

How to Submit a Loss Detection Report



1 Log into the portal, click "Claims".

WCRA Portal Calculators PowerUser ▾

Home **Claims ▾** Policy Data Reporting ▾ Reports ▾ User Management ▾

Hello, PowerUser!

Welcome to the WCRA Portal.
Your trusted site for claim management and WCRA data reporting.

This portal allows you to submit and manage claims, run reports, and complete required data requests.

Training

Resources are available to help guide you through using the portal.

[View Training Materials](#)

User Management

You can request new user access or changes for existing users.

[View User Management](#)

Contact Us

If you need assistance, please contact us.

[Contact Us](#)

2 Then select "Loss Detection"

WCRA Portal Calculators PowerUser ▾

Home Claims ▾ Policy Data Reporting ▾ Reports ▾ User Management ▾

Claim Reporting
Loss Detection
Send Secure Message
Resources

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Use the filters to find a specific member in the list. Click "Start Report" to begin reporting.

WCRA Portal

Calculators PowerUser

Home Claims Policy Data Reporting Reports User Management

Loss Detection Reporting

The table below shows open and submitted loss runs (claim listings) for the Member(s) listed. For the records below that are not in the Submitted status, please provide a loss run (claim listing) for the corresponding Member. Click Start Report to begin the data submission process, or click Resume to finish where you left off.

Member: All TPA: All

Status: All (5) Requested From Date: mm/dd/yyyy Requested To Date: mm/dd/yyyy Filter Reset

Member	TPA	Requested Date	Due Date	Status	Assigned To	Submitted Date / Time
incorporated				Past Due	Tom Reassign	Start Report
nsurance Company				Past Due	Tom Reassign	Start Report
				Past Due	Tom Reassign	Start Report
Insurance Company				Past Due	Tom Reassign	Start Report

4

From the right side panel, you can download the template you are required to use to upload your data. Click "Download Template"

Loss Detection > Syncora Guarantee Incorporated

Loss Detection Reporting Instructions

What is Loss Detection Reporting?

Pursuant to the WCRA Reinsurance Agreement with members, the Association requests a loss run (claims listing) from the member (or authorized third-party administrator) of all Minnesota workers' compensation claims meeting certain thresholds. The WCRA's primary focus in requesting these claims listings is to identify claims that have not yet been reported to the WCRA but meet specific criteria, making them automatically reportable (a Reportable File). The WCRA defines these claims as a Reportable File when the total incurred costs (paid + reserves) equals or exceeds 50 percent of the retention limit that was in effect on the date of injury. If any Reportable Files are identified during the Loss Detection (claim listing) audit, the WCRA will send a notification to the member (or authorized TPA) requesting those claims be reported promptly so the WCRA claims staff can review and determine if the claim presents reinsurance exposure.

Which claims should be included in the claims listing report?

- All Minnesota claims with injury dates of October 1, 1979 and later, and
- Incurred totals (paid + reserves) of \$100,000 or more.
- All open claims meeting the above criteria must be reported; closed claims are optional.

What claim information is required?

Each Member is required to report information about the requested claims, including:

- Member Name / WCRA Policy Holder
- Employer Name
- Member Claim #
- Accident Date
- Claim Status
- Claimant Last Name
- Claimant First Name
- Claimant Date of Birth
- Paid Indemnity *
- Paid Medical *
- Remaining Indemnity Reserves
- Remaining Medical Reserves
- Incurred Total
- Valuation Date

* Indemnity and Medical Payments should be net of recoveries.

Need Help?

For more information and specifications regarding the loss detection process, see the following information.

Data Request Definitions

Definitions and descriptions for each component of the data request.

[Download Template](#)

It is important for the data inputs to remain in the same column sequence and for the formatting to remain consistent with the template file. Populate your data into the appropriate columns. For each Member, submit only one spreadsheet.

Still have questions?

For questions about Loss Detection Reporting, contact WCRA.

5

After you have populated the template with your data, click "Get Started" to upload your data.

Loss Detection > Sincora Guarantee Incorporated

Loss Detection Reporting Instructions

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Click "Yes"

WCRA Portal

Calculators PowerUser ▾

Home Claims ▾ Policy Data Reporting ▾ Reports ▾ User Management ▾

Loss Detection Reporting > Sincora Guarantee Incorporated

Report Claims

Report Claims

Review

Please answer the following questions for Sincora Guarantee Incorporated.

Do you have any claims that meet the WCRA reporting requirements for this Member? ⓘ

Yes

No

← Back to Previous Step

Save and Continue

7 Click "Select file"

Report Claims

Report Claims | Review

Please answer the following questions for **Syncora Guarantee Incorporated**.

Do you have any claims that meet the WCRA reporting requirements for this Member? ⓘ

Yes | No

If you haven't already, download the Excel template and insert the required claims data.

Download Excel Template

Next, upload the Excel file with your complete data.

Select file

Back to Previous Step | Save and Exit

Save and Continue

8 Click "Save and Continue". Your data will be validated to ensure it is on the correct format.

Report Claims

Report Claims | Review

Please answer the following questions for **Syncora Guarantee Incorporated**.

Do you have any claims that meet the WCRA reporting requirements for this Member? ⓘ

Yes | No

If you haven't already, download the Excel template and insert the required claims data.

Download Excel Template

Next, upload the Excel file with your complete data.

Loss Detect .xlsx

Back to Previous Step | Save and Exit

Save and Continue

Help

9

If the uploaded data template has more than 10 errors, you will need to upload a new data file. Click "Back to Previous Step" to return to the upload screen where you will need to upload a corrected file.

Loss Detection Reporting > Syncora Guarantee Incorporated

Report Claims

[Report Claims](#) [Review](#)

Resolve Errors to Continue

Please review the following issues with your data file.

 **Your file was not able to be processed.**

Please review the errors below, and correct your excel file. Once you have corrected the file, go back to try the upload again.

# of Error Occurrences	Error Message
4 errors	Accident Date must be a valid date on or after 10/1/1979
7 errors	The Incurred Total should be equal to the sum of the Indemnity Paid, Medical Paid, Indemnity Reserves, and Medical Reserves fields

[← Back to Previous Step](#)

 **Need Help?**
If you are having issues resolving errors, send a support request to WCRA
[Submit Support Request](#)

10

Click here to remove the previously uploaded file.

Loss Detection Reporting > Syncora Guarantee Incorporated

Report Claims

[Report Claims](#) [Review](#)

Please answer the following questions for Syncora Guarantee Incorporated.

Do you have any claims that meet the WCRA reporting requirements for this Member? 

Yes No

If you haven't already, download the Excel template and insert the required claims data.

[Download Excel Template](#)

Next, upload the Excel file with your complete data.

 Loss Detection Report - 3549 - M10.xlsx 

[← Back to Previous Step](#) [Save and Exit](#)

[Save and Continue](#)

11 Click "Select file" to use the corrected file.

Loss Detection Reporting > Syncora Guarantee Incorporated

Report Claims

Report Claims | Review

Please answer the following questions for **Syncora Guarantee Incorporated**.

Do you have any claims that meet the WCRA reporting requirements for this Member? ⓘ

Yes | No

If you haven't already, download the Excel template and insert the required claims data.

Download Excel Template

Next, upload the Excel file with your complete data.

Select file

Back to Previous Step | Save and Exit

Save and Continue

12 Click "Save and Continue" to validate the corrected file.

Loss Detection Reporting > Syncora Guarantee Incorporated

Report Claims

Report Claims | Review

Please answer the following questions for **Syncora Guarantee Incorporated**.

Do you have any claims that meet the WCRA reporting requirements for this Member? ⓘ

Yes | No

If you haven't already, download the Excel template and insert the required claims data.

Download Excel Template

Next, upload the Excel file with your complete data.

Loss Detection Report - 3549 - L10.xlsx

Back to Previous Step | Save and Exit

Save and Continue

13

If the uploaded data has less than 10 errors, Use "Edit Data" to make the corrections.

Loss Detection Reporting > Syncora Guarantee Incorporated

Report Claims

Report Claims	Review
---------------	--------

Resolve Errors to Continue

Please review the following issues with your data file.

⚠ Correct any errors directly from the table below by clicking the 'Edit Data' link, or go back to the previous step and upload a corrected file.

Row	Column	Value	Error	
2	D - Accident Date	1978-01-01	Accident Date must be a valid date on or after 10/1/1979	Edit Data
3	D - Accident Date	1979-01-01	Accident Date must be a valid date on or after 10/1/1979	Edit Data
4	M - Incurred Total	5000	The Incurred Total should be equal to the sum of the Indemnity Paid, Medical Paid, Indemnity Reserves, and Medical Reserves fields	Edit Data
5	M - Incurred Total	3000	The Incurred Total should be equal to the sum of the Indemnity Paid, Medical Paid, Indemnity Reserves, and Medical Reserves fields	Edit Data
6	M - Incurred Total	3000	The Incurred Total should be equal to the sum of the Indemnity Paid, Medical Paid, Indemnity Reserves, and Medical Reserves fields	Edit Data

14

After clicking "Edit Data", you will see a pop-up where you can make corrections.

Report Claims

Resolve Errors to Continue

Please review the following issues with your data file.

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Row	Column	Value	Error	
2	D - Accident Date	1978-01-01	Accident Date must be a valid date on or after 10/1/1979	Edit Data
3	D - Accident Date	1979-01-01	Accident Date must be a valid date on or after 10/1/1979	Edit Data
4	M - Incurred Total	5000	The Incurred Total should be equal to the sum of the Indemnity Paid, Medical Paid, Indemnity Reserves, and Medical Reserves fields	Edit Data
5	M - Incurred Total	3000	The Incurred Total should be equal to the sum of the Indemnity Paid, Medical Paid, Indemnity Reserves, and Medical Reserves fields	Edit Data
6	M - Incurred Total	3000	The Incurred Total should be equal to the sum of the Indemnity Paid, Medical Paid, Indemnity Reserves, and Medical Reserves fields	Edit Data

Edit Data ✕

Correct any errors in your data.

Row:

Member Name:

Employer Name:

Member Claim #:

Accident Date: ⚠
Accident Date must be a valid date on or after 10/1/1979

Claim Status: ▼

Valuation Date: ⚠

[Back to Previous Step](#)

[Need Help?](#)
If you are having issues resolving errors,

15 After making corrections, click "Save".

First Name: Joe
Last Name: Smith I
Claimant DOB: 11/02/1958

Paid and Reserve Amounts

Indemnity Paid	\$1,000
Medical Paid	\$1,000
Indemnity Reserves	
Medical Reserves	\$1,000
Incurred Total	\$3,000

Save Cancel

16 After your data passes validation, you will be brought to the Review screen. If you need to make corrections, use the "Change Responses" link. If everything is correct, click "Submit" to complete the report.

Review Report And Submit

Report Claims ✓ Review

Review Report and Submit

Please review the summary below. To complete the Loss Detection reporting, click Submit.

Download Data

Member
Incorporated

Reported Claims

Number of claims reported:
500

Contacts

Loss Detection Primary Contact
Power User

Change Responses

Back to Previous Step Save and Exit

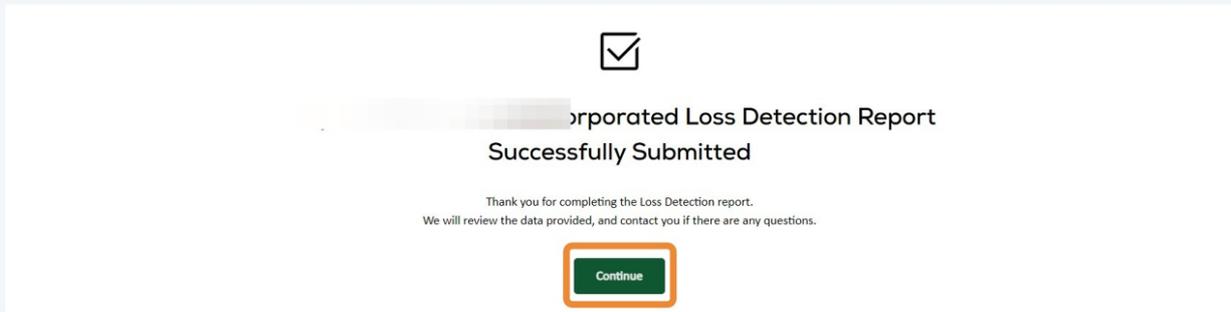
Submit

17

You will see a confirmation screen once the report is submitted. Click "Continue" to return to the Loss Detection listing screen.



Review Report And Submit



18

At any time during the reporting process you can use the Back to Previous Step" link to return to the previous screen. Click "Save and Exit" to save your work and return to the Loss Detection Reporting screen.

← Back to Previous Step

[Save and Exit](#)

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After clicking "Save & Exit" from within the reporting process, you can resume your reporting by clicking "Resume" on the Loss Detection listing screen.

WCRA Portal Calculators PowerUser

Home **Claims** Policy Data Reporting Reports User Management

Loss Detection Reporting

The table below shows open and submitted loss runs (claim listings) for the Member(s) listed. For the records below that are not in the Submitted status, please provide a loss run (claim listing) for the corresponding Member. Click Start Report to begin the data submission process, or click Resume to finish where you left off.

Member x TPA

Status Requested From Date Requested To Date

Member	TPA	Requested Date	Due Date	Status	Assigned To	Submitted Date / Time
<input type="text"/> rance Corporation		3/23/17	5/1/17	In Progress	Reassign	3/22/17 7:00 PM