Workers' Compensation Medicare Set-Aside (WCMSA) Learning Plan

Table 1 - WCMSAP Learning Plan

ID#	Title	Type	Description
01	WCMSAP Curriculum	PDF	A listing of WCMSAP courses and their descriptions.
02	Benefits of Using the WCMSA Web Portal	PDF	Explains the benefits of using the WCMSAP and provide the basic system requirements.
03	Registration Process - Corporate User	PDF	Provides instruction on how to complete a Corporate and Professional Administrative registration on the WCMSAP and the steps to follow once the registration 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 Workers' Compensation Medicare Set-Aside (WCMSA) requests.
04	Account Setup - Corporate User	PDF	Demonstrates how to complete the Account Setup for Corporate and Professional Administrative users, 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.
05	Registration Process - Representative User	PDF	Provides instruction on how to complete a Representative Account registration on the WCMSAP and the steps to follow once the registration 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 EIN, but will be submitting multiple WCMSA requests.
06	Account Setup – Representative User	PDF	Demonstrates how to complete the Account Setup, including establishing an account and a login ID and password. Describes the next steps to follow once the Account Setup has been submitted.
07	Registration Process – Self Submitter	PDF	Provides instruction on how to complete a self-submitter registration on the WCMSAP and the steps to follow once the registration has been submitted.

ID#	Title	Type	Description
08	Account Setup – Self Submitter	PDF	Demonstrates 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 after the Account Setup has been submitted.
09	Basic Functions - Account Manager	PDF	Describes the role of the Account Manager and the basic functions available to the Account Manager, including managing the account profile and designee maintenance.
10	Basic Functions and Registration - Account Designee	PDF	Describes the role of the Account Designee, the basic functions available to the Account Designee, and Account Designee registration.
11	Login and User Maintenance	PDF	Demonstrates 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.
12	Application Overview	PDF	Provides an overview on how to navigate the WCMSAP and the menu options listed on the Home page.
13	Case Submission	PDF	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 and resubmit cases for re-review; additionally, annual attestations and how to review and submit the information is outlined.
14	Uploading and Appending Documents	PDF	Describes how WCMSAP users may add documents to an existing case, delete documents from a work-in-progress case or replace co-mingled documents on submitted cases.
15	Case Lookup	PDF	Demonstrates the WCMSAP Case Lookup feature which gives WCMSAP users the ability to view a previously submitted WCMSA case or a WIP case that was submitted/entered through the WCMSA Web portal.
16	Alerts	PDF	Describes what an alert is, explains the different ways to access an alert and clarifies what to do when an alert is received.

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