Nova Scotia Electronic Form Submission

User Guide – V 12.0

August 7, 2019

parklane
S Y S T E M S

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NS Electronic Form XML User Guide

WCB Electronic Form

In conjunction with WorkSafe NS's initiative to have employers file the WCB Form's electronically, Parklane Systems announces this capability through a secure internet connection to WorkSafe NS.

Parklane has developed this feature with strict adherence to WorkSafe NS's specification standard.

Largely, the goal of WorkSafe NS 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 the WCB Form is entirely up to the customer as Parklane Systems' Incident Reporting module still maintains the capability of producing the standard paper WCB Form. 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 WorkSafe NS to register. At the time of registration, WorkSafe NS will provide your company with unique identifiers which the Incident Reporting module will then automatically include in each electronic Form submission.

The electronic Form has two options for the Employer's Report of Injury. You can select to submit the form without "Earnings Detail" or with the "Earnings Detail". If you choose the option without "Earnings Detail" then you can use the third option later, to submit the "Employer's Report of Earnings".

Defining Electronic Form Worksite Information

Before being able to electronically submit a Form 7, your company must first register by phone with WorkSafe NS. At the time of registration, WorkSafe NS will provide several items of identifying information which are unique to your company.

To enter the information provided by WorkSafe NS, on the main menu of Incident Reporting click on **More**, **Options, Accident Form Variables** and then **Default Worksite**:
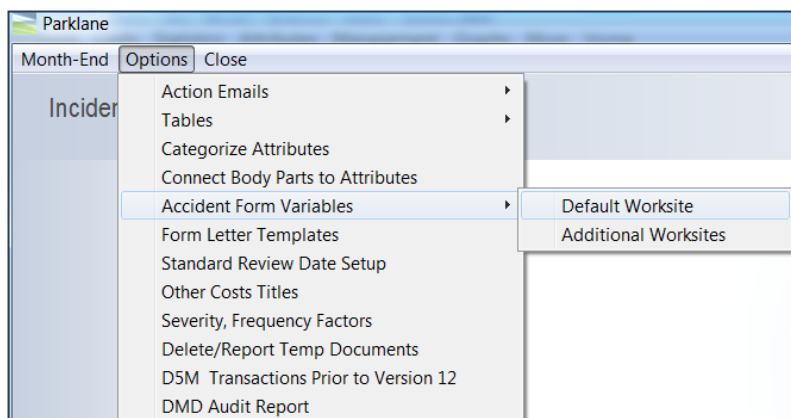
In addition to the standard fields found on this panel, complete the Worksafe Employer ID, Employer Location Code, Partner ID and Token fields with the information provided by WorkSafe NS:

If you complete the Payroll person's information it will auto fill the appropriate fields in the Form 7.

If your company has multiple sites or produces forms for multiple locations, click on **More, Options, Accident Form Variables** and then **Additional Worksites**:

1. J. Bond Halifax Site
2. M. Smith - Dartmouth
3. Not Defined
4. Not Defined

CD4A Additional Employer Identification

J. Bond Halifax Site

Firm Name		Phone No.
Firm Address		Fax
City	Halifax	
Prov./State	NS	Postal/Zip
Email		
Business Activity		
Work Site		
R.T.W. Program?	☑ Yes	
R.T.W. Person		
R.T.W. Phone No.	Ext.	

Firm No.
Rate No.
Class. Unit

NS Business Number

Name
Title
Phone No.   Ext.   Fax
Worksite

Get Default F1   Index F8   Exit F12

If you complete the Reporting Name and Phone Number fields, the appropriate fields in the Form 7 will auto fill with this information.

You can setup Additional Worksites that your company will be using. It is optional whether or not you choose to set up Additional Worksite(s).

Completing/Submitting an Electronic Form 7

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 which could then be faxed to WorkSafe NS. Now there is also the capability of electronically submitting a Form 7.

Once the incident information has been entered, click on **Government Forms** on the side bar menu.

and then on **Electronic Form**:

and the first page of the electronic Form will present itself:

NOVA SCOTIA - WCB ELECTRONIC SUBMISSIONS

The Nova Scotial Wokers' Compensation Board (WCBNS) enables the electronic submission or Injury and/or Earnings Information.

Please select the Submission Type you wish to make:

- ○ **Employer's Report of Injury (without Earnings Detail)**

  OR

- ● **Employer's Report of Injury (with Earnings Detail)**

  OR

- ○ **Employer's Report of Earnings**

- ○ **No Selection (Exit)**

Please note: The completion of the Report of Earnings Submission requires the prior completion of the Report of Injury Detail.

Continue

You can select to submit the form without "Earnings Detail" or with the "Earnings Detail". If you choose the option without "Earnings Detail" then you can use the third option later, to submit the "Employer's Report of Earnings".

Some of the fields on some of the panels will be mandatory with the majority being optional. Filling in one field may make another field mandatory while Case definition will in itself make some fields mandatory. As well as mandatory checks there are some validation checks, for example; valid Social Insurance and Worker's Health Numbers, birthdates, etc. The user cannot exit a panel and/or submit the form if any of the mandatory fields have not been completed with valid information. In order for the program to recognize that all mandatory fields have been completed the user must Continue/Page Down thru all of the panels immediately prior to clicking on the Submit – F1 button.

The "Employer's Report of Earnings" options will allow the user to enter Earnings Detail which can then be submitted can be electronically submitted only after the original "Employer's Report of Injury" has been submitted electronically.

Select on the radio button which best describes the incident you are about to report to WorkSafe NS and then click on the Continue button and you will be presented with the second page of the electronic Form 7:

NOVA SCOTIA - ELECTRONIC INJURY REPORT

EMPLOYER INFORMATION

Business Number	125030429	NW	Division #	0007	Firm Number 125030429
				Get Sites - SF1	Contact Name: Food Manager
Company Name	Parklane - Nova Scotia - EForm Test				Contact Phone: 519 657-3386
Street	521 Nottinghill Rd	City/Town	London		Fax No.

Verify the Division # for your business. You can click on the Get Sites, SF1 button, and select the appropriate site from the list box provided. The Company Name is defaulted. The Contact information and address fields are optional as WorkSafe NS already has this information.

As mentioned previously, some of the fields on some of the panels are mandatory. As demonstrated by the above panel, the mandatory fields will always have a pink background as opposed to the standard white background which designates fields as being optional for completion. Any field with a gray background is locked and cannot be accessed or modified.

Clicking on the Page Down button at the bottom of each panel will advance the user to the next page of the Form. As in the past with the standard Form, some of the information entered in the Incident Reporting module will auto fill the corresponding and appropriate fields found within the electronic Form.

EForm Submit - F2

When all other required information has been completed, click on the Submit – F2 button found on the last page and the Submit Form screen will present itself:

Clicking on the Secure Submit – F4 button will submit the form to WorkSafe NS:

The "Form Submission Completed" message will only appear if the Form has been accepted in its entirety by WorkSafe NS:

Should your Form contain invalid information, you will be presented with error messages detailing the problem(s), for example:

The current errors will be marked with an asterisk (*). All older error messages will also be shown. The asterisks (*) will disappear only after a valid submission. The Show All Errors – F7 button will provide the user with a list of ALL of the submission errors for the selected claim.

The user may then go back to the fields in question, correct the errors and re-submit the Form 7.

History of Electronic Form's

This History screen lists Incidents in reverse order by date entered in Parklane. This shows the most recent entered form at the top of the list. The list is limited to only 50 incidents.

The **Edit Incident F7** button will allow you to edit the incident/Form 7 you have selected.

The **Transaction Log SF9** button shows a list of submission and communication status messages used internally by Parklane Support.

The drop down box found in the top right corner of the panel has several filter selections, allowing you to choose which claims will be shown in the Status of Electronic Forms panel:
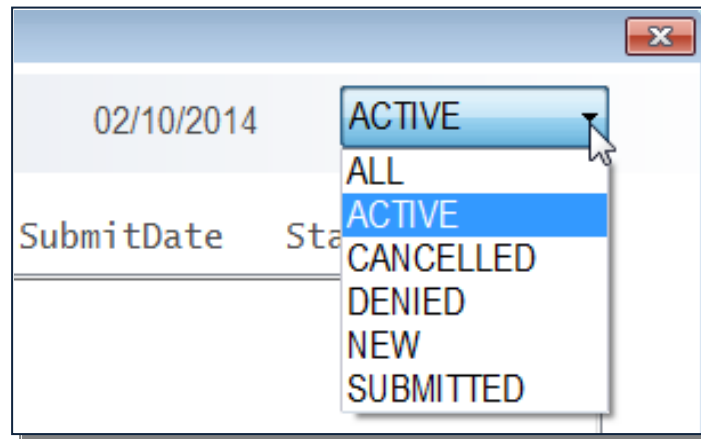
The selections will filter the electronic Form 7's in the following ways:

ALL - Shows all Electronic Form 7's EXCEPT those for incidents which have been cancelled on the

Description panel of Incident Reporting

ACTIVE - Shows all Electronic Form 7's which have information completed. This selection does NOT include any Form 7's which have the Denied or No Further Action buttons turned on on the Description panel of Incident Reporting. Also does NOT include any Form 7's which have a WorkSafe NS claims status code of DI (disallowed) or RE (rejected)

CANCELLED - Any Electronic Form 7 which is associated with an incident which has been cancelled on the Description panel of Incident Reporting

DENIED - The exact opposite selection of Active. This selection shows any Form 7's which have the Denied or No Further Action buttons, from the Description panel of Incident Reporting. This selection also shows any Form 7's which have a WorkSafe NS claims status code of DI (disallowed) or RE (rejected).

NEW - Shows all Form 7's which have been started but NOT submitted or have been submitted but Failed due to errors SUBMITTED - Shows all Form 7's which have been SUCCESSFULLY submitted (ie: a submission correlation ID has been received back from WorkSafe NS)

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