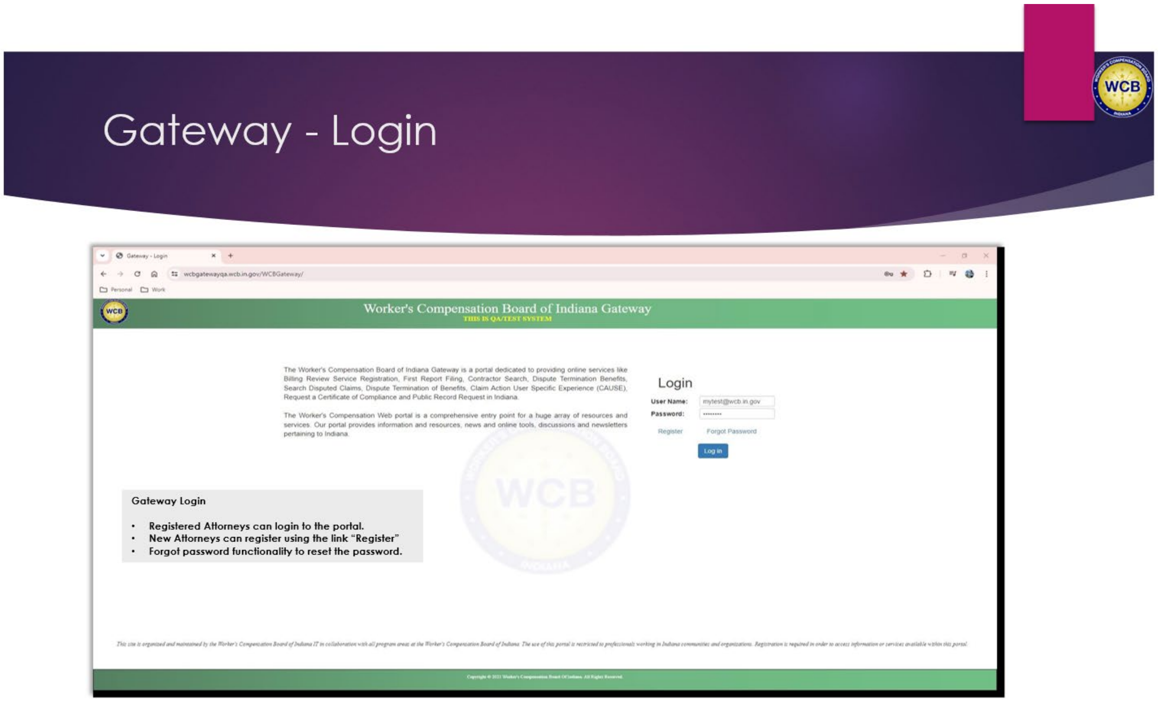
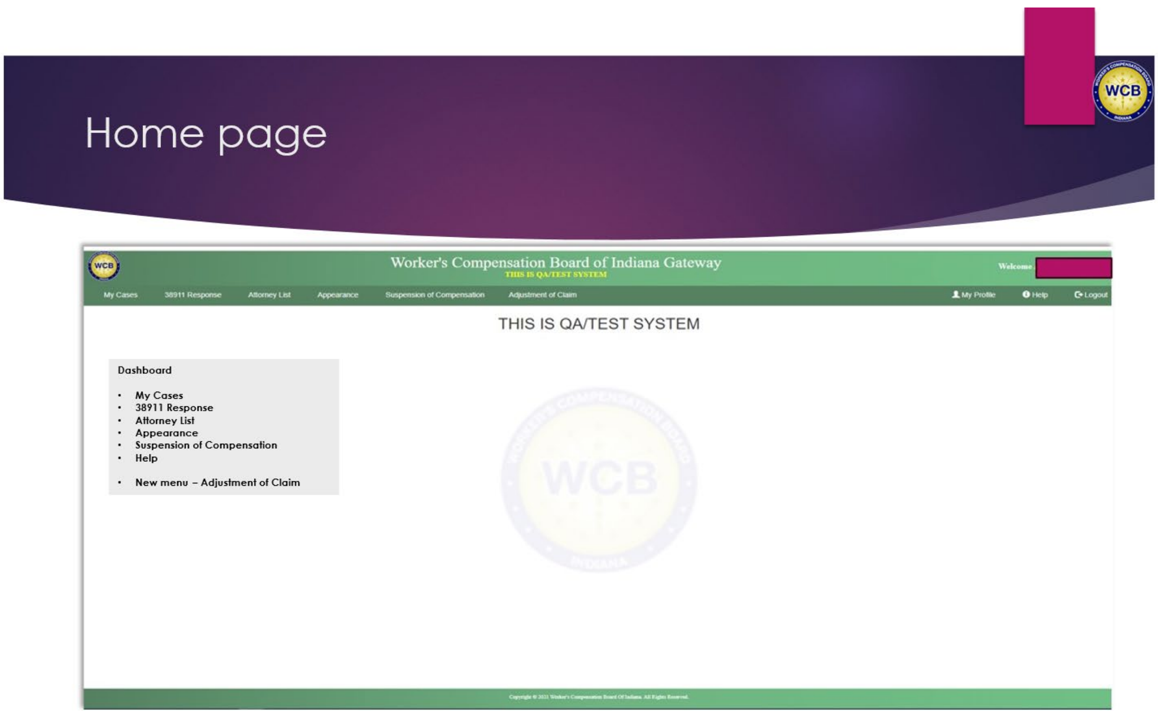
URL WCB Gateway Portal : https://wcbgateway.wcb.in.gov/wcbgateway

- Attorneys register using the URL above.
- Forgot password functionality to reset your password.



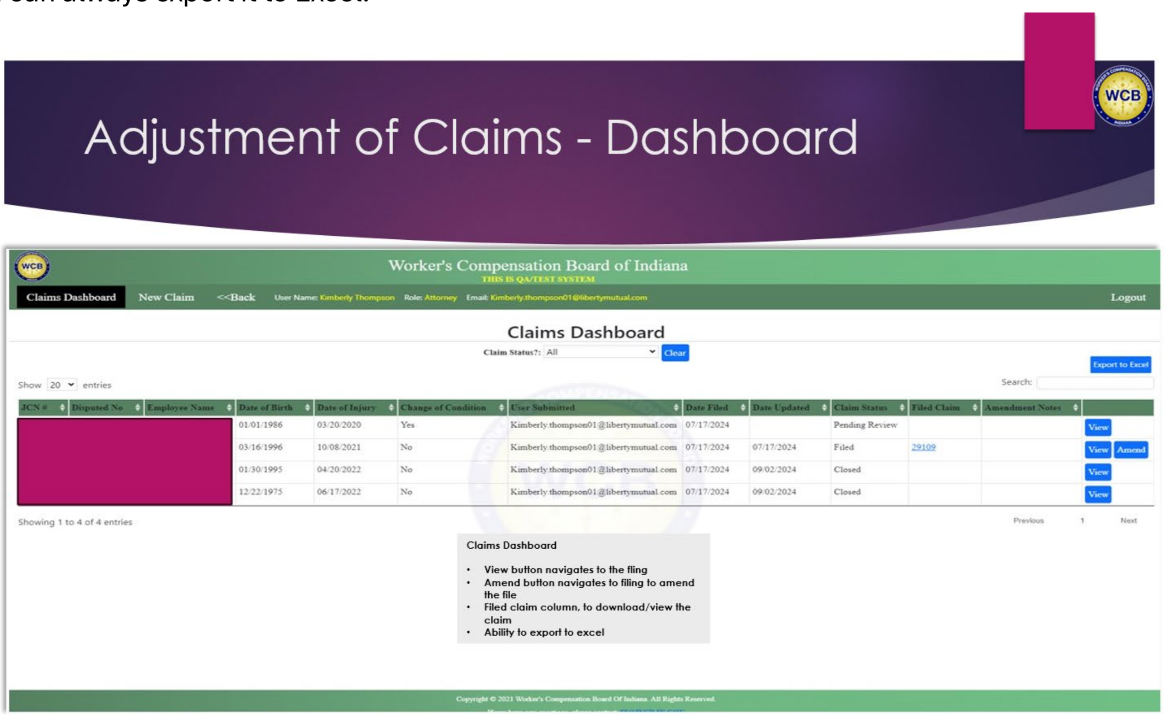
- Home page for Attorneys
- Menu options
    - My cases
    - 38911 Response
    - Attorney List
    - Appearance
    - Suspension of Benefits
    - Adjustment of Claims
        - New Claim
        - Dashboard
    - My Profile
    - Help



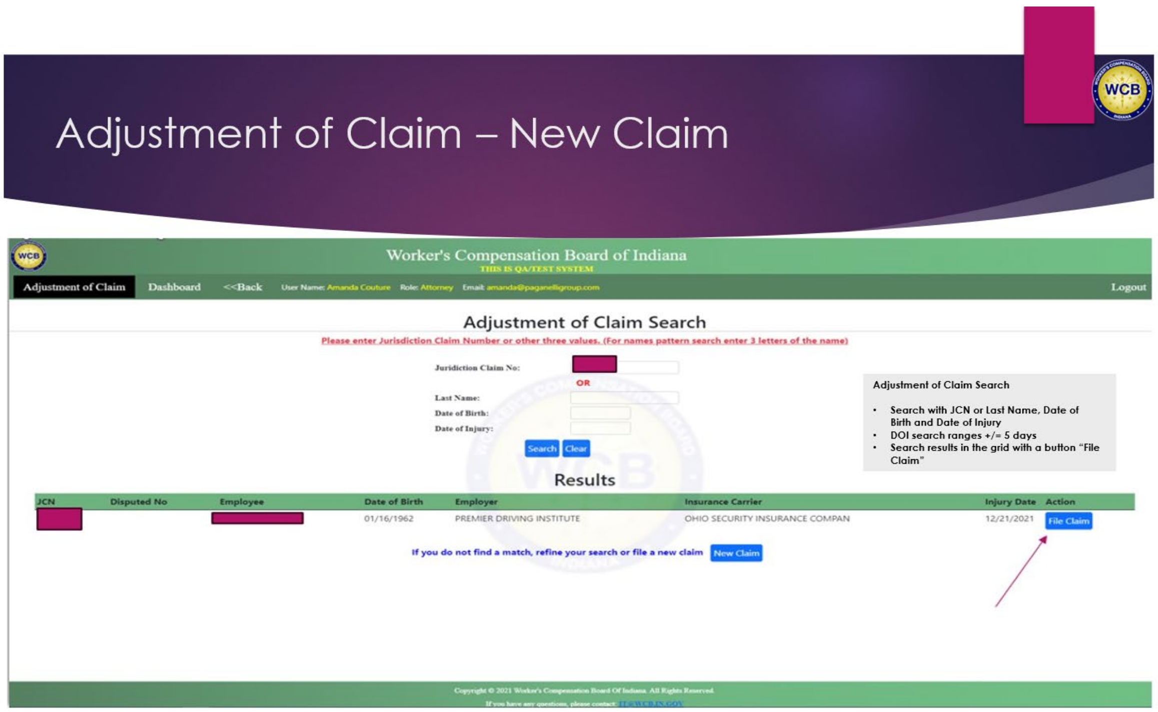
The Adjustment of Claim dashboard is the location in the Portal where an Attorney can see the status of their filings with WCB. Under the drop-down menu “Claim Status.”

1. All - All statuses can be sorted by selecting one of the options from the drop-down menu.
2. Filed - All Filed and Approved 29109s will be available for download as a link.
3. Pending Review – Shows all filings submitted and waiting for review and approval by WCB.
4. Correction(s) Requested – Shows all filings where corrections have been requested by WCB.
5. Closed - Cases closed due to various reasons will be displayed in “All” or in “Closed” grouping.

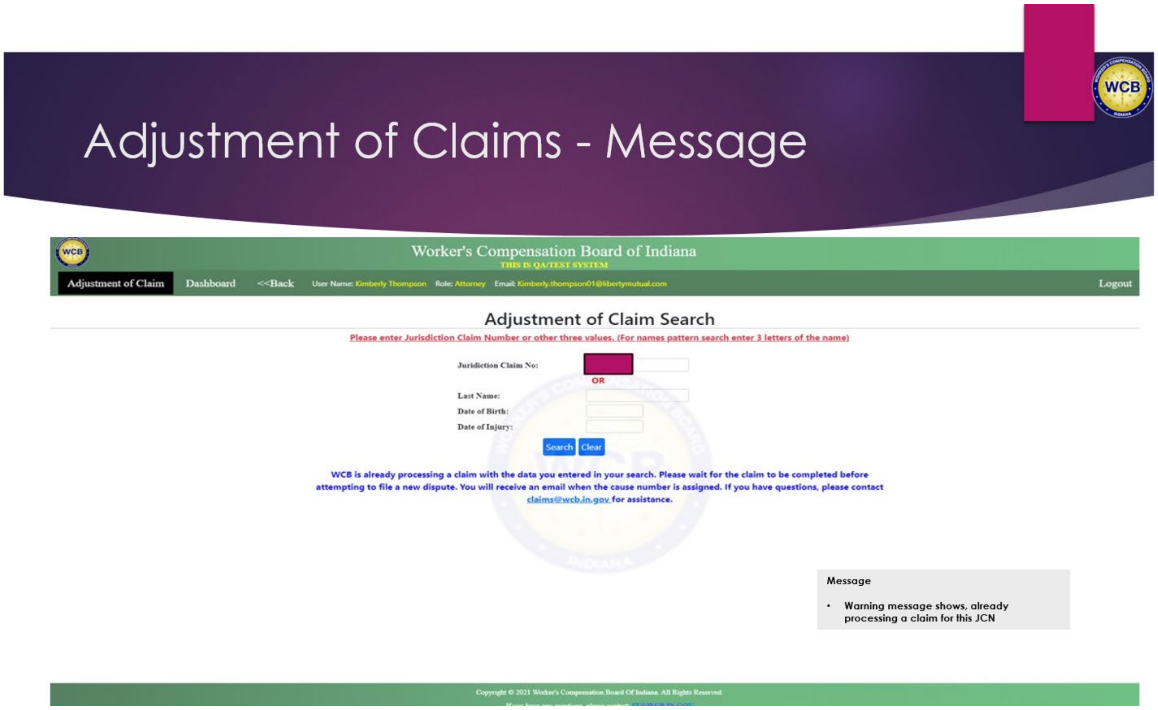
You can always export it to Excel.



- Search with Jurisdiction Claim Number (JCN) or, if not available, Last name, Date of Injury (+/- 5 days) and date of birth (+/- 1 day).
- Search results show the details of the JCN in the grid.
  Use “File Claim” to file a new claim using information brought up. This is the preferred method as fields will self-populate.
- “New Claim” button is used to create and file a new claim when a JCN is not available or claim brought up does not match the search criteria.

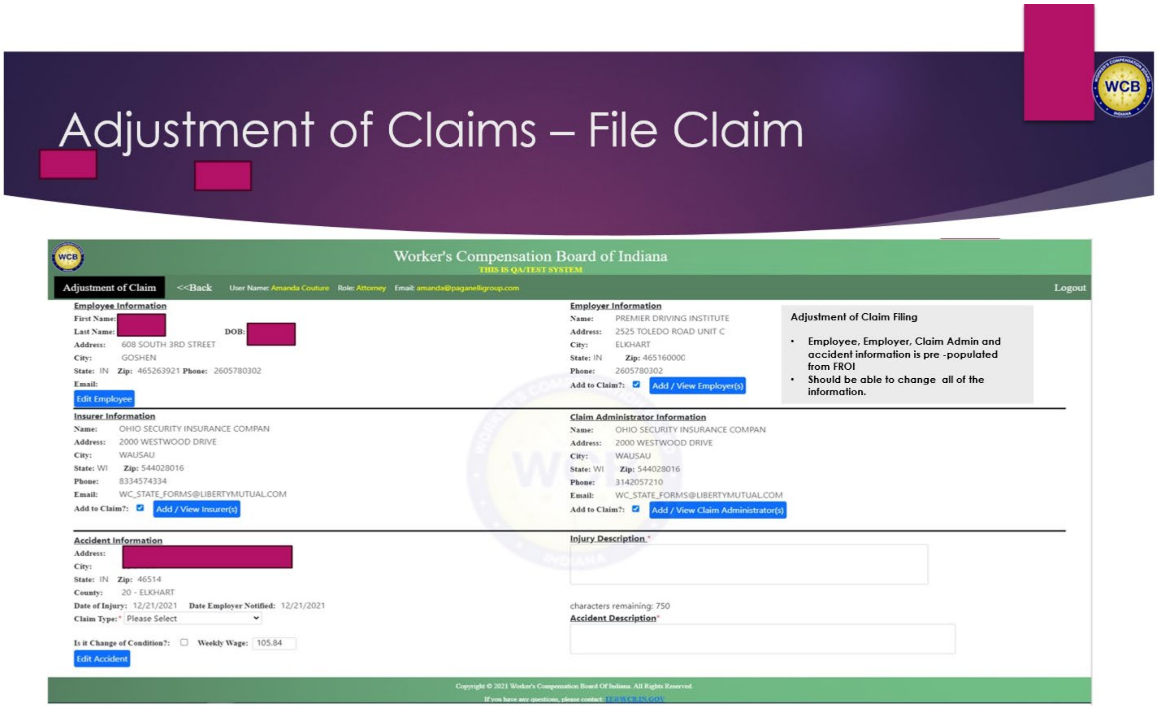


- 29109 is filed upon initial submission but must be reviewed and approved before available for printing or distribution to Employer or Carrier. If a claim is in process (submitted and WCB is still reviewing before approval) , you will see the message below.



File Claim button navigates to the below screen, data will be populated from FROI.

You can change the information of the employee by clicking on “Edit Employee” button.

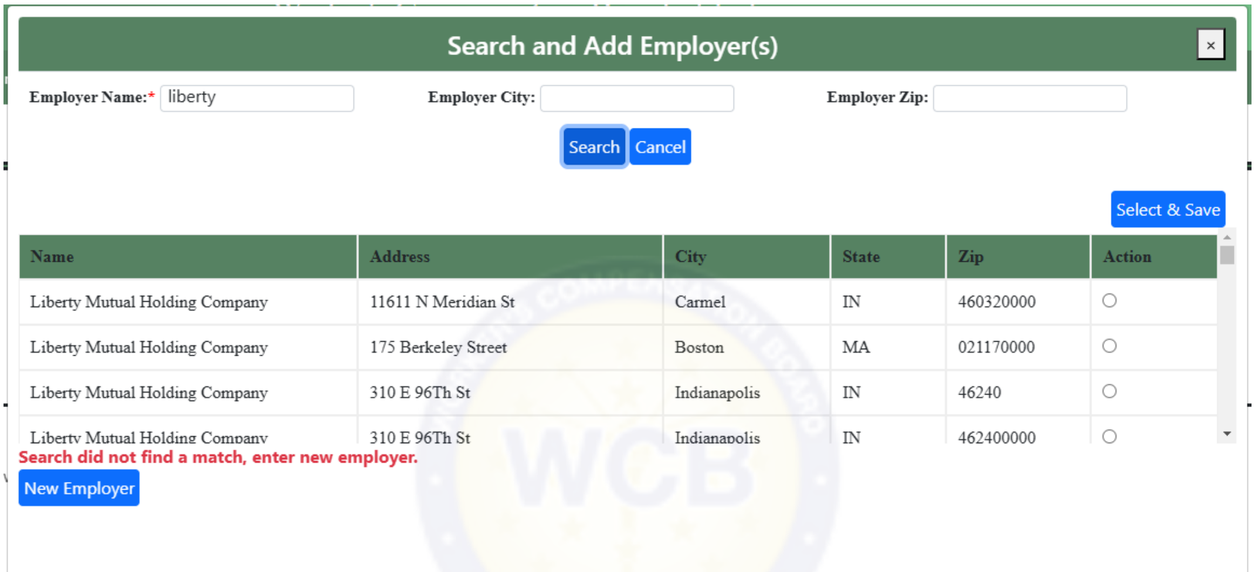


"Add/View Employers" will show the list of employers attached to the accident.

You can add employers by searching by Employer name, Employer city and Employer Zip Code.

By choosing Action button and Select & Save you may add the employer to the accident.

New Employer button at the bottom of the screen to create and add an employer to the accident.



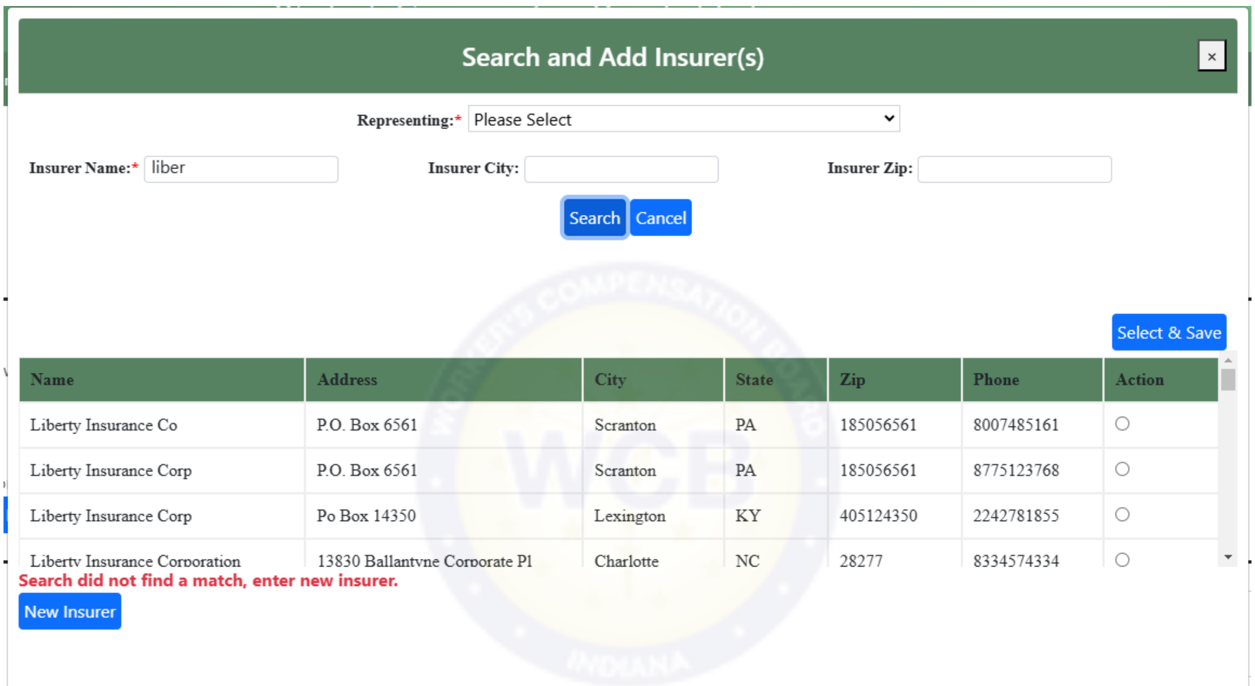
Representing value is a mandatory field to choose from the dropdown.

“Add/View Insurer” will show the list of Insurers attached to the accident.

You can add Insurer by searching by Insurer name, Insurer city and Insurer Zip Code.

By chosing Action button and Select & Save can add the Insurer to the accident.

New Insurer button at the bottom of the screen to create and add an Insurer to the accident.



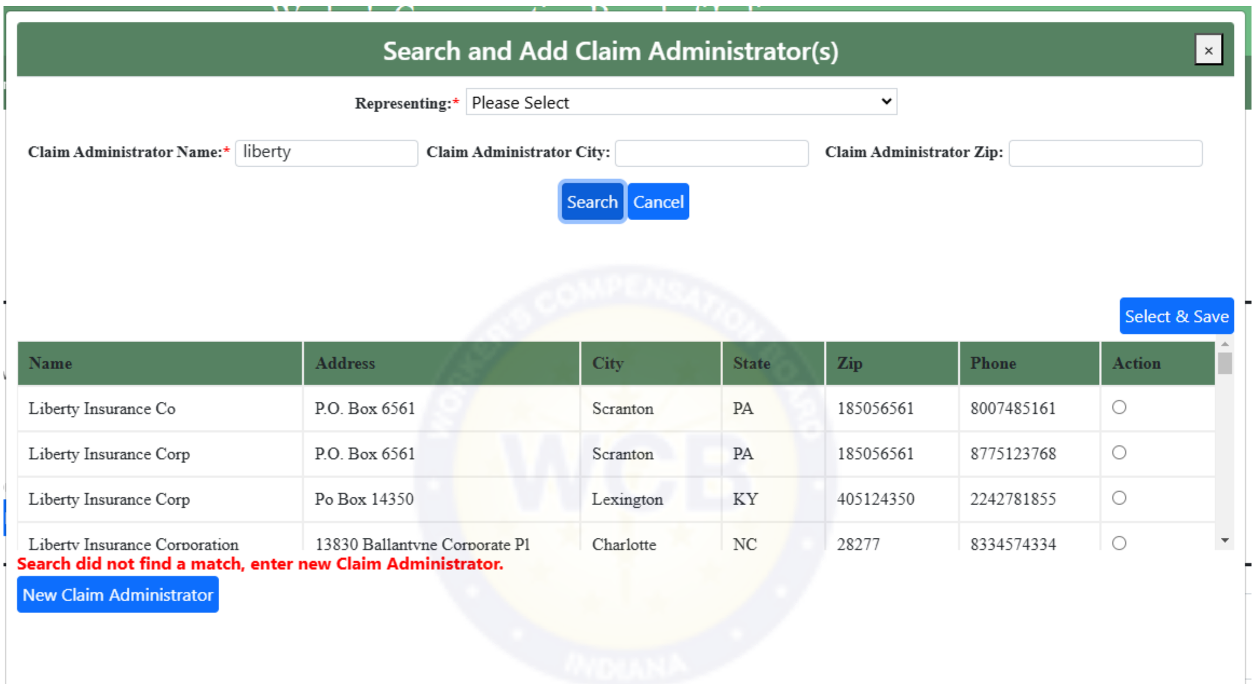
Representing value is a mandatory field to chose from the dropdown.

“Add/View Claim Administrator” will show the list of Claim administrators attached to the accident.

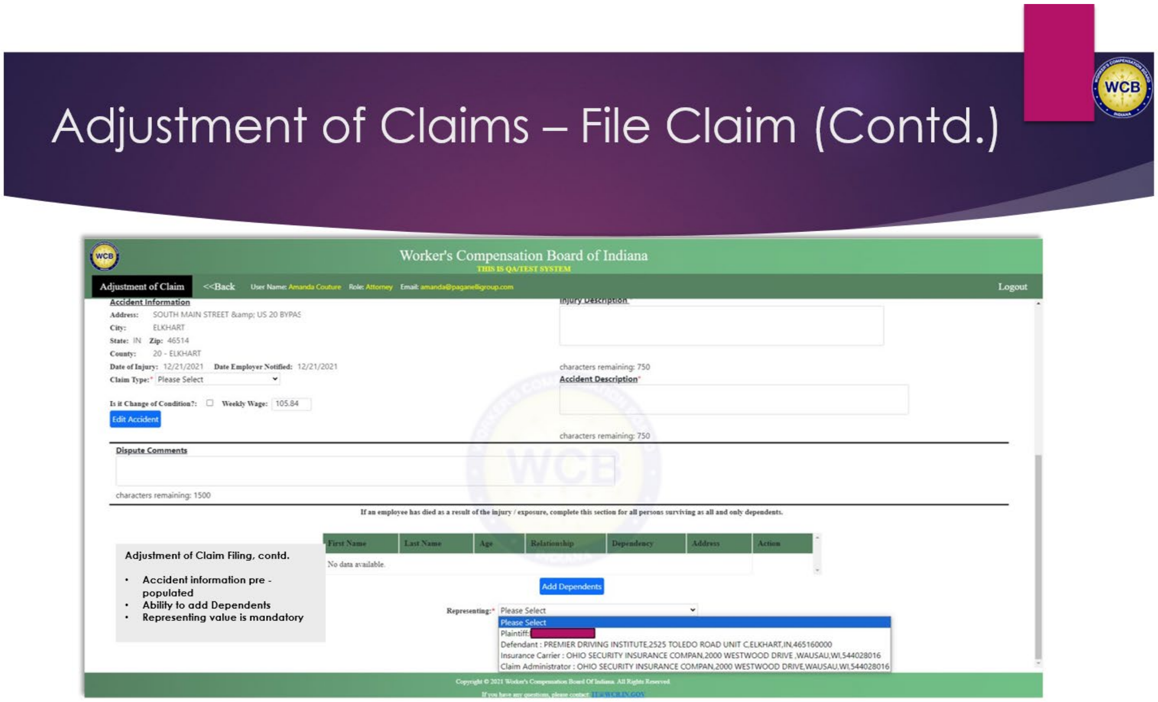
You can add Claim Administrator by searching by Claim administrator name, Claim administrator city and Claim administrator Zip Code.

By chosing Action button and Select & Save, add the Claim administrator to the accident.

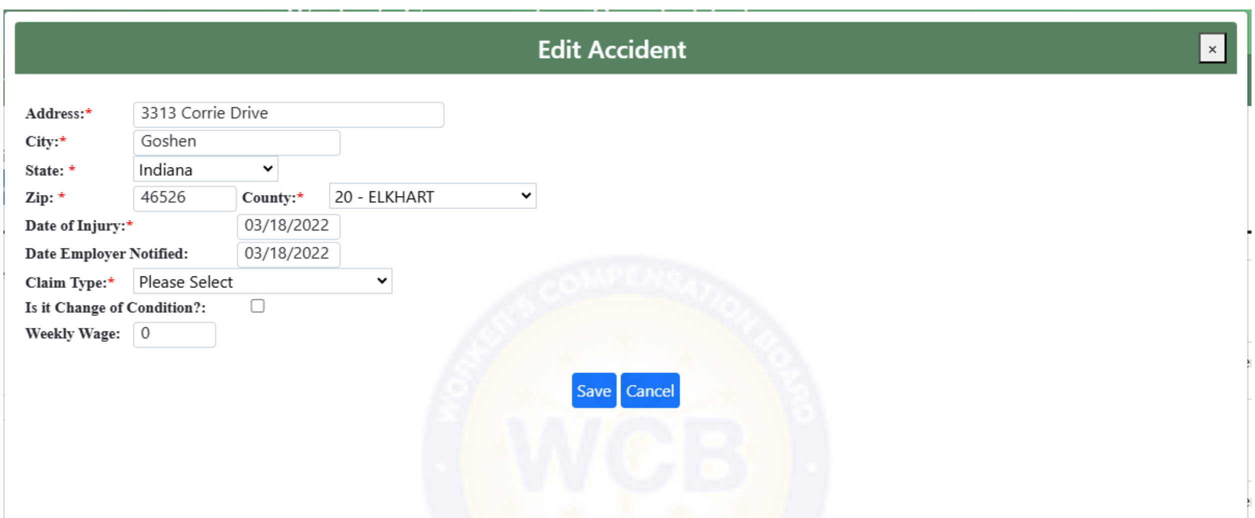
New Claim Administrator button at the bottom of the screen to create and add an Claim administrator to the accident.



Accident information can be updated by clicking on “Edit Accident” button.

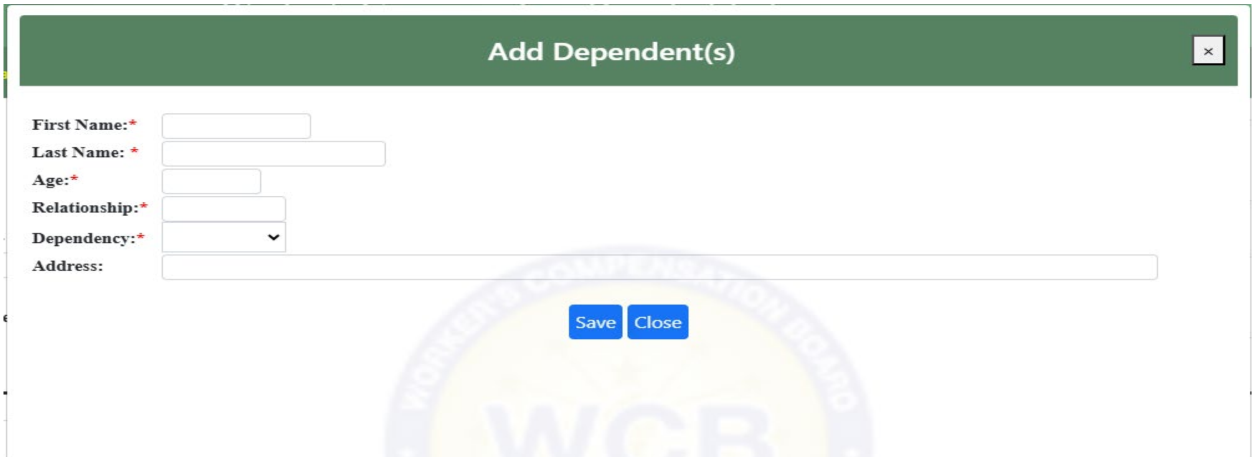


Claim type is a mandatory field.

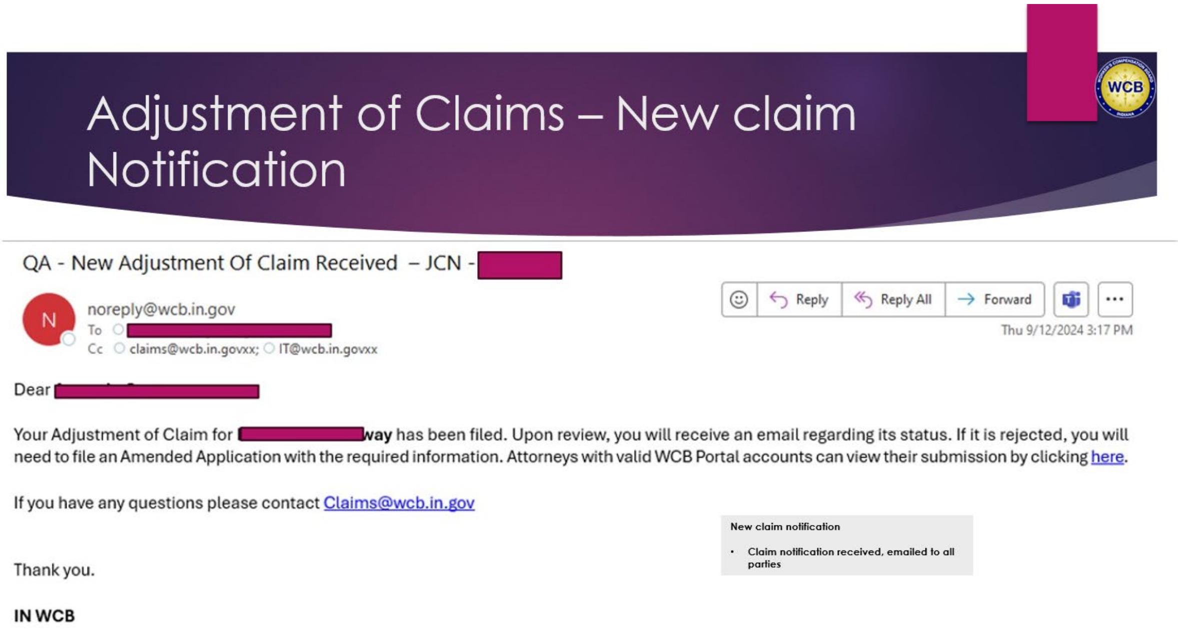


Injury description and Accident description hold 750 characters each and are mandatory fields.

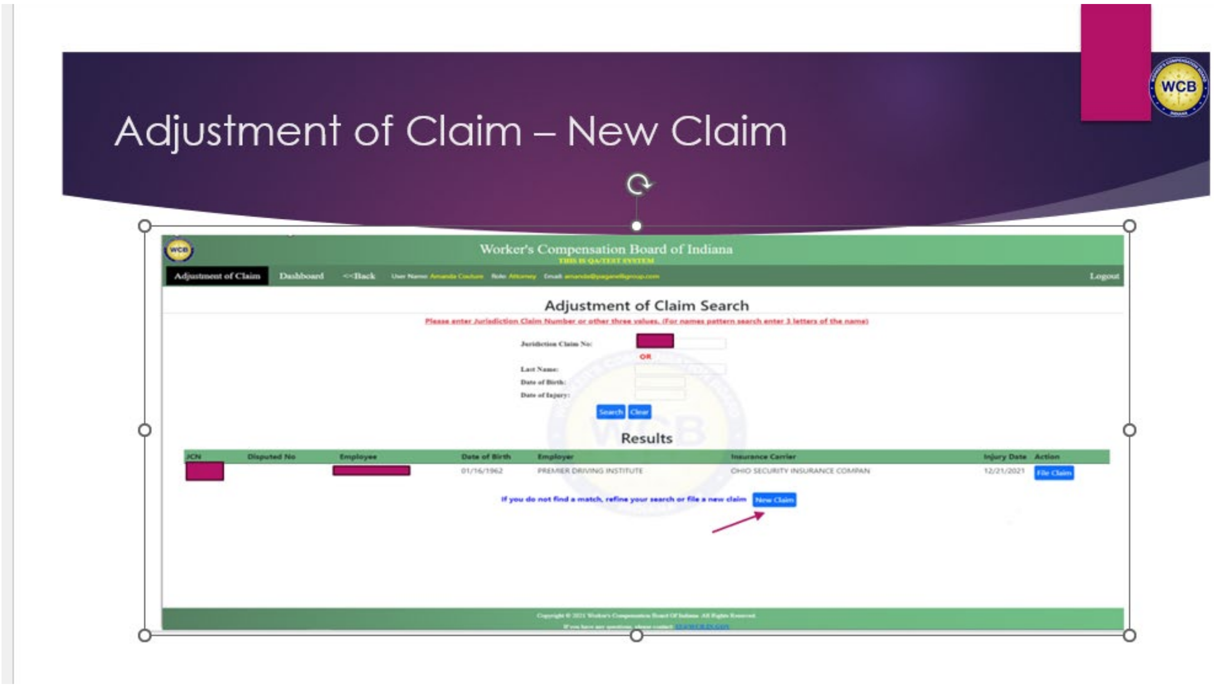
Add Dependents allows you to add dependent information.



After filing a new claim an email will be sent to filing attorney upon receipt of 29109 but before Application is approved.

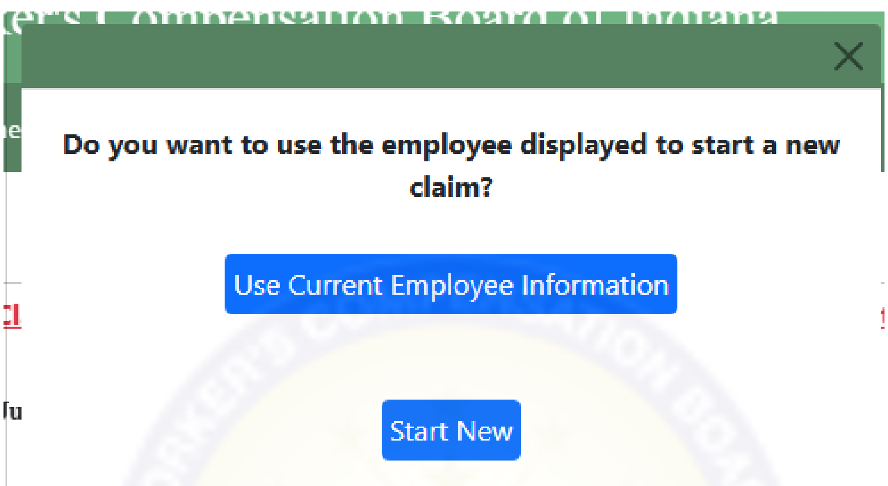


New Claim without FROI information,



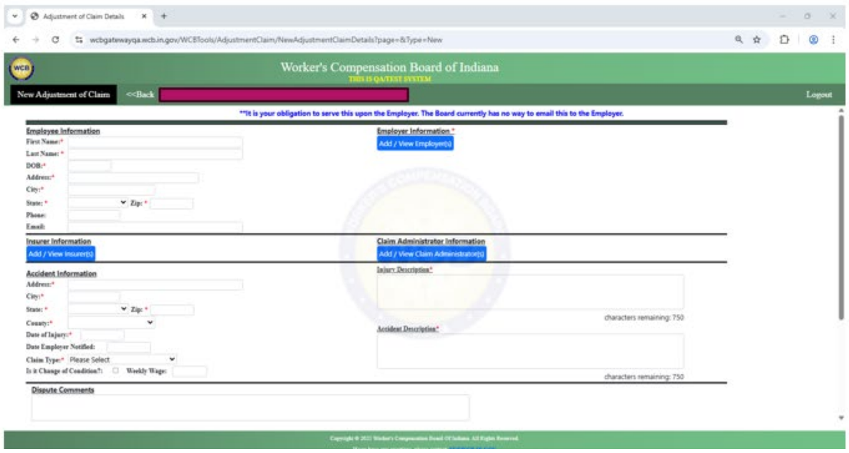
Click on new claim button will provide below options to choose from,

- Use Current Employee Information – this option works when search returned a result but attorney choose to create new application for same employee with different injury date. And, this option will auto populate the employee information from the current search results if found any.
- Start New – Attorney needs to enter all the details including employee information.

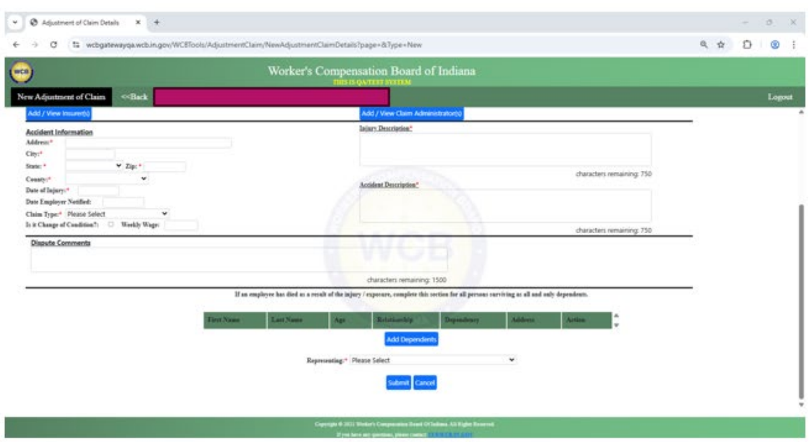


Attorney must click on one of above buttons to proceed further followed by entering all the required information shown in below images and submit the application for WCB staff review.

Adjustment of Claim – New Claim (Contd.)



Adjustment of Claim – New Claim (Contd.)



An email will be sent to filing attorney upon receipt of 29109 but before Application is approved. (No FROI information)

Adjustment of Claims – New claim without FROI information

QA - New Adjustment of Claim Received for Injured Worker - [redacted]

noreply@wcb.in.gov
To Casey.dugan@sedgwick.comxx
Cc wcbclaims@wcb.in.govxx; IT@wcb.in.govxx

Reply | Reply All | Forward

Tue 12/3/2024 3:48 PM

Dear **Casey Dugan**

Your Adjustment of Claim for [redacted] has been filed. Upon review, you will receive an email regarding its status. If it requires any corrections, you will be notified by email. This will require you to file a Corrected Application with the required information.

Attorneys with valid WCB Portal accounts can view their submission by clicking here.

If you have any questions please contact wcbclaims@wcb.in.gov

Thank you.

IN WCB

An email will be sent to to Attorney requesting corrections if needed any.

Adjustment of Claims – Corrections requested by Board

QA - Adjustment of Claim - Correction(s) Required for JCN-[redacted]

Reply | Reply All | Forward

noreply@wcb.in.gov
To [redacted]
Cc

Tue 12/3/2024 1:21 PM

Dear **Jon C Abernathy**

Your electronic submission of an Application for Adjustment of Claim for [redacted] has been filed but requires correction(s). The filing date will stand. Please send a Corrected Application with the following errors corrected:

Notes : froi parties are right.

Attorneys with a valid WCB portal account, can view their submission by clicking here.

If you have any questions please contact wcbclaims@wcb.in.gov

Thank you.
IN WCB

An email confirmation will be sent when an attorney submits corrected application.

Adjustment of Claims – Corrected application submitted by attorney

QA - Corrected Adjustment of Claim Submitted for Disputed No O-253388 JCN-[redacted]

noreply@wcb.in.gov

To [redacted]

Cc

Reply | Reply All | Forward

Tue 12/3/2024 2:01 PM

Dear **Laura Raiman**

Your submission of a Corrected Application for Adjustment of Claim for [redacted] with additional/substituted information has been received. Following review, you will receive a notice of the status of the Application.

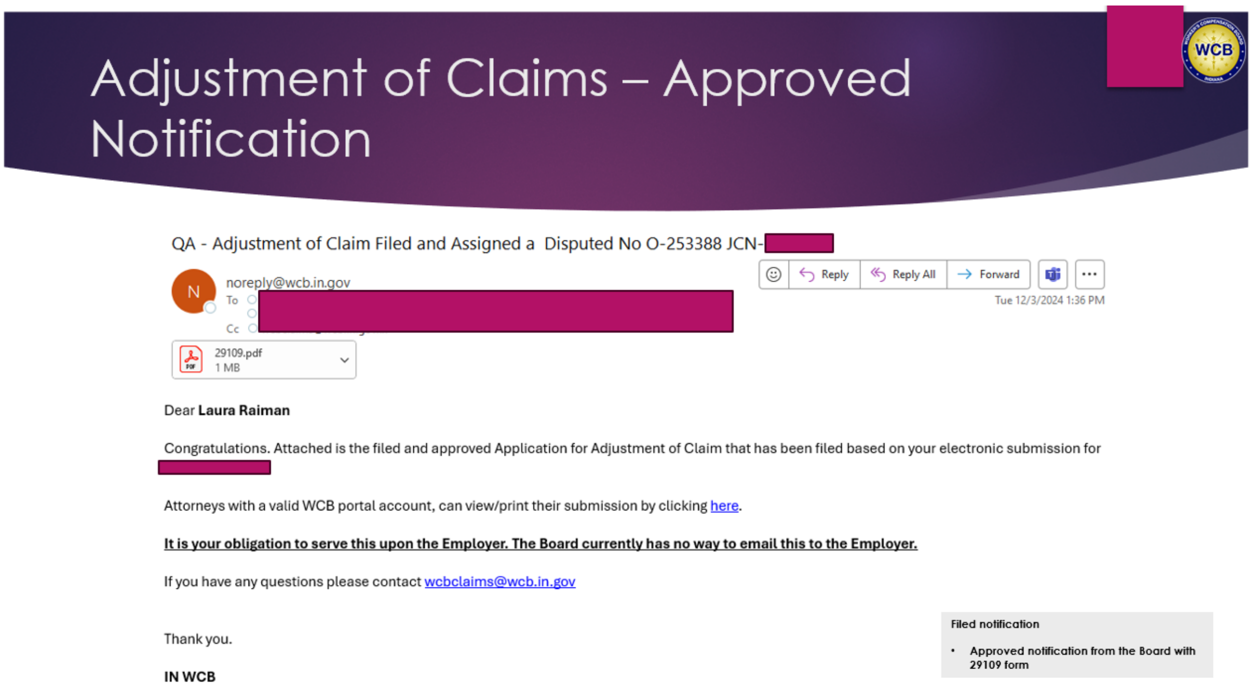
Attorneys with valid WCB Portal accounts can view their submissions by clicking here.

If you have any questions please contact wcbclaims@wcb.in.gov

Thank you.

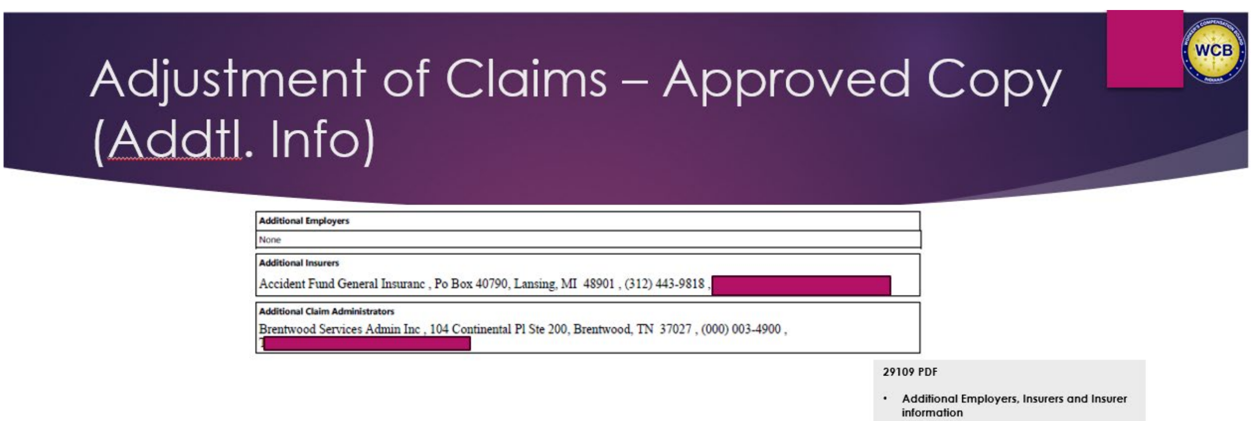
IN WCB

Approved – Attorneys and parties for whom an email address has been provided will receive an email for each Filed and Approved Application only. The filed and approved 29109 will be stamped with a date seal and will be attached to the email as a pdf document. If the 29109 is completed from a FROI, the filer of the FROI will be served with a copy of the 29109. It is the obligation of the attorney filing the Application to serve it upon the Employer. If there is no email address for Employer or Insurer, WCB cannot send to either and attorney must do so.

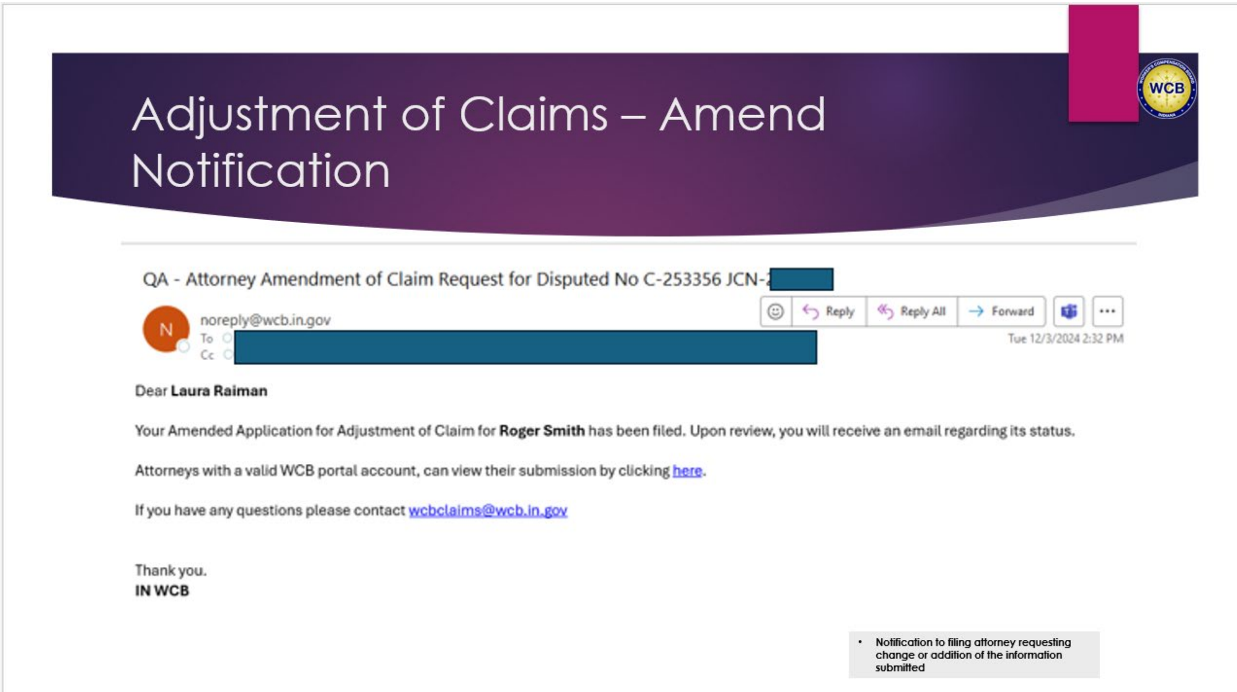


Approved 29109 form, remember you must serve this on the Employer. If an adjuster's email address was provided in FROI, service upon that party will be done the WCB.

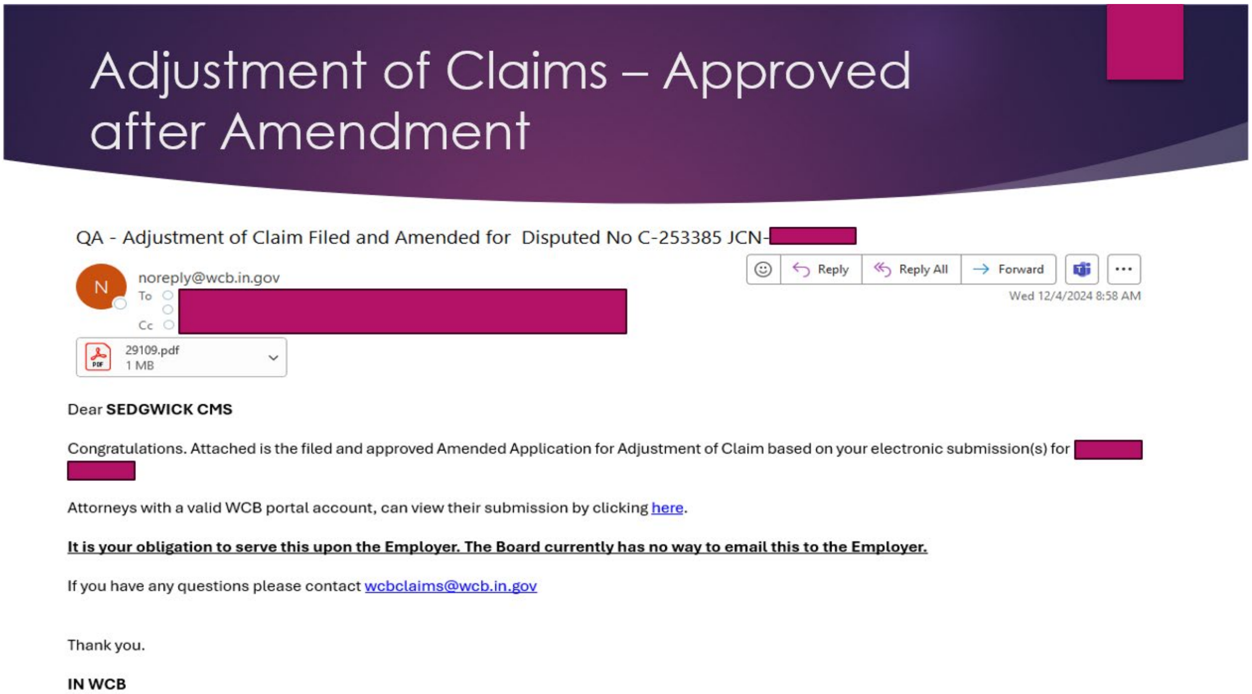
Any additional Employer, Insurer and Claim administrator will be displayed on the 2nd page of 29109 form.



An attorney may amend the application after approval. This Amended Application will go through the same process of review and approval as the original Application.



An email will be sent to the attorney and all the parties with approved 29109. Again, WCB can only notify parties for whom email addresses have been provided. The obligation to serve Employer or Insurer still falls to the attorney filing the Amended Application.


Adjustment of Claims – Approved after Amendment

QA - Adjustment of Claim Filed and Amended for Disputed No C-253385 JCN-[redacted]

noreply@wcb.in.gov

To [redacted]

Cc

Reply Reply All Forward

Wed 12/4/2024 8:58 AM

29109.pdf
1 MB

Dear **SEDGWICK CMS**

Congratulations. Attached is the filed and approved Amended Application for Adjustment of Claim based on your electronic submission(s) for [redacted]

Attorneys with a valid WCB portal account, can view their submission by clicking here.

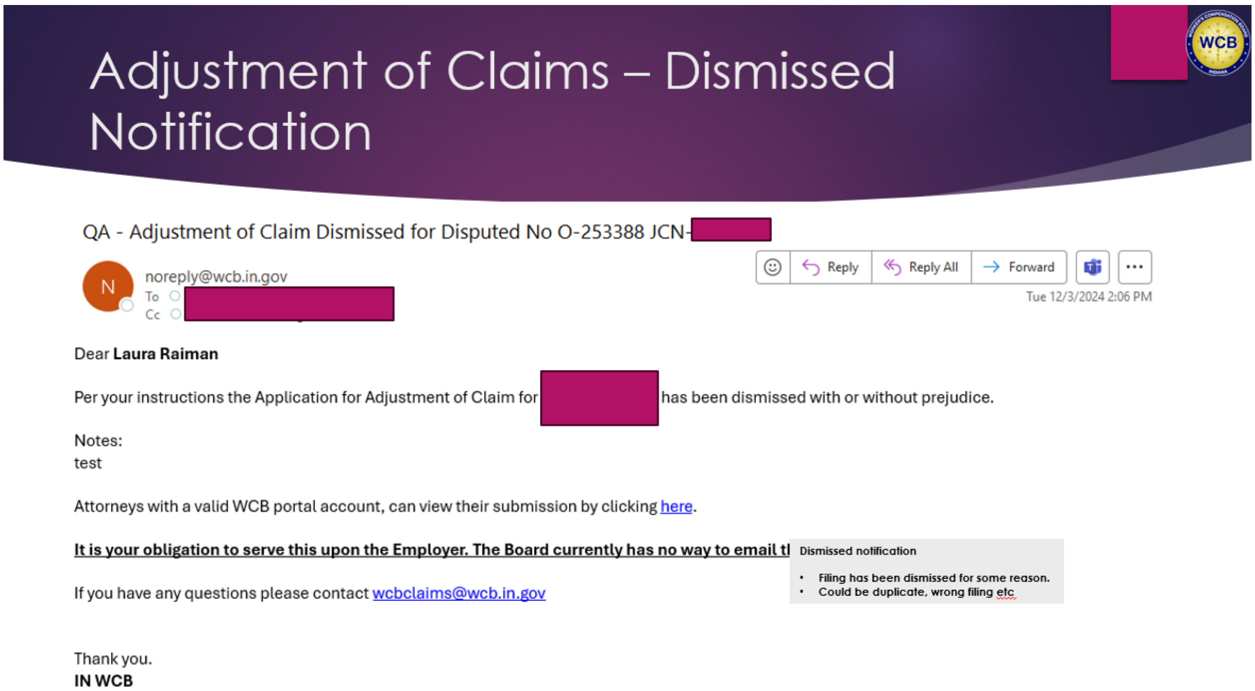
It is your obligation to serve this upon the Employer. The Board currently has no way to email this to the Employer.

If you have any questions please contact wcbclaims@wcb.in.gov

Thank you.

IN WCB

Filing attorney may request that an Application for Adjustment of Claim be dismissed after it is filed but before approval. This is at the "pending review" stage. An email will be sent to the filing attorney confirming dismissal per request. This is appropriate where the application was a duplicate or in other situations where the filing may have been erroneous or untimely. It is the obligation of the attorney to notify Employer and/or Insurer of this action, if no email address has been provided for them.



Adjustment of Claims – Dismissed Notification

QA - Adjustment of Claim Dismissed for Disputed No O-253388 JCN-[redacted]

noreply@wcb.in.gov
To [redacted]
Cc

Reply Reply All Forward

Tue 12/3/2024 2:06 PM

Dear **Laura Raiman**

Per your instructions the Application for Adjustment of Claim for [redacted] has been dismissed with or without prejudice.

Notes:
test

Attorneys with a valid WCB portal account, can view their submission by clicking here.

<u>It is your obligation to serve this upon the Employer. The Board currently has no way to email tl</u>

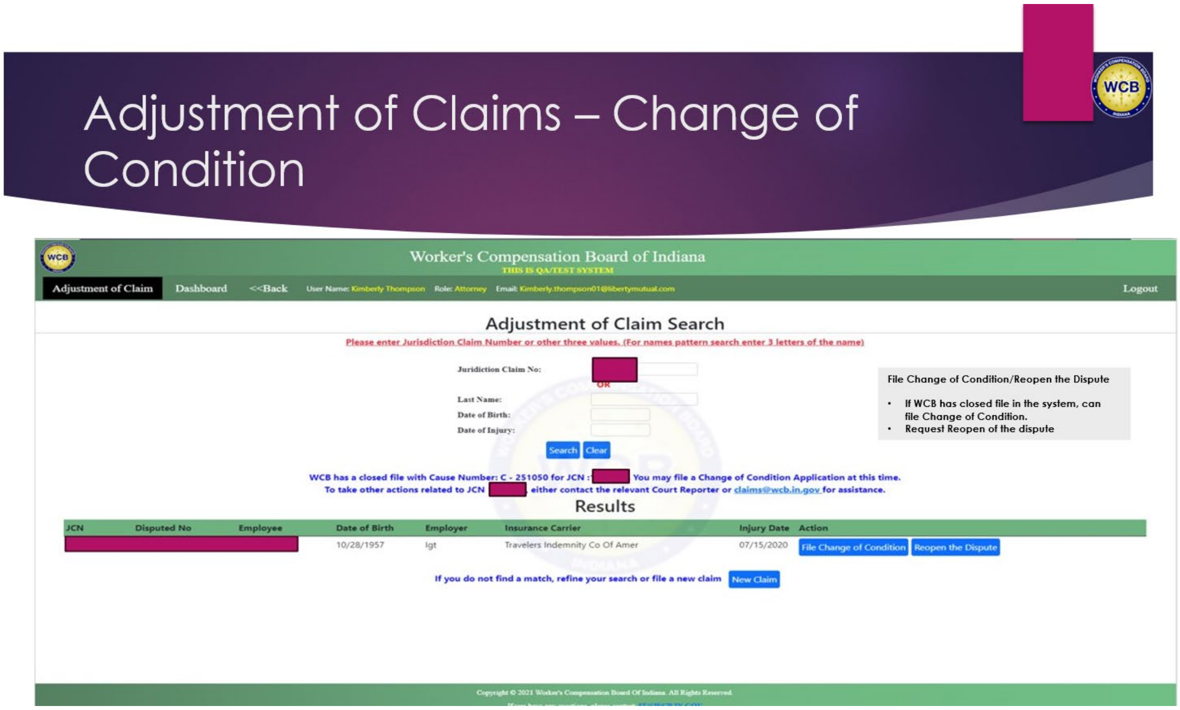
Dismissed notification

- Filing has been dismissed for some reason.
- Could be duplicate, wrong filing etc

If you have any questions please contact wcbclaims@wcb.in.gov

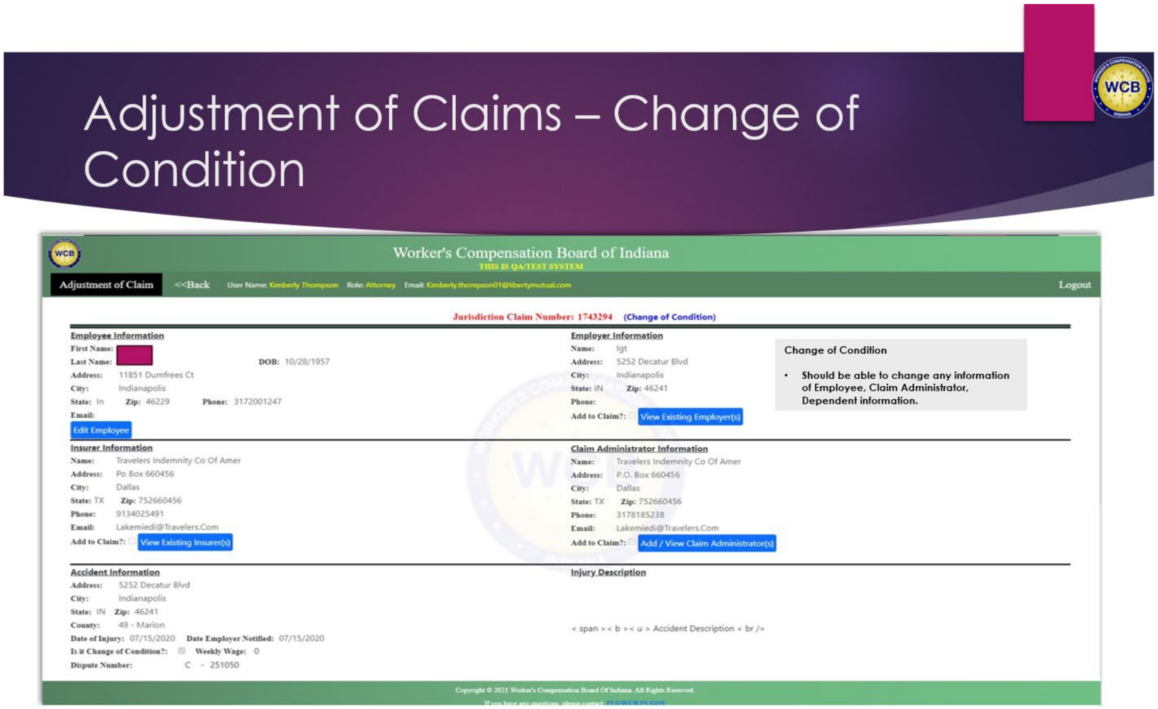
Thank you.
IN WCB

If a claim is already closed in the sytem and you would like to reopen the case due to a change in condition or otherwise, you can contact the "Court Reporters" by clicking on "Reopen the Dispute."

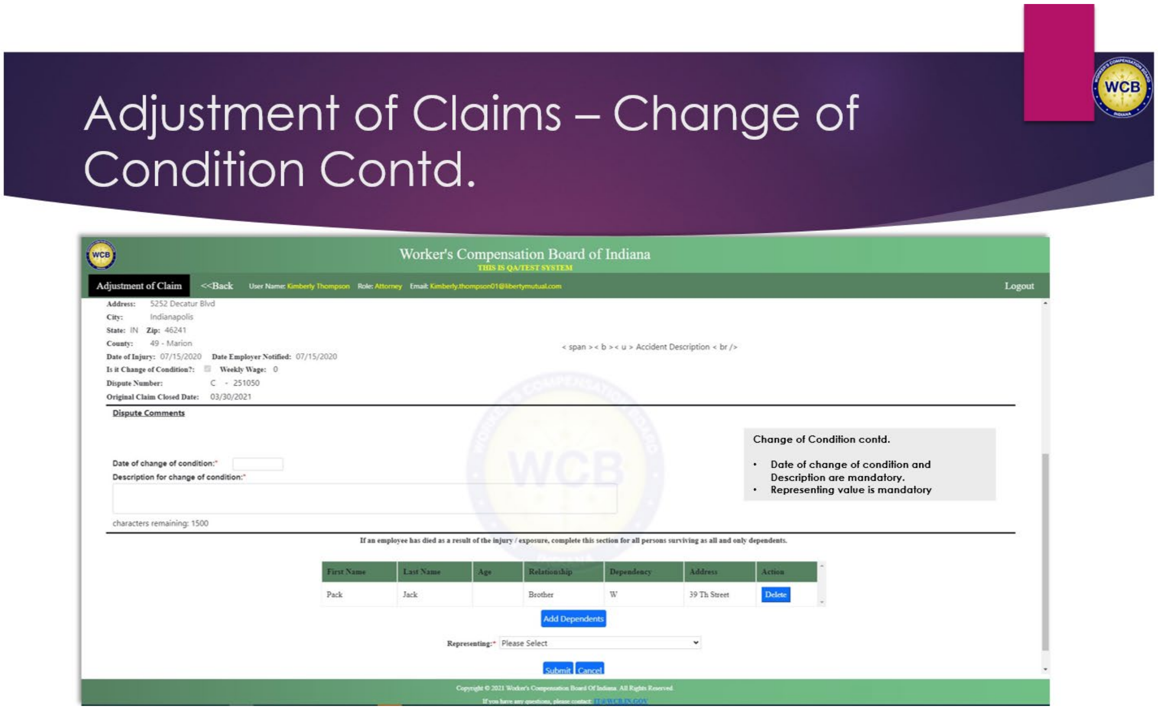


Reopen the Dispute pops up a screen with Court Reporter name, email, judge name and county list.

Change of condition can be filed for closed claim. Change of condition will let user edit Employee details , add/view a claim administrator details and dependent details.



Change of condition requires date of Change of Condition as well as description.



FAQ:

1. In the application that auto generated, the name was spelled incorrectly, and I could not change it.

The information was input from the first report. The claim rep must change it, so the correct name populates going forward. A FROI 02 must be filed to correct it.

2. The wrong claim representative was on the noreply@wcb.in.gov email that we received from the Board. How can I correct this?

The Board cannot remove or correct the claim representative information that generates from the FROI. The Carrier must change/correct the claim representative information in EDI.

3. Do I still need to mail in an application?

No. You can print the application from email or from your the dashboard. Remember to mail a copy to the employer if there was no FROI on file. The Board can only serve parties when an email address is provided. The printed Application will show the file date.

4. I am in the process of filing Applications for two different injured workers. Both worked for the same employer. I created a new employer for the first one but can't find it in the search function to use for the second application. Do I need to re-enter the employer's information for the second claim or give it some time for the Board to review/approve what I created?

At this time, you will need to re-enter the employer's information. The system does not have the capability to retain details that can be reproduced in another document.

5. Do I have to include details of the injury to receive approval?

Yes, while Indiana is a notice pleading state, the Board members rely on the application to set out the claim of the injured worker for benefits based on the injury/injuries. Case Coordinators review the application when setting an IME. The application is not binding on the injured worker. It need not be updated each time a new symptom is noticed during the recovery period. But it sets the worker's claim apart from the employer's first report of injury if a different body part is noted in the application.

6. If corrections are requested, is the filing delayed?

No. The Application is Filed upon first receipt, but it must still be checked and approved by a Case Coordinator.

7. Can my application be amended?

Yes. See guidance document.