

Enterprise - How to Create a Worker Comp Claim

Last Modified on 01/15/2020 1:02 pm CST

Tracking Worker Comp Claims in Enterprise

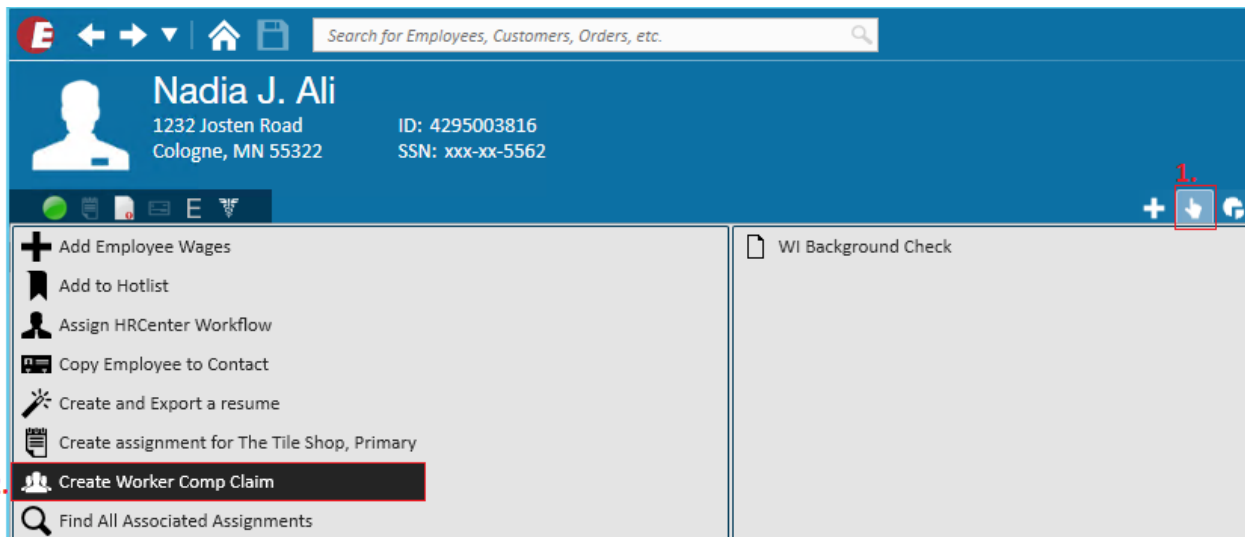
There are a couple of distinct benefits that occur when you enter and track worker comp claims in Enterprise:

1. Information is stored securely. Only those users with the specific worker comp claim security role will have access to this module and all related documents, and messages.
2. Data can be compiled to show trends. The worker comp claim module allows users to search and export data. So for example, users can tell what clients have a high ratio of worker comp claims.

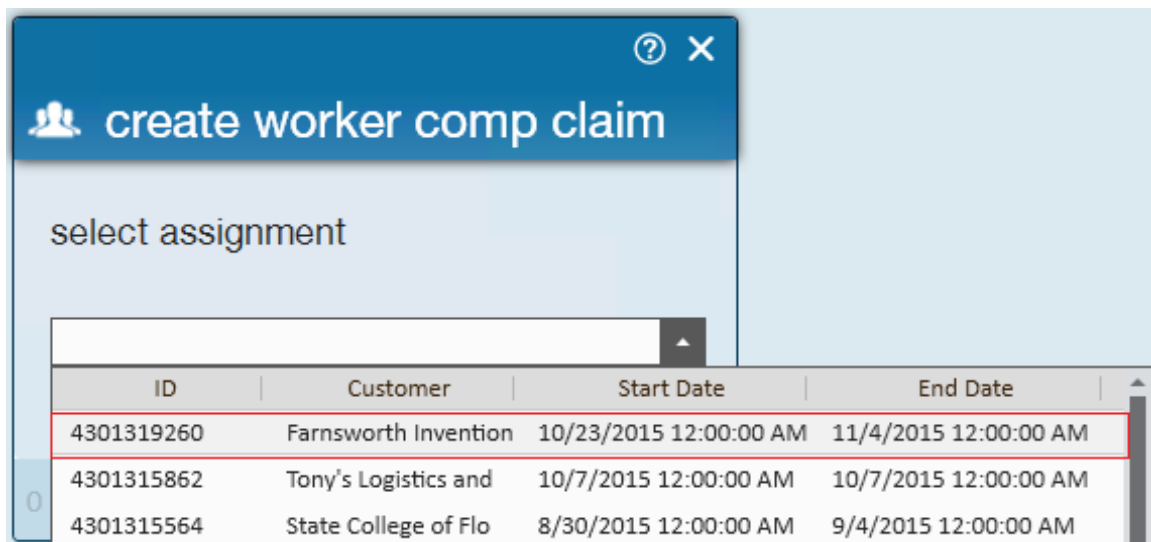
This help document will walk users through the steps in creating a worker comp claim and how claims can be tracked for reporting/trend purposes.

How to Create a Worker Comp Claim:

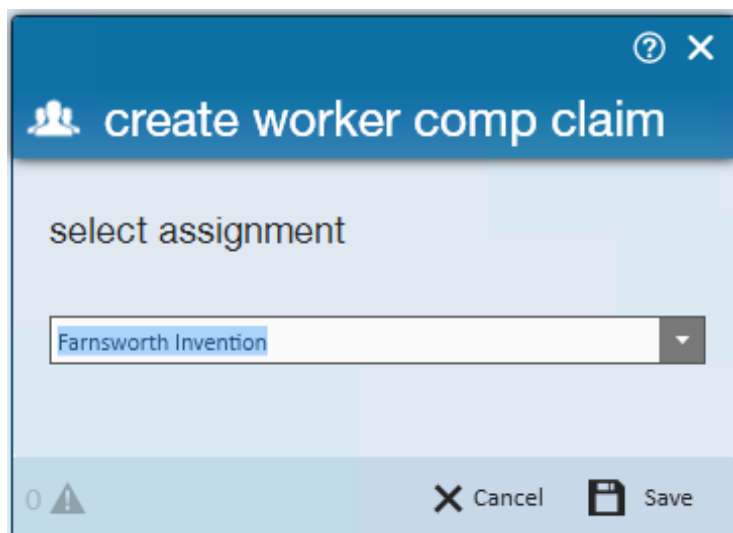
Begin by navigating to the employee record associated with the claim. Once there expand the (1.) actions menu and select to (2.) create worker comp claim:



Users will then automatically be prompted to select what assignment the claim is related to (the *select* assignment dropdown will display all assignments worked by the employee):



Select save to navigate to the new claim.



The claim itself is broken out into five main pages, allowing users to enter and save all associated information in Enterprise:

1. Claim

claim information		injury address	
Claim Status	Open	Address	
Claim #	1231	City	
State Claim #	43534522	State	Zip Code ____-____
Claim Types	<input type="checkbox"/> Litigated <input type="checkbox"/> Subrogated <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Benefits Denied <input type="checkbox"/> First Aid <input type="checkbox"/> Meds Only <input type="checkbox"/> Lost Time <input type="checkbox"/> Contested <input type="checkbox"/> Illness <input type="checkbox"/> Fatality	Department	
WCID	1231	Date Entered	11/16/2015 12:0
Injury Date		Time	12:00 AM
Other Date		Close Date	
RTW/30/90			
Employment Status		Still Off Work	<input type="checkbox"/>
customer information		employer details	
Customer from Asg	Farnsworth Invention	Name	High Tech Staffing
Department		Address	High Tech Staffing 701 Main St. Duluth, MN 70139
Shift		Type of Employer	
Occupation		Nature of Business	
WC Code		Phone #	() - - Branch Name Memphis SE
medical insurance		Claim Type	SUI ID
Turned In		Osha	No Foreman
Policy #		Prepared By	Shawna Bradt Preparer Title
Adjuster		attorney information	
		Full Name	
		Phone #	() - -
		Fax	() - -
		Court Date	
		Additional Information	

Claim Information:

Within the search section of the worker comp claim module, users can search on the following fields from this page:

- Claim Number
- State Claim Number
- Claim Status (Open/Closed)
- Date Entered

claim information

Claim Status	Open		
Claim #	1231		
State Claim #	43534522		
Claim Types	<input type="checkbox"/> Litigated	<input type="checkbox"/> Subrogated	
	<input type="checkbox"/> Rehabilitation	<input type="checkbox"/> Benefits Denied	
	<input type="checkbox"/> First Aid	<input type="checkbox"/> Meds Only	
	<input type="checkbox"/> Lost Time	<input type="checkbox"/> Contested	
	<input type="checkbox"/> Illness	<input type="checkbox"/> Fatality	
WCID	1231	Date Entered	11/16/2015 12:0
Injury Date		Time	12:00 AM
Other Date		Close Date	
RTW/30/90			
Employment Status		Still Off Work	<input type="checkbox"/>

2. Injury

Broken out into four sections - injury information, physician details, hospital details, and misc. details:

injury information		physician details	
Date Notified	11/2/2015	Primary Name	
Date Last Worked	11/2/2015	Secondary Name	
Date of Death		Address	
Time Employee Began Work	7:00 AM	Phone #	() - -
Date Employee Provided Claim	11/3/2015	hospital details	
Days Away From Work	9	Name	North Memorial Hospital
Days of Restricted Work	9	Address	
Injury Description	Nadia was moving items from a pallet onto a shelf. She was moving up and down a 4 ft ladder to move items and fell off.	Phone #	(651) 546-4313
Activity Description	Climbing	misc. details	
Injury Mechanism/Object	Ladder	Employee Status	Temporary
Cause	Fall	Injury County	Ramsey
Body Part Injured	Ankle / Right	Unsafe Action/Condition	
Type of Injury	Sprain	Diagnosis	
Type of Illness	None	Equip/Mat/Chem	
		Others Fault	<input type="checkbox"/>
		Other Workers Injured	<input type="checkbox"/>
		Unable to Work	<input type="checkbox"/>
		Injury Occur on Employer's Premises	<input type="checkbox"/>

3. Wages

Broken out into three sections - wage information, compensation information and misc.

information:

wage information		misc. information	
Hourly or Salary	Hourly	Safety Action Needed	
Wage Types	<input type="checkbox"/> Full Pay <input type="checkbox"/> Partner or Officer <input type="checkbox"/> Salary Continued <input checked="" type="checkbox"/> Assigned Light Duty		
Light Duty Date	11/16/2015		
Assignment Start Date	10/23/2015	Safety Action Taken	
Average Hours Per Week	40		
Average Days Per Week	5		
Hourly Wage	\$9.75		
Other Payments			
How Paid	Hourly		
compensation information			
How Compensated	Hourly		
Employee Compensation			
Reserved Compensation			
Actual Compensation			
Reserved Medical			
Actual Medical			
Reserved Expense			
Actual Expense			

4. Documents

Any documents added specifically into the worker comp claim will not be visible in the documents section of the employee record for added privacy and security:

Nadia J. Ali
 Farnsworth Inventions
 Claim #: 1231
 Worker Comp ID: 1231


Employee ID: 4295003816
 Customer ID: 4295010900

Scheduled for:
 11/17/2015

+ ↩ ↻ ★ 📄 🔍 ⬆ ⬇ ▶ tasks appointments social email

claim
 injury
 wages
documents
 messages
 search

View: Detailed View

Name	Type	Version	Description	Date Stored
Type: Documentation (1 item)				
 medical document.pdf			Hospital documents from visit.	11/17/2015 8:28:50 AM

Nadia J. Ali
 1232 Josten Road
 Cologne, MN 55322

ID: 4295003816
 SSN: xxx-xx-5562

Scheduled for:
 11/17/2015

🟢 📄 📧 📧 📧 📧

+ ↩ ↻ ★ 📄 🔍 ⬆ ⬇ ▶ tasks appointments social email

visifile
 ▶ details
documents
 ▶ integrations
 ▶ evaluations
 messages

View: Detailed View

No Records Found

5. Messages

Similarly, any messages logged within the claim will not be listed in the employee record:

Nadia J. Ali
 Farnsworth Inventions
 Claim #: 1231
 Worker Comp ID: 1231

Employee ID: 4295003816
 Customer ID: 4295010900

Scheduled for:
 11/17/2015

tasks appointments social email

claim
 injury
 wages
 documents
messages
 search

Filter by Action Code:

Showing 1 of 1 messages

Drag a column header here to group by that column.

Action	Date Entered	Message	Entered By	Due Date	Complete	Date Completed
Injured	11/17/2015 9:33 AM	Injured onsite at Farnsworth. Supervisor witnessed incident. Ankle is sprained.	shawna.bradt			

Nadia J. Ali
 1232 Josten Road
 Cologne, MN 55322

ID: 4295003816
 SSN: xxx-xx-5562

Scheduled for:
 11/17/2015

tasks appointments social email

visifile
 details
 documents
 integrations
 evaluations
messages
 pay history
 pay setup
 tasks
 search

Filter by Action Code:

Showing 30 of 30 messages

Drag a column header here to group by that column.

Action	Date Entered	Message	Entered By	Due Date	Complete	Date Completed
Message	11/4/2015 9:36 AM	Customer: Farnsworth Invention Department: Primary	lindsey.schneider			
Placed	10/23/2015 4:52 PM	Placed -- Farnsworth Inventions Comments:	shawna.bradt			

Searching Worker Comp Claims:

Navigate to the worker comp claim module by expanding the all options menu and selecting the magnifying glass icon to search claims.

pay / bill	reports
calendar	resume parser
reports	task manager
all options	vendors
	webvisit
	worker comp + 🔍 ★

Once there, basic information can be searched in the (3.) fields listed in the search dashboard. Like other search dashboards in Enterprise, users can run (4.) enhance searches or view any saved searches.

3. Last Name Claim # Customer Name
 First Name Employee ID Customer ID

4. Enhance Search Saved Searches

Your search returned 143 results.

5. Customer Name ▲

Claim ID	Employee ID	Last Name	First Name	Claim Number	Customer Name ▲	Customer ID
Customer Name: Crom Equipment (4 items)						
101	5124	Guernsey	Robert	06-33344	Crom Equipment	10623
108	5049	Barker	Shannon	75747474	Crom Equipment	10623
111	12789	Myers	Christopher	123456789	Crom Equipment	10623
122	12861	Appleseed	Jonathan	122	Crom Equipment	10623
Customer Name: Custom Paint Pros (1 item)						
72	5210	Peterson	Mel	65321444	Custom Paint Pros	778426

Note Consider (5.) grouping search results by customer to see how many claims have been filed at each customer. The search results can be printed. Or, if you are interested in exporting data, simply select the (6.) export results icon to save the results in an .xmlss or .csv file.

6.

Related Articles