

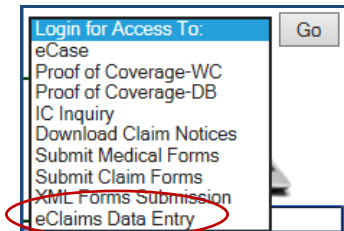
Getting Started

To access the eClaims Data Entry Application go to the Boards website: www.wcb.ny.gov

Click on the **Login for Access To** dropdown list on the upper right side of the screen.



Select **eClaims Data Entry** from the list and click on the **Go** button.



NY.gov ID

Username:

Password:

Sign In

Enter your **NY.gov ID** username and password

Enter the required information on the **Transaction Search** screen and click **Search**.

Sender: *

Insurer ID: *

Claim Administrator ID: *

Claim Administrator Claim Number: *

WCB Case Number (JCN):

Search

NOTE: The **Claim Administrator Claim Number** must match exactly. If you enter 12-5569 for the claim number on the first transaction, you must include the dash when searching for that case to enter a subsequent transaction.

The system will return any **accepted transactions** matching the claim information entered in the search and determine what types of transactions can be submitted according to sequencing.

You can view the PDF versions of the accepted transactions from this list or submit a new transaction.

Entering a Transaction

Select the appropriate **Maintenance Type Code (MTC)** from the dropdown list and click the **Start Data Entry** Button.

Maintenance Type Code: *

Start Data Entry

Development

- FROI 00 - Original
- FROI 04 - Denial
- FROI A4 - Acquired Claim
- FROI AU - Acquired/Unallocated
- FROI UR - Upon Request

This will bring up the **Transaction Entry** screen. Enter the information about the claim and click **Submit**.

Errors (Rejected Transactions)

A red box will display at the top of the screen for a rejected transaction. This box includes messages identifying errors and a **Transaction ID**.

Transaction ID: S38444
Maintenance Type Code: Corresponding report/data not found: Maintenance Type Code in at least 1 Benefit must = MTC of this SROI.
Number of Benefits: Value is < required by jurisdiction: Number of Benefits must be > 0 since SROI's DER has E1 for this MTC.
Number of Benefits: Required segment not present

Note: Refer to the **Transaction ID** when calling the Board about a rejected transaction.

Transaction ID: F2840

Based on the MTC being completed, selected fields are marked required. If a piece of required information is left blank the field will show in red.

Date of Injury: *

Click in the box and a message will appear indicating the error.

Mandatory field not present

Date of Injury: *

Some fields are **mandatory conditional** and are only required based on the information submitted. Click in the field to display the message box indicating why the information is required.

Mandatory field not present
Employee Date of Birth needed since Knowledge of Injury on/after 1/1/2008.

Date of Birth:

Errors (Rejected Transactions) (cont.)

The system will also check the validity of the data entered.

• Must be valid content
Industry Code must be 2, 3, 4, 5 or 6 characters NAICS code.

Industry Code:

If there is an error in a table (i.e. Benefit Types) the entire row will be highlighted red.

Benefit Types										
010 - Fatal (Event)										
#	Benefit Type Code	Start Date	Through Date	Claim Weeks	Claim Days	Weekly Gross Effective Date	Weekly Gross Amount	Weekly Net Effective Date	Weekly Net Amount	Benefit Payment Issue Date
	010									

 Click on the **edit** icon to view the fields that contain errors.

Accepted Transactions

Once all of the errors have been corrected and the transaction is successfully saved, a **confirmation number** along with the **WCB Case Number (JCN)** will be provided.

Transaction saved successfully!

Your submission has been received and accepted. Your confirmation number is F44446.

The WCB Case Number (JCN) is G0750613.

Click [here](#) to download a copy of this eClaims submission which can be used to mail to parties as indicated in the NY Event Table.

[Continue](#)

This screen will also include a link to download a PDF **Transaction Report** or **Servable Document**. This document can be used to mail to parties as indicated by the NY Event Table.

The **Transaction Report**, or **Servable Document**, will be available in **eCase** the following day.

NOTE: The transaction report is viewable in the data entry application by using the **Transaction Search** screen.

Timing Out

The data entry application requires users to **re-authenticate** and times out after **10 hours**.

The application also times out after **60 minutes** of **inactivity**.

When the application times out, the login screen will be displayed. Re-enter your user id and password.

Tips

Click on any **field name** for a **definition**.

WORK STATUS

Initial Date of Lost Time

Initial Date Last Day Worked:

INITIAL DATE OF LOST TIME - DN0297

Definition: The first day qualifying as a day of disability in the first period of disability after the waiting period requirements have been met.

Orig/Rev: 04/27/04

Record: R22

Format: 8 DATE

Any dropdown list that contains more than 10 entries includes a filter box. Typing into the filter box will reduce the number of entries displayed and reduce scrolling.

Late Reason:

Partial Denial

- L1 - No Excuse
- L2 - Late Notification, Employer
- L3 - Late Notification, Employee
- L4 - Late Notification, Jurisdiction Transfer
- L5 - Late Notification, Health Care Provider
- L6 - Late Notification, Assigned Risk
- L7 - Late Investigation
- L8 - Tech Processing Delay, Computer Failure

No Full Denial

Denial Reason Narrative

Late Reason:

Partial Denial

- L2 - Late Notification, Employer
- L3 - Late Notification, Employee
- E2 - Errors From Employer
- E3 - Errors From Employee

Questions

Question regarding eClaims and/or the eClaims Data Entry Application can be emailed to:

eClaims@wcb.ny.gov