
New Brunswick Electronic Form

User Guide

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parklane
S Y S T E M S



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Table of Contents

TABLE OF CONTENTS	3
NEW BRUNSWICK ELECTRONIC FORM SUBMISSION.....	4
COMPLETING AN ELECTRONIC FORM 67	5

New Brunswick Electronic Form Submission



In conjunction with New Brunswick’s Workers Compensation Board’s initiative to have employers file Forms electronically, Parklane Systems announces this capability through a secure internet connection to the Workers Compensation Board of New Brunswick and Department of Labour and Workforce Development. Parklane has developed this feature with strict adherence to New Brunswick WCB’s specification standard.

The goal of the Workers Compensation Board of New Brunswick is to make the submission of a paperless form more convenient for its clients and the agency itself. The decision to electronically submit or to fax forms is entirely up to the customer as Parklane Systems’ Incident Reporting module still maintains the capability of producing the standard paper forms. A company can choose to use both methods of submission; fax and electronic, however, once a form has been submitted in one format, any further submissions/updates to that claim must be in the same format.

Getting started electronically is as easy as contacting New Brunswick Workers Compensation Board to register. At the time of registration, New Brunswick WCB will provide your company/users with unique identifiers which you will then use to log into the WCB web site when you are ready to upload an incident report.

The site also provides a Getting Started Guide, which provides an overview and specifics on the submission process.

Completing an Electronic Form 67

Parklane Systems' Incident Reporting module is used to record all workplace incidents such as no injury, first aid, health care, lost time and recurrences. In the past, an important part of its functionality was to also produce a Form 67 which could then be faxed to WCB. Now there is also the capability of electronically submitting a Form 67.

Once the incident information has been entered, click on Legislative Forms on the sidebar Index, then on the **Electronic Form 67** link.

The image shows a sidebar menu for 'CD07 Incident' with the following items: Description, Equipment Happen Doing, Initial Medical Treatment, Type Cause Corrective Act, Witness, Modified Duties, Attributes, Claim, Pension Summary, General Comments, Violence & Harassment, Government Forms, Review Dates, and Form Letters. Below this is a screenshot of the 'CD5K Legislative Forms' page. The page title is 'CD5K Legislative Forms' and it includes a 'Claim Number:' field and a 'CtrlA Audit' icon. A note states: 'Click on the form from the list below. Note: The amount of information required for these forms, in some cases, is immense. Therefore these forms use the entire screen. You will not have immediate access to the sidebar or other tasks until you exit from the form and return to this page.' A table of forms is displayed:

Form 67 - (Current)	Subsequent Statement	Form 67 (pre Jan/11)
Form 67 (pre May/06)	Electronic Form 67	Canada Labour Form

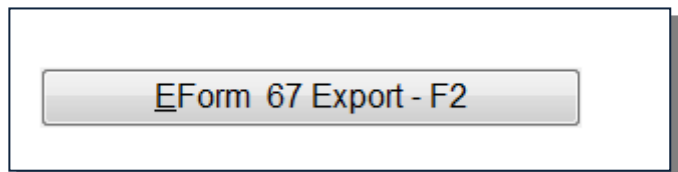
The 'Electronic Form 67' link in the table is circled in red.

The first page of the Electronic Form 67 will present itself:

The screenshot displays the 'Electronic Form 67' interface. At the top, it shows user information: ABBOTT, PAULETTE, ADMIN, 156, and Key: 59 Version 12 Preview. A 'Link Document' icon is in the top right. The main header includes the 'WORKSAFE TRAVAIL SÉCURITAIRE NB' logo, the title 'REPORT OF ACCIDENT OR OCCUPATIONAL DISEASE Electronic Form 67', and a 'Claim Number' field containing '28040701'. The form is divided into two main columns. The left column, 'Employer Information', contains fields for 'Operation Name' (Parklane Systems), 'Employer No.' (123456), 'Operation No.', 'Address' (522 Nottinghill Road, Unit 10), and 'City / Town' (TORONTO). The right column, 'Information to be sent to:', contains a dropdown menu, 'Operation Name', 'Employer No.', 'Operation No.', 'Address', and 'City / Town' fields. Below these are 'Province / State' (ON), 'Country' (CA Canada), and 'Postal Code' (N6K4L5) fields. A 'Contact Person' section includes 'First Name' (Sara Taylor), 'Last Name', 'Preferred Language', 'Telephone No.' (519 657-3387), 'Fax No.' (519 657-3377), 'Cell No.', and 'Pager No.'. At the bottom, there are four buttons: 'EForm 67 Export - F2', 'Page Down', 'Print - F5', and 'Close - F12'.

As in the past with the standard Form 67, some of the information entered in the Incident Reporting module will auto fill the corresponding and appropriate fields found within the electronic Form 67. Complete any additional and required information on each of the following panels. Many of the panels have some fields which are mandatory and must be completed before one can either **Page Up** or **Page Down**. If a user needs to exit a panel without completing a mandatory field, they can do so by selecting the **Close-F12** button.

Once the Form 67 has been completed in its entirety, click on the **EForm 67 Export – F2** button found on the bottom of the form to obtain the Export menu.



MCCARTHY KITTY VOL Key: 99 PkDev16 Data (3060) - ON

Export E-Form67 for upload Claim Number

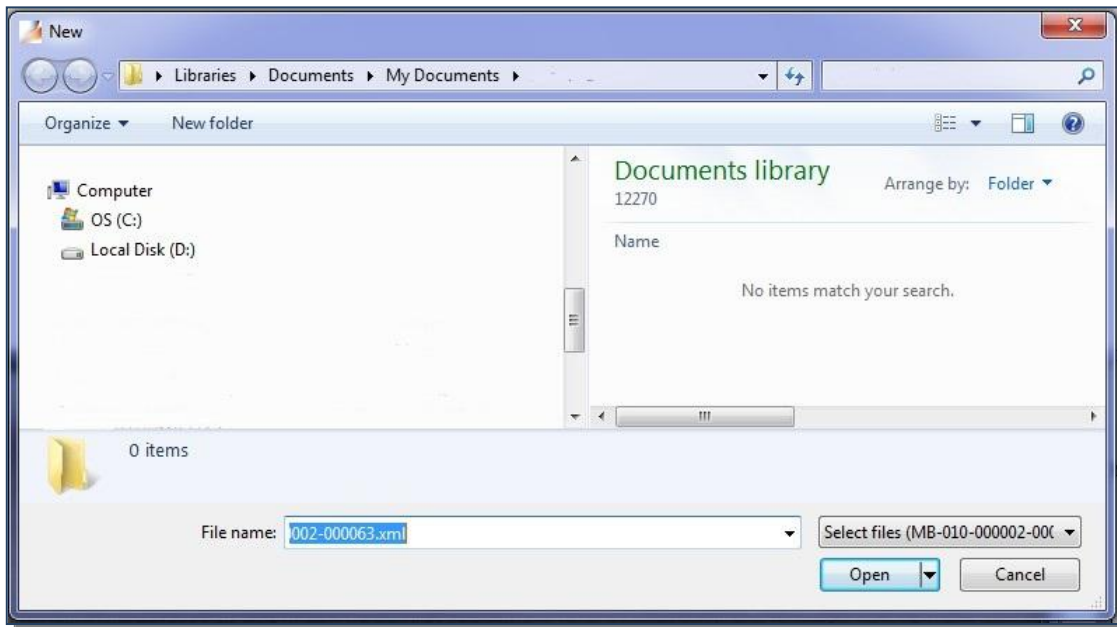
Incident Date 28/07/2020 08:00 Description I slipped and fell on a patch of ice while walkii

Incident Type Claim Status

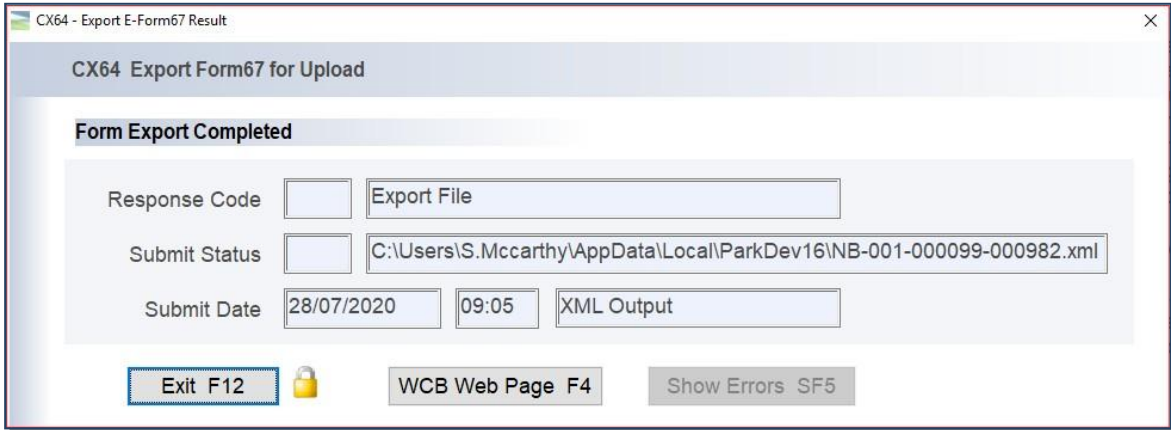
Last Submit 28/07/2020 09:29 Submit Status EXP

Exit F12 Export Form F4 Show Status SF4 Show Errors SF5

Selection of the **Export Form67- F4** button the system will produce the following information box and ask you for a location on your system to save the XML file.



Once the .xml file is saved on your local computer the system will again display the Export box with “Form Export Completed” and the **WCB Web Page – F4** button will now be available.



Selection of the WCB Web Page will open a web browser and the WCB site will be available for your log in and submission of the file.

PARKLANE SYSTEMS
10-521 Nottinghill Road
London, ON N6K 4L4
Canada
519.657.3386
ContactUs@parklanesys.com

Access the Parklane web site for more details about Parklane products

www.parklanesys.com