

Workers' Compensation Medicare Set-Aside Portal (WCMSAP) Computer Based Training (CBT) Curriculum for Corporate and Representative Users

ID#	Title	Type	Description	Duration
01	WCMSAP Curriculum	PDF	A printable listing of the courses, their descriptions and course lengths for the WCMSAP CBT Curriculum.	N/A
02	Benefits of Using the WCMSA Web Portal	CBT	This course explains the benefits of using the WCMSA Web Portal and provides the basic system requirements.	6 Minutes
03	Benefits of Using the WCMSA Web Portal	PDF	This is a printable version in .PDF format of the "Benefits of Using the WCMSA Web Portal" CBT (Course ID03).	N/A
04	Registration Process – Corporate User	CBT	This course will provide instruction on how to complete a Corporate registration on the WCMSAP and the steps to follow once the registration has been submitted.	13 Minutes
05	Registration Process – Corporate User	PDF	This is a printable version in .PDF format of the "Registration Process – Corporate User" CBT (Course ID04).	N/A
06	Account Setup – Corporate User	CBT	This course will demonstrate how to complete the Account Setup, including establishing an account and a login ID and password. This course will also describe the next steps to follow once the Account Setup has been submitted. Note: This course is intended for corporate WCMSAP account users. A corporate account indicates that the submitter is a corporate entity with an Employer Identification Number (EIN) and will be regularly submitting WCMSA requests.	13 Minutes
07	Account Setup – Corporate User	PDF	This is a printable version in .PDF format of the "Account Setup – Corporate User" CBT (Course ID08).	N/A
08	Registration Process – Representative User	CBT	This course will provide instruction on how to complete a Representative Account registration on the WCMSAP and the steps to follow once the registration has been submitted.	11 Minutes
09	Registration Process – Representative User	PDF	This is a printable version in .PDF format of the "Registration Process – Representative User" CBT (Course ID06).	N/A

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10	Account Setup – Representative	CBT	This course will demonstrate how to complete the Account Setup, including establishing an account and a login ID and password. This course will also describe the next steps to follow once the Account Setup has been submitted. Note: This module is intended for those entities who will register for a representative account. A representative account indicates that the submitter is registering as a non-corporate entity with no Employer Identification Number (EIN), but will be submitting multiple WCMSA requests.	12 Minutes
11	Account Setup – Representative	PDF	This is a printable version in .PDF format of the “Account Setup – Representative User” CBT (Course ID10).	N/A
12	Login and User Maintenance	CBT	This course will demonstrate how to login to the WCMSAP, how to retrieve a forgotten Login Identification (ID), how to retrieve a forgotten password, and Account Setting options including updating personal information, viewing account activity, and changing a password.	11 Minutes
13	Login and User Maintenance	PDF	This is a printable version in .PDF format of the “Login and User Maintenance” CBT (Course ID12).	N/A
14	Basic Functions - Account Manager	CBT	This course describes the role of the Account Manager and the basic functions available to the Account Manager, including managing the account profile and designee maintenance.	17 Minutes
15	Basic Functions - Account Manager	PDF	This is a printable version in .PDF format of the “Basic Functions – Account Manager” CBT (Course ID14).	N/A
16	Basic Functions and Registration - Account Designee	CBT	This course describes the role of the Account Designee, the basic functions available to the Account Designee, and Account Designee registration.	9 Minutes
17	Basic Functions and Registration - Account Designee	PDF	This is a printable version in .PDF format of the “Basic Functions and Registration – Account Designee” CBT (Course ID16).	N/A

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ID#	Title	Type	Description	Duration
18	Case Submission	CBT	This course demonstrates the WCMSAP Case Creation feature including how to save and edit a Work-In-Progress (WIP) case and how to submit a WCMSA case.	27 Minutes
19	Case Submission	PDF	This is a printable version in .PDF format of the "Case Submission" CBT (Course ID18).	N/A
20	Uploading and Appending Documents	CBT	This module describes how WCMSAP users may add additional documents to an existing case, delete documents from a work-in-progress case or replace co-mingled documents on submitted cases.	9 Minutes
21	Uploading and Appending Documents	PDF	This is a printable version in .PDF format of the "Uploading and Appending Documents" CBT (Course ID20).	N/A
22	Case Lookup	CBT	This course demonstrates the WCMSAP Case Lookup feature which gives WCMSAP users the ability to view a previously submitted Workers' Compensation Medicare Set-Aside (WCMSA) case or a work-in-progress (WIP) case that was submitted/entered through the WCMSA Web portal.	14 Minutes
23	Case Lookup	PDF	This is a printable version in .PDF format of the "Case Lookup" CBT (Course ID22).	N/A
24	Alerts	CBT	This course describes what an alert is, explains the different ways to access an alert and clarifies what to do when an alert is received.	8 Minutes
25	Alerts	PDF	This is a printable version in .PDF format of the "Alerts" CBT (Course ID24).	N/A
26	Application Overview	CBT	This course provides an overview on how to navigate the WCMSAP and the menu options listed on the Home page.	8 Minutes
27	Application Overview	PDF	This is a printable version in .PDF format of the "Application Overview" CBT (Course ID26).	N/A
28	Webinar Presentation (August 10, 2011)	PDF	In this webinar presentation dated August 10, 2011, the following topics were reviewed: the current WCMSA proposal submission process, the new submission process on the WCMSAP and an overview on the WCMSAP screens that will be used to enter and submit a WCMSA proposal.	N/A

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ID#	Title	Type	Description	Duration
29	Webinar Q&A Session	PDF	This document contains responses to the questions asked during the Question and Answer session following the WCMSAP Webinar presentation held on August 10, 2011.	N/A

*Courses noted as Printable may be printed or may also be saved to your PC. Note: CMS reserves the right to modify all presentations. To ensure that you have the most current version, verify that the version and date on the document in your possession match the version and date on the corresponding page of the PDF currently on www.cms.gov.