

Thank you for your interest in the Impairment Rating Process for Pennsylvania Workers' Compensation!

On October 24, 2018, Governor Wolf signed into law Act 111 of 2018, which reestablished the Impairment Rating Evaluation (IRE) process in Pennsylvania. In pertinent part, the new IRE provisions, which will be found in Section 306(a.3) of the Workers' Compensation Act, require IREs to be performed under the 6th edition (second printing April 2009) of the AMA Guides to Evaluation of Permanent Impairment, and set the threshold for the presumption of total disability at thirty-five percent (35%).

For more information on Pennsylvania Workers' Compensation please reference this link:
<https://www.dli.pa.gov/Businesses/Compensation/Pages/default.aspx>

If you wish to apply to become an Impairment Rating Physician for Pennsylvania, the Workers' Compensation Automation and Integration System (WCAIS) can now accept your online application. When applying please remember to include the following documents:

- Current Pennsylvania medical license
- Current ABMS or AOA approved board specialty certification
- Documentation of training in the American Medical Association "*Guides to the Evaluation of Permanent Impairment*," 6th edition (second printing April 2009) or current certification through ABIME, IAIME, or CIR. If you are not certified and your training took place prior to April of 2009, you will need to provide documentation that establishes training in the specific version of the *Guides* required by the law.
- An updated Curriculum Vitae
- Commonwealth Court case law, Act 111, and 34 Pa. Code, Section 123.103(a)(2)(b) require physicians performing IREs for Pennsylvania's Workers' Compensation to have an active clinical practice that engages in the practice of preventive care and the evaluation, treatment, and management of medical conditions of patients on an ongoing basis for at least 20 hours per week. This time cannot include activities relating to impairment rating evaluations, independent medical exams, utilization reviews, peer reviews, or occupation screening exams such as those for pilot's licenses and commercial driver's licenses, academic teaching, or speaking engagements. When completing the application, please only include those working hours which are devoted to active clinical practice as defined in this paragraph.

Attached are registration How to Guides for WCAIS. First, you must register as a Health Care Provider User, and then finally a Health Care Professional. It is then under the Health Care Professional user id you will find the hyperlink to submit an IRE Physicians Application.

If you have questions, please contact the Health Care Services Review Division at the Bureau of Workers' Compensation. Our email resource account is: ra-li-bwc-hcsrd@pa.gov

Healthcare Provider Self-Registration (Administrative User)

User Group(s): Healthcare Providers

This online help topic describes the process a Healthcare Provider Administrative user follows to self-register to access WCAIS. There are two Healthcare Provider roles, an Administrative user and a Non-Administrative user.

An Administrative user is responsible for administering WCAIS user accounts within the organization. Some of these responsibilities include:

- Verifying and approving new user requests for Non-Administrative users.
- Resetting Passwords for users within the organization.
- Modifying user Profiles (first name, last name, activate/deactivate, update role, edit existing address or email information).

A Healthcare Provider Non-Administrative user belongs to an organization and has been provided a WCAIS User Registration PIN from the organization's Administrative user. The WCAIS User Registration PIN is associated to the organization's Administrator location.

An Administrative user is able to self-register and self-verify the request if the user can provide the following details for three Claims:

- Claimant First Name
- Claimant Last Name
- Date of Injury
- Date of Injury
- Med Fee Application Number

Even if the Healthcare Provider organization exists in WCAIS and meets the minimum requirement of three Claims, the user submitting the self-registration request may request staff assistance in the user verification process.

If the organization does not exist in WCAIS, or the organization exists but is not associated to a minimum of three Claims, the user submitting the self-registration request for the Administrative Healthcare Provider user must be approved by Bureau staff.

The self-registration process for a Healthcare Provider Administrative user begins on the Self-Registration – User Selection screen after the user selects the Are you a New User? link from the WCAIS login screen.

- From the Self-Registration - User Selection screen, select the I am a Healthcare Provider (Facility/Group e.g. Pharmacy, Hospital), or I am a Healthcare Provider's representative radio button and press **Register**. The Healthcare Provider Self Registration Request screen displays with multiple tabs of required information.

- From the Organization Role tab, select the I am an administrative healthcare provider user (responsible for administering WCAIS user accounts within the organization) radio button and press **Save and Continue**.
- From the Identifying Information tab, complete all of the required fields on this screen and correctly answer a Security Question before pressing **Save and Continue**.
NOTE: WCAIS randomly selects a Security Question. If necessary, select the Change Question link to change the Security Question.
NOTE: The organization's Federal Employer Identification Number (FEIN) is required to complete this screen.
- Enter the information on the remaining tab(s) that display and proceed to the Online Agreement tab.
NOTE: The tabs differ depending on the self-registration request type as described below.
 - If the self-registration request is for a new user and a new organization; or a new user for an existing organization with a new location, enter the required information on Organization Information tab. Then, press **Save and Continue**.
 - If the self-registration request is for a new user for an existing organization and an existing location and is associated to three or more Claims, the User Verification tab displays.
 - Choose Self-Verification radio button and enter details about the three Claims, or choose the Staff-Assisted Verification radio button and enter a phone number. Then, press **Save and Continue**.
 - If the self-registration request is for a new user for an existing organization, but is not associated with three or more Claims, the Online Agreement tab displays.
 - Choose Self-Verification or Staff-Assisted Verification, enter the required information, and then press **Save and Continue**.
- From the Online Agreement tab, read the WCAIS User Agreement and check the box to confirm that you agree with the statement. Then, press **Continue**.
- From the Account Information tab, create a WCAIS Password that will be used every time you log into WCAIS.
NOTE: The Password must meet the specified criteria listed on this screen.
- Select three Hint Questions from the drop-down menus and provide three Hint Answers that will be used to reset your Password, if forgotten. Then, press **Save and Continue**.
NOTE: All three Hint Question and Hint Answer fields must be completed. The Hint Answer field is not case sensitive.
- Review the information provided during account creation for accuracy, then press **Submit**.
NOTE: If any information was entered in error, press **Back** to return to the applicable screen.

The following screens may display depending upon the information entered previously:

- **Request Sent for Approval:** Once the self-registration request is processed, WCAIS generates correspondence to inform the Healthcare Provider Administrative user that the self-registration has been approved, or it has been rejected. If approved, WCAIS provides the Keystone ID, the organization's WCAIS User Registration PIN and directions to login to WCAIS.
- **Registration Successful:** If WCAIS successfully validates the information entered, the Healthcare Provider Self Registration Request – Registration Successful screen displays the Administrator's Keystone ID, the organization's WCAIS User Registration PIN, and provides a link for the user to login to WCAIS. If there is an existing Administrator for the organization, WCAIS sends correspondence to inform the existing Administrator(s) that a user from their organization has been added as an Administrator. Select the Click here to login link.

Healthcare Professional Self-Registration

User Group(s): Healthcare Professionals

This online help topic describes the process a Healthcare Professional follows to self-register to access WCAIS. In order for the Healthcare Professional to register, the Healthcare Provider Administrative user for the organization must already be registered in WCAIS and must provide the Healthcare Professional with the organization's WCAIS User Registration PIN.

During the self-registration process, if the Healthcare Professional is associated to three or more Claims, the user is able to self-verify by providing the following details relating to three Med Fee applications:

- Claimant First Name
- Claimant Last Name
- Date of Injury
- Med Fee Application Number

Even if the Healthcare Professional meets the minimum requirement of three Claims, the user submitting the self-registration request may request staff assistance in the user verification process.

The self-registration process for a Healthcare Professional begins on the Self-Registration – User Selection screen after the user selects the Are you a New User? link from the WCAIS login screen.

- From the Self-Registration - User Selection screen, select the I am a Healthcare Provider (Facility/Group e.g. Pharmacy, Hospital), or I am a Healthcare Provider's representative radio button and press **Register**.
- From the Healthcare Provider Self-Registration Request – Role in the Organization screen, select the I am a healthcare professional (Individual) radio button and press **Save and Continue**.
- Complete all of the required fields on this screen, and correctly answer a Security Question before pressing **Save and Continue**.

NOTE: WCAIS randomly selects a Security Question. If necessary, select the Change Question link to change the Security Question.

NOTE: The WCAIS User Registration PIN is required to complete this screen.

- Enter the information on the remaining tab(s) that display and proceed to the Online Agreement tab.
NOTE: The tabs differ depending on the self-registration request type as described below.
 - If the self-registration request is for a new Healthcare Professional user for an existing Healthcare Provider organization and the Healthcare Professional is NOT associated with three or more Claims, the Online Agreement tab displays.
 - If the self-registration request is for a new Healthcare Professional user for an existing Healthcare Provider organization, and the Healthcare Professional IS associated with three or more Claims, the User Verification tab displays.
 - Choose Self-Verification radio button and enter details about the three Med Fees or choose the Staff-Assisted Verification radio button and enter a phone number. Then, press **Save and Continue**.

- From the Online Agreement tab, read the WCAIS User Agreement and check the box to confirm that you agree with the statement. Then, press **Continue**.
- From the Account Information tab, create a WCAIS Password that will be used every time you log into WCAIS.

NOTE: The Password must meet the specified criteria listed on this screen.

- Select three Hint Questions from the drop-down menus and provide three Hint Answers that will be used to reset your Password, if forgotten. Then, press **Save and Continue**.

NOTE: All three Hint Question and Hint Answer fields must be completed. The Hint Answer field is not case sensitive.

- Review the information provided during account creation for accuracy, then press **Submit**.

NOTE: If any information was entered in error, press **Back** to return to the applicable screen.

The following screens may display depending upon the information entered previously:

- **Request Sent for Approval:** Once the self-registration request is processed, WCAIS sends an email to the Healthcare Provider Administrative user to review the registration request or reject it. If approved, WCAIS provides the Keystone ID and directions to login to WCAIS.
- **Registration Successful:** If WCAIS successfully validates the information entered, the Healthcare Professional Self Registration Request – Registration Successful screen displays the Keystone ID, the organization's WCAIS User Registration PIN, and provides a link for the user to login to WCAIS. Select the Click here to login link.