Welcome to the Workers’ Compensation Medicare Set-Aside Portal (WCMSAP) Registration Process course. 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.

As a reminder, you may view the slide number you are on by clicking on the moving cursor. Additionally, you can view the narration by clicking the Closed Captioning [CC] button in the lower right-hand corner of the screen.
Disclaimer

While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare & Medicaid Services (CMS) instructions for the WCMSAP. All affected entities are responsible for following the applicable CMS instructions found at the following link: https://go.cms.gov/wcmsa/.

Slide notes

While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare & Medicaid Services (CMS) instructions for the WCMSAP.

All affected entities are responsible for following the applicable CMS instructions found at the following link: CMS WCMSAP Website.
Slide notes

This course will provide instruction on how to complete a Representative registration on the WCMSAP and the steps to follow once the registration has been submitted.
All users must register for a Web portal account on the WCMSAP URL.

To create your representative account, you must go to the WCSMAP URL (WCMSAP URL) to begin the registration process.
Each time a user visits the WCSMAP Web site, the Login Warning page will display.

The Login Warning page provides information about WCMSAP security measures, including access, penalty and privacy laws. All users must agree to the terms of this warning each time they access the WCMSAP application.
Slide 6 of 36 - Login Warning Page

UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes: (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network. This system is provided for Government-authorized use only.

Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.

Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.

By using this system, you understand and consent to the following:

* You have no reasonable expectation of privacy regarding any communication or data transferring or stored on this system.
* The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duty or to conduct H-2B business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transferring or stored on this system. At any time, and for any lawful Government purpose, the Government may monitor, intercept, search and seize any communication or data transferring or stored on this system.
* Any communication or data transferring or stored on this system may be disclosed or used for any lawful Government purposes.


Privacy Act Statement

The collection of this information is authorized by 42 U.S.C. 1396v(b)(5). The information collected will be used to identify and recover past debts, Medicare primary payments, and to prevent Medicare from making mistakes in the future for those Medicare Secondary Payer situations that continue to exist.

Attestation of Information

I have submitted all relevant information obtained and/or have knowledge regarding this claim, that was generated at any time on or after the date of incident (DOI) for the alleged accident/injury/incident at issue, and has been included as part of this submission of the proposed amount for this WCMSAP to the Centers for Medicare & Medicaid Services.

The information provided is complete, truthful, accurate, and meets all requirements set forth to use this process; and, I have read and understand all of the Centers for Medicare & Medicaid Services information at Workers Compensation Agency Services.

LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

I Accept
Decline

Slide notes

You must review the Login Warning and click the I Accept link at the bottom of the page to continue, otherwise you will be denied access to the WCMSAP site and will be unable to register.
Slide notes

Once you have clicked on the I Accept link, the Login (Welcome) page will display. Here you will find various menu options.
Slide notes

“About This site” navigates to the “How To Use This Site” link, offering general information on how to use the WCMSAP application.
“CMS Links” provides links to the Workers’ Compensation Agency Services page, the Medicare Web site, and the Coordination of Benefits & Recovery Overview Web site.
Slide notes

The “How To...” section provides detailed information on performing the following functions: Getting Started, Requesting your Login ID, Requesting your Password, Changing your Password, Resetting your PIN, Changing your Account Manager, Changing your Account Representative, and Inviting Account Designees.
Slide 11 of 36 - Reference Materials Link

Welcome to the WCMSAP

This site provides an interface for entry of Workers' Compensation Medicare Set-Aside Arrangements (WCMSA) proposals. Attorneys, Medicare beneficiaries, claimants, insurance carriers and WCMSA vendors may use this site to enter the case information directly. The site also provides attorneys, Medicare beneficiaries, claimants, insurance carriers, and WCMSA vendors with the ability to track their submitted cases and the statuses without inquiry to the Benefits Coordination & Recovery Center (BCRC) or the Centers for Medicare & Medicaid Services (CMS).

GETTING STARTED
For more information, refer to How To Get Started under the How To menu option.

STEP 1
New Registration

STEP 2
Account Setup
(Account ID and PIN required)

Sign into your account

User Name: 
Forget ID

Password: 
Forget Password

Login  Clear

Slide notes
“Reference Materials” displays a link to the WCMSAP User Guide.
Slide 12 of 36 - Contact Us

“Contact Us” displays the following page which provides information on how to contact the Benefits Coordination & Recovery Center (BCRC).
Account Registration is the first step in the WCMSAP registration process. During the account registration process, basic information related to the representative and the beneficiary are required. To begin the initial registration process, click New Registration.
The Select Account Type page displays. This page describes the differences between each account type.
Users will be required to first specify the type of account for which they are registering. There are four types of WCMSAP accounts: Corporate, Representative, Self, and Professional Administrator.

A corporate account type indicates that the submitter is registering as a corporate entity with an Employer Identification Number (EIN). Those registering as a corporate account type will be regularly submitting WCMSAP requests.

A representative account type is for a non-corporate WCMSAP submitter. These submitters do not have an EIN but will be submitting multiple cases.

A self-submitter account type is for a Medicare beneficiary or a claimant who has a reasonable expectation of becoming a Medicare beneficiary within 30 months and is submitting a case on their own behalf.

The self-submitter can only submit cases for themselves.

A professional administrator account type indicates that the entity is registering with an Employer Identification Number (EIN) and will be the responsible party for administering MSA funds and reporting to Medicare.
Slide 16 of 36 - Select Account Type

The account type selected will determine both the basic information that is captured during the registration process and the level of vetting that is subsequently undertaken.

This course focuses on how to register for a representative account.

To register as a Representative user, select the Representative button and then click Next.
After the Representative account type is selected, you will be directed to the Representative Information page.
Enter your personal information on this page.

The address you enter on this page will be used to send the Profile Report and any correspondence from the BCRC regarding this Account ID.

Fields marked with an asterisk (*) are required.
Representative Information Validation

- System validates each field on each registration page
- If errors are found
  - System displays message indicating errors found
  - Cursor is placed on the first field that generates error
  - User must correct error before being allowed to proceed
- Once data is corrected, system revalidates data

**Slide notes**

The system will validate each field on each registration page for accuracy and completeness. If errors are found, the system will display applicable error messages on the screen indicating what error condition(s) was/were found.

When errors are discovered, the cursor will be placed on the first field that generates an error condition. This will either be a required field that is missing data or a field that contains a data error.

You must correct the error before the system will allow you to proceed to the next page. Once the data has been corrected, the system will re-validate all data that has been entered.
Slide notes

When you have completed the Representative Information page, click Next to continue with the registration process.
Slide notes

As long as all information was entered correctly on the Representative Information page, you will be directed to the Beneficiary Information page.
Enter information on this page for a beneficiary associated with the case(s) that will be created using this Account ID.

Fields marked with an asterisk (*) are required.
Slide notes

When the Beneficiary Information page is complete, click Next to continue.
Once the Representative and Beneficiary Information pages are complete, the Registration Summary page displays. This page lists all the information that was previously entered. All information should be reviewed and verified before continuing.
This page may be printed for your records by using the Print this page link in the upper right-hand corner.
Slide notes

To make any corrections, click the Edit button next to the applicable section. Once clicked, the system will display that information entry page.
Slide 27 of 36 - Editing Your Information

Add, change, or delete any of the information as needed.
Once all corrections have been made, click Next to navigate back to the Registration Summary page.
When the registration information has been verified, click Submit Registration.
Slide notes

Once the registration has been submitted, the WCMSA Registration Completed Successfully. Thank You page displays, outlining the next steps in the registration process.
Next Steps

- Once the registration has been submitted, the BCRC validates the information
- Within seven days, the Account Representative will receive the PIN and instructions for setting up the account
  - If the email is not received within 7 business days, contact a BCRC EDI Representative

*Note: The contact address for the BCRC has changed. As a result, the system-generated Profile Report Email Notifications have been updated. The new address is:

Section 111 Reporting Program
P.O. Box 138892
Oklahoma City, OK 73113

Slide notes

When the registration application has been submitted, the information provided will be validated by the BCRC. You will need to record or print the submitter ID to provide to the Account Manager for future steps.

Within 7 business days, an email will be sent to you that contains the PIN, along with instructions for setting up the account (to be completed by the Account Manager).

If the email is not received within 7 business days, contact an Electronic Data Interchange (EDI) Representative.

*Note: The contact address for the BCRC has changed. As a result, the system-generated Profile Report Email Notifications have been updated. The new address is:

Section 111 Reporting Program
P.O. Box 138892
Oklahoma City, OK 73113
Next Steps

- Once Account Setup is completed
  - E-mail notification will be sent which includes a Profile Report
    - May take up to 10 business days to receive the Profile Report

- Profile Report must be reviewed, signed, and returned within 60 business days
  - When returning this via e-mail, use “WCMSAP Profile Report” in the subject line
  - If this is not received within the timeframe, the account will automatically be deleted on the 60th business day
    - If account is deleted, you must start the registration process from the beginning

Slide notes

Once you have completed the account setup, an e-mail notification will be sent to you, including a Profile Report denoting all information previously recorded during registration and any additional information provided during the account setup.

It may take up to 10 business days to receive the Profile Report.

You will have 60 business days to review, sign, and return the Profile Report to the BCRC.

When returning the signed Profile Report via e-mail, use “WCMSAP Profile Report” in the subject line.

If a signed Profile Report is not received within that timeframe, the account will be automatically deleted on the 60th business day.

If the account is deleted, you must start the registration process from the beginning.
Slide 33 of 36 - Returning back to the Welcome Page

To return to the WCMSAP Welcome page, click the Workers’ Compensation Set-Aside Welcome Page link.
Course Summary

- Representative Registration

Slide notes

This course provided instruction on how to complete a Representative registration on the WCMSAP and the steps to follow once the registration has been submitted.
You have completed the Registration Process for Representative Submitters course. The information in this course can be referenced by using the document at the link below.


Slide notes
You have completed the Registration Process for Representative Submitters course. The information in this course can be referenced by using the document at the link: WCMSAP User Manual PDF.
If you have any questions or feedback on this material, please go to the following URL:


Slide notes
If you have any questions or feedback on this material, please go to the following URL: WCMSAP Training Survey.