Amount Comp.	s Attorney Fees	Attorney Fee

## **Attorney Fees**

Attorney fees are added to payment lines during a WKC13 Subsequent Payment. On the payment line, two fields exist to indicate the amount of attorney fee, and a status of that amount of Withheld or Paid. When navigating to the next screen on the WKC13, you will be prompted to assign the attorney for the fee.



## Example of a payment line with attorney fees

Back to claim details							
Claim Updates	2 Payment		3 Wage —		4 Medical		5 Review
Type Of Payment TEMPORARY TOTAL DISA	ABILITY  Last Day Worke 02/01/2024	d* Returned to Work 02/21/2024	Emp Holic	loyer Paid lays \$ 3500.00	Attorney Fees* \$ 250.00	Status* Paid	
Type Of Payment	✓ Last Day Wo	orke	Vort Emp Holic	loyer Paid Amount Ca lays \$ Paid	on \$ Attorney Fee	Attorney Status	

#### Example of the attorney selection process

First you search for an existing attorney in our database. Please note, there may be multiple instances of one attorney with varying differences. You can select the existing attorney that matches best or create a new attorney record.

First Nar CHAR	LES	Middle Initial	Last Nan DOME	R			
Firm N	ame						
Q Se	arch						
	Attorney Name	Firm Name	Address Line 1	Address Line 2	City	State	Zip Code
	DOMER, CHARLES	DOMER LAW	3970 N OAKLAND AVE	STE 201	MILWAUKEE	WI	53211
	DOMER	DOMER LAW.		3970 N OAKLAND AVE STE		14/1	50011

## **Edit Payments**

Edit payments is intended to *update closed rows of temporary disability or ongoing payments of PPD*. The edit payments function does not allow you to update claim information such as contact information or insurer claim number, or allow you to add new payment types. To close an open period of temporary disability, use the WKC13 Subsequent Payment form.



Edit Payment can be accessed on the claim detail, Payment Info tab. Below the rows of existing payments on the claim, there is a button called Edit Payment Amounts.

Claim II	nfo Payment Info	Open Corre	spondence	PPD Worksheet	Submission Histor	y View [	Documents
ayments t	o Claimants						
Actions	Type of Payment	Last Day Worked	Returned to Work	Employer Paid Holidays	Payment Calculated	Amount Comp. Paid	Attorney Fees
	TEMPORARY TOTAL DISABILITY 102.43	05/01/2024	05/13/2024	0	\$1,200.00	\$2,500.00	\$0.00
	PPD SCHEDULED 102.52,53,55				\$0.00	\$750.00	\$0.00
	Balance Due: \$0.00			Total	\$1,200.00	\$3,250.00	\$0.00

#### Example of the Edit Payments screen

Edit Payment Amounts will open up the Amount Comp Paid field for updates. Submitted updated payment amounts will file with the claim as a WKC13 Subsequent Payment. For lines of TPD, the TPD Worksheet can be updated. Attorney fees can be added to payment rows on Edit Payments. The addition of attorney fees will force the attorney selection process <u>outlined above</u>.

Type of Payment	Last Day Worked	Returned to Work	Employer Paid Holidays	Paym. + Calculateo	Amount Comp. Paid	Artorney Fees	Attorney Fee Status	Actions
TEMPORARY TOTAL DISABILITY 102.43	12/13/2021	07/31/2022	0	\$25,238.33	25238.36	0.00	Attorney Fee Status	
TEMPORARY PARTIAL DIS 102.43(2)	07/31/2022	01/08/2023	0	\$8,482.69	8483.40	0.00	Attorney Fee Status	•
PPD NONSCHEDULED 102.44(3)			0	\$79,640.00	20392.71	0.00	Attorney Fee Status	
Submit Cancel								

## **Temporary Partial Disability Payments**

Additional information is required when reporting Temporary Partial Disability (TPD) payments. They require the amount of money earned by the injured worker each week while receiving TPD payments, which helps calculate the amount owed by the insurer to the claimant.

TPD on a WKC13 payment row will allow you to create a new period of TPD, set a return to work date for an existing period, and add or update existing amount comp paid. The existence of a line of TPD adds a link for the TPD detail.



## Example of an open line of TPD on WKC13 Subsequent Payment screen



#### **Example of the TPD Detail screen**

The TPD detail screen will ask if the wages earned are for the job where the claimant was injured. After answering you are able to add in the partial wages earned for each week of disability. The wage rate used will be shown on the screen, and as wages are entered, the amount TPD due will calculate.

Note: As the chosen payment type i	s TPD, the TPD details are required.	FPD Details		
Are the earnings from the jo	bb where the claimant was injure	d?* 🖲 Yes 🔿 No		Î
	Calculations will	use actual wages (\$1944.00)		
Week Starting	Week Ending	Partial Wages Earned	TPD Due	
12/16/2024	12/22/2024	\$ 195.48	<b>\$</b> 1165.62	
12/23/2024	12/29/2024	\$ 795.26	<b>\$</b> 765.81	
12/30/2024	01/05/2025	\$ 0.00 Partial wages earned is required	<b>\$</b> 0.00	

#### Example of editing TPD on the Edit Payments screen

From the claim details, View Payments tab, you can edit the payment amounts for TPD, as well as access and update the TPD details.

Type of Payment	Last Day Worked	Returned to Work	Employer Paid Holidays	Payment Calculated	Amount Comp. Paid	Attorney Fees	Attorney Fee Status	Actions
TEMPORARY PARTIAL DIS 102.43(2)	09/11/2023		0		568.25	0.00	Attorney Fee Status	
Submit	el -							