



MINNESOTA

WORKERS' COMPENSATION
MODERNIZATION PROGRAM

Campus 101 for Employees

Campus 101 for Employees

Course Description

This training course will help you familiarize yourself with the core functionality of the new Work Comp Campus system, including filing Injury Reports, accessing and viewing claims and cases, serving and receiving documents related to claims and cases, and responding to Requests for Information.

Audience

- Injured Workers

Course Length

2.25 hours

Prerequisites

- None

Agenda

- 1** **Campus Overview & Benefits** *5 min*
- 2** **Getting Started with Campus** *60 min*
- 3** **Claim Access** *20 min*
- 4** **Claim Overview** *20 min*
- 5** **Electronic Service** *20 min*
- 6** **Requests for Information** *20 min*

Campus Overview

Welcome to the Minnesota Workers' Compensation Campus!

The Workers' Compensation Campus (Claim Access and Management Platform User System), is your new hub for all workers' compensation claims and filings with the Minnesota Department of Labor & Industry.

Campus allows easy access for all parties to a workers' compensation claim. Quicker access to claim information online will ensure work injuries are reported and compensated in a streamlined process.

The screenshot displays the Minnesota Department of Labor and Industry's Workers' Compensation Campus interface. The top navigation bar includes the logo and a 'Submit a Filing' dropdown menu. The 'My Overview' dashboard features two main cards: '4 Open Claims' with a sub-note 'View details associated to your claims in the My Queue portal.' and '0 New Documents' with a sub-note 'Review documents in the Notifications panel to ensure accuracy.' A dropdown menu is open over the 'Submit a Filing' button, listing actions such as 'Access a Case or Claim', 'Initiate a Dispute', 'Open Appeal/Petition', 'Request for Guidance with an Unreported Injury', 'Respond to Request For Information', 'Submit Election To Exclude', and 'Trading Partner Profile Registration'. Below the dashboard, a detailed claim page for 'Megan Johnson: Injury on 6/10/19' is shown. This page includes a 'Submit Filing' button, a table of claim details, a 'Claim Overview' section with status indicators, and a list of expandable sections: 'Claim Details', 'Key Dates', 'Injury Details', 'Accident Details', 'Employment Details', and 'Benefits and Payment Details'. A right-hand sidebar contains a 'status' filter and a list of claim statuses.

Campus File Number	Employee	Date of Injury	Part of Body Injured
029919986	Megan Johnson	6/11/2019	10: Multiple Head Injury

Claim Overview	Claim Denied by Insurer	Employee Returned To Work	Employee Consulted for Vocational Rehab
Claim Involved in Dispute	Employee Receiving Indemnity Benefits	Employee Deceased	

- Claim Details
- Key Dates
- Injury Details
- Accident Details
- Employment Details
- Benefits and Payment Details

Entities vs. Transactions

Entities

Entities are the **parties that exist** in the system to which transactions can be associated

- Injured Worker
- Employer
- Insurer
- Trading Partner
- TPA
- QRC Firm
- Health Care Provider
- State Agency
- Law Firm

Transactions

Transactions are the **“things” that will be worked on**

- Appeal/Petition to Vacate
- Claim
- Dispute
- Event
- Reimbursement
- Coverage Investigation
- Election
- Compliance Audit
- Compliance Case
- Penalty
- Rehab Case
- Settlement
- Case Service Funds
- Prepaid Cards
- Receivables
- Medical Policy Violation
- Outgoing Payment
- Payment/Adjustment
- Intervention Case
- Job Placement Case

Details Pages allow internal users to create, view, and edit new entities & transactions and allow external users to view and submit forms to entities & transactions

- Each Transaction and Entity has a Details Page
- Some transactions and entities are viewable by external users

Example of a Details Page

The screenshot displays a web application interface for the Department of Labor and Industry. The page title is 'Fineley & Barge Insurance' with a status of 'ACTIVE'. The insurer ID is 'IR-90-1230-029'. The page includes a search bar for 'Transaction Number Search' and an 'Advanced Search' button. The main content area is divided into sections: 'Insurer Overview' and 'Insurer Status'. The 'Insurer Overview' section contains a grid of key-value pairs: Company Name (Finley & Barge Insurance), NAIC (72312309), Assessment (Assessed/Actively Licensed), SWIFT Customer Number (029374920384029098), FEIN (93838290430), NCCI (398273), Insurer Prompt Action (Yes), and SWIFT Sequence Number (9829209). The 'Insurer Status' section shows 'Start Date' (01/05/2017) and 'Bankrupt' (No). Below these sections is a navigation bar with tabs for 'Related Transactions', 'Documents', 'Contacts', 'Relationships', 'Addresses', 'Notes', 'Transaction History', 'Report History', and 'Audit'. The 'Related Transactions' tab is active, showing a table with columns for Name, WC ID, Phone Number, Email, Address, and Status. The table contains one entry for 'David Brown' with WC ID 'WC-456-87-9087', Phone Number '(518) 321-4567', Email 'dbrown@gmail.com', Address '123 4th Street Troy, NY 12180', and Status 'Active'. There are also buttons for '+ Add Party' and 'Contact Parties'.

Name	WC ID	Phone Number	Email	Address	Status
David Brown	WC-456-87-9087	(518) 321-4567	dbrown@gmail.com	123 4th Street Troy, NY 12180	Active

Common Elements of Entity Details Pages

ENTITY NAME | ENTITY ID

Entity Details

Entity Supporting Information

Addresses/Locations	Documents
Related Claims	Notes
Audit Trail	

Group Supporting Information

Users	User Invites
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- All entities will receive a system-generated unique identifier
- Entity Names are captured as Legal Name and DBA Name
- Related Claims display all the claims where that entity is referenced as a party

Campus will put the workers' compensation claim information you need at your fingertips



**Self-service
online access**
to claims, related
documents, events
and outcomes.



**Securely send e-
documents
to the parties to
the claim.**



**Securely send
and receive data
between DLI,
OAH and WCCA.**



**Minimize claim
errors
through data
accuracy
verification.**

Agenda

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- 2 **Getting Started with Campus** *60 min*
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Getting Started with Campus |

Before we get started...

You'll notice that screenshots in this deck are annotated with red numbers and text...

- These are from the **User Manuals** which are available to you outside of this training.
- After this course, we'll provide these Manuals, which are your step-by-step guides to completing the actions in this presentation

The screenshot shows the login interface for the Department of Labor and Industry Work Comp Campus. At the top left is the logo with the letters 'm' and 'i' in green and blue, followed by the text 'DEPARTMENT OF LABOR AND INDUSTRY' and 'WORK COMP CAMPUS'. Below the logo is the heading 'Sign In'. There are two input fields: 'Email *' and 'Password *'. The 'Email *' field has a red border and the text 'Email is required' below it. The 'Password *' field also has a red border and the text 'Password is required' below it. Below the password field is a link for 'Forgot password?'. At the bottom of the form are two buttons: a yellow 'Login' button with a right-pointing arrow icon, and a white 'Sign Up' button with a red circle containing the number '2' next to it. At the very bottom of the page, there is a link to 'Terms of Service & Privacy Policy' with the text 'Please read our Terms of Service & Privacy Policy to get more information about our system.'



Getting Started with Campus |

Registering in Campus

As a new user to Campus, you will need to register your account to access the system.

Registration

Login

1. Go to the **Campus** website:
<https://b42tawappsvc002.doli.state.mn.us/user/login>
2. Select **Sign Up**.
3. Complete fields marked with an * in the **About Me** and **Contact** sections.
4. Enter a valid email address and create password.
5. Read and accept all agreements.
6. Click Sign Up to register your Campus account.

**A verification email will be sent to the email address that was used to sign up. You will need to access the email and confirm prior to logging into Campus.*

Sign In

Email *
Email
Email is required

Password *
Password is required
Forgot password?

Login Sign Up 2

Please read our **Terms of Service & Privacy Policy** to get more information about our system.

Register for Work Comp Campus

About Me

I am Registering as a *

First Name * Middle Name Last Name * Suffix

Date of Birth

Contact Information

Phone Type * Phone Country * United States (+1) Phone Number * Extension

Address 1 *
Address 2

Outside US

Postal Code * City * County *

Country
United States

State Province *

My Account

Email Address * Confirm Email Address * Password Requirements

Email Address Confirm Email Address

Email Address is required

Password * Confirm Password *

Password is required

- × Must be at least 8 characters long
- × Must include an uppercase letter
- × Must include one number
- × Must include one special character

I have read and accept the **Terms of Service & Privacy Policy**

I have read and accept the **Access Requirements**

I agree to accept legal service, including notifications and documents, electronically via CAMPUS

I'm not a robot reCAPTCHA Privacy - Terms

Sign Up Cancel



Getting Started with Campus |

Logging into Campus

If your account is already registered in Campus, follow the steps to log in.

Registration

Login

1. Enter the registered email and password.
2. Click **Login**.
3. Click **I Agree**.

m DEPARTMENT OF LABOR AND INDUSTRY
WORK COMP CAMPUS

Sign In

Email *
DLITestExt1+TP90@gmail.com

Password *
.....

[Forgot password?](#)

[Sign Up](#)

Please read our [Terms of Service & Privacy Policy](#) to get more information about our system.

Access Requirements Acknowledgement

By using this system, you affirm that:

- You are accessing a restricted government information system.
- System usage may be monitored, recorded, and subject to audit.
- You consent to such monitoring and recording.

Unauthorized use of the system is prohibited and may be subject to criminal and/or civil penalties.



Getting Started with Campus |

Campus User Profile

You can easily edit required information in Campus via the **Your Profile** page.

You have access to your profile at ALL times in the upper right of the screen. Your profile page is where you:

- Provide or update your contact information
- Provide any personal information relevant to your registration with Campus
- Update any information to be included on a Claim

Your Profile

About Me

First Name * Philip Middle Name Middle Nam Last Name * Gallagher Suffix

Date of Birth 1/1/1968
(mm/dd/yyyy)

My Account

Email Address * DLITestExt1+TP90@gmail.com Confirm Email Address DLITestExt1+TP90@gmail.com

Reset Password

Contact Information

Phone Type * Mobile Phone Country * United States (+1) Phone Number * (123) 456-7890 Extension

Address 1 * 555 Fifth st
Address 2

Attention

Outside US

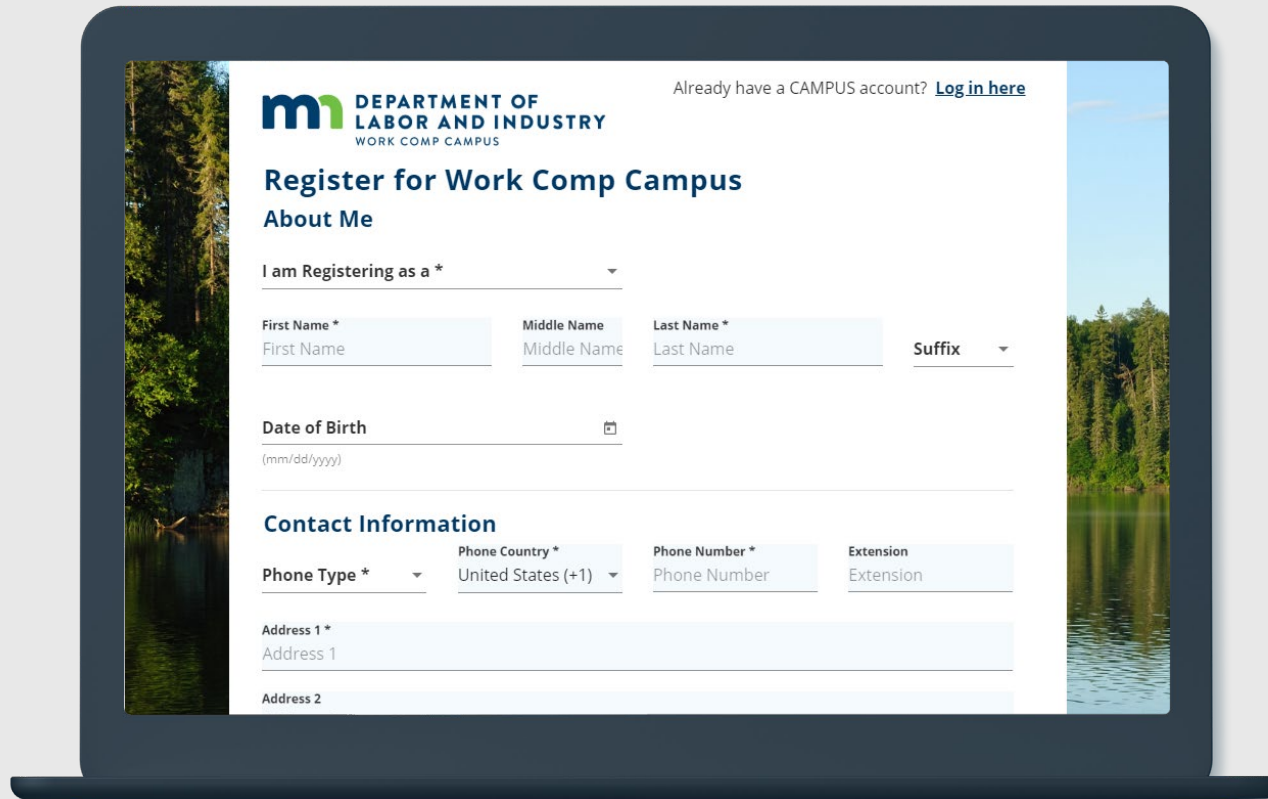
Postal Code * 55555 City * Young America County * Carver

State Province * Minnesota Country United States

If there is an *, this means the information is required.

4 Save Cancel

Demo



The screenshot shows a registration form for the Department of Labor and Industry's Work Comp Campus. The form is titled 'Register for Work Comp Campus' and includes a link for existing users to 'Log in here'. The form is divided into sections: 'About Me' and 'Contact Information'. The 'About Me' section includes a dropdown for 'I am Registering as a *', input fields for 'First Name *', 'Middle Name', 'Last Name *', and 'Suffix', and a 'Date of Birth' field with a calendar icon. The 'Contact Information' section includes dropdowns for 'Phone Type *' and 'Phone Country *' (set to 'United States (+1)'), input fields for 'Phone Number *' and 'Extension', and input fields for 'Address 1 *' and 'Address 2'.



In this demo, you will see how to...

- Sign up for Campus
- Log in to Campus
- Navigate to and Edit a user profile



Getting Started with Campus |

Campus Dashboard

The **Dashboard** is the starting point for users to be able to navigate and perform all necessary job functions.

The Campus Dashboard is where you can see:

- All related claims, upcoming events, and documents
- Queues, which will organize all work to be completed
- Notifications, which provide updates on claims and cases in progress

****When in doubt, navigate to the Dashboard-- what you need next may be there. Click on the MN Logo from anywhere to go to the Dashboard.***

The screenshot shows the Campus Dashboard interface with several callout boxes:

- Click on the Logo image at any time to return to the Dashboard (Home Page).** (Points to the MN logo)
- The Submit a Filing drop-down contains a list of common tasks that you can click on depending on the specific action you wish to take.** (Points to the 'Submit a Filing' button)
- Your User Name is listed here along with a drop-down menu with the following options: Edit Profile, My Groups and Log Out.** (Points to the user name 'Darth Vader' and the dropdown menu)
- The bell icon indicates how many Notifications you have.** (Points to the notification bell icon)
- Notifications can also be found here in list form.** (Points to the 'Notifications' panel)
- The My Overview section contains a high-level count regarding Open Claims, Upcoming Events and New Documents.** (Points to the 'My Overview' section)
- The My Queues area includes common tabs for Claims, Disputes, Forms, and Appeals along with the associated details.** (Points to the 'My Queues' section)
- My Events is a calendar view of events that have been scheduled.** (Points to the 'My Events' calendar)

The dashboard content includes:

- My Overview:** Three cards showing '1 Open Claims', '0 Upcoming Events', and '0 New Documents'.
- My Queues:** Tabs for 'My Claims', 'My Disputes', and 'My Forms'.
- Table:** A table with columns: Campus File Number, Employee, Employer, Claim Admin, Date of Injury, Status. One row is visible with 'CL-' and 'Open/Not Contested'.
- My Events:** A calendar for May 2020 showing dates 1 through 16.



Getting Started with Campus |

Forms Queue

Found at all times on the Dashboard, the Forms Queue will show all forms that you have submitted related to any of the Claims or Cases you have access to. Hardcopy forms are no longer required in relation to a Workers Comp Claim, as you can submit and see the status in Campus.

The Forms Queue is always on the Dashboard, and it will:

- Show all forms submitted to which you have access
- Show relationships between the form filed and the case to which it was filed
- Show status of any filed form
- Provide access to download copies

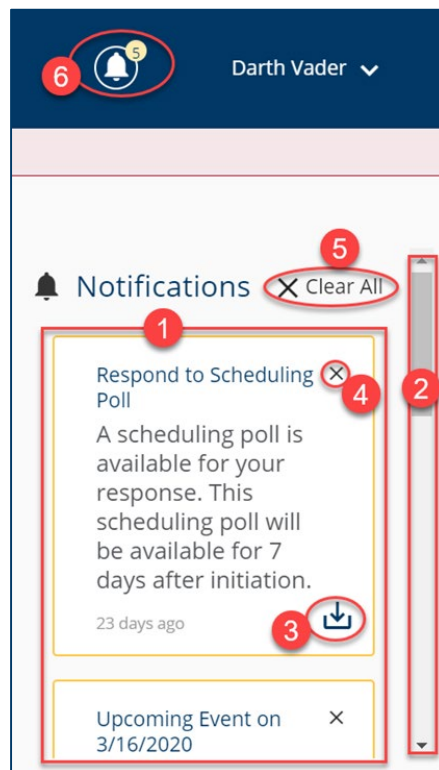
My Queues					
My Claims	My Disputes	My Forms	My Appeals		
Form Type	Associated To	Associated ID	Last Updated	Status	Confirmation ...
Access Case Or C		ER-01-2592-270	4/14/2020	Submitted	1699
Motion to Inter	Rehabilitation ...	DS-01-7576-108	4/2/2020	Submitted	1557
Claim Access Au	Theresa Discon...	CL-01-7957-571	4/2/2020	Submitted	1528
Annual Claim fo	SI/SB Claim For...	AC-01-7957-614	4/1/2020	Submitted	1493
Injury Report		None	3/29/2020	Submitted	1405
Submit Election t	EL-01-7577-00...	EL-01-7577-007	2/25/2020	Submitted	710
Request For Assis	Medical Disput...	DS-01-7575-895	2/24/2020	Submitted	618
Request For Assis	Medical Disput...	DS-01-7575-895	2/21/2020	Submitted	413



Getting Started with Campus |

Viewing Notifications

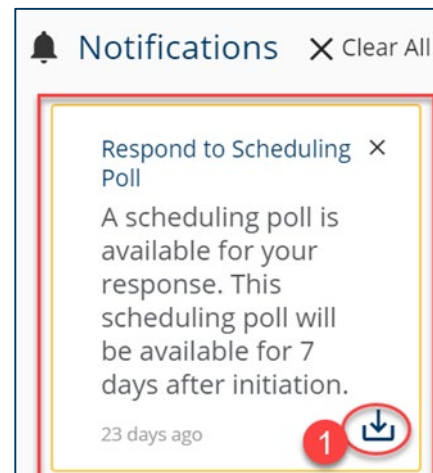
Notifications are system generated messages that can either be specific to tasks that need to be completed or simply an informational message.



Notifications are always on your screen, next to your profile.

You'll get a notification automatically when something happens to a case or claim you're on, like:

- An event is scheduled or upcoming
- A form has been approved
- A scheduling poll has been sent out

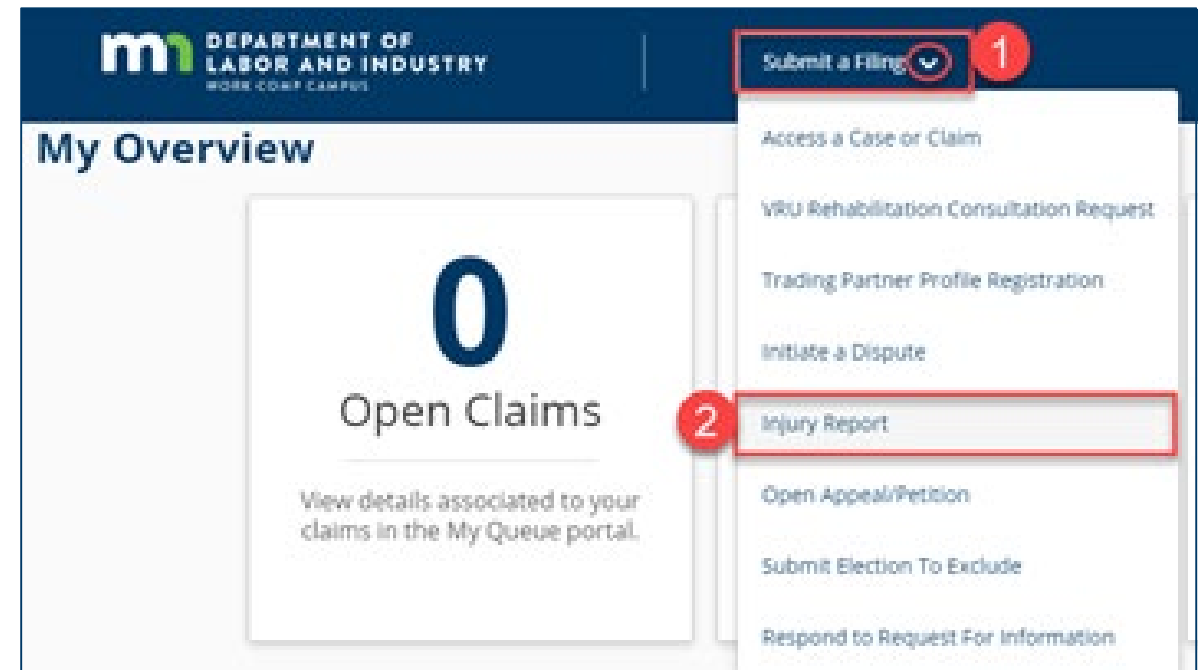




Getting Started with Campus |

Submitting a Filing to Campus

- Submitting filings via Campus is the new way to take action on your Claims.
- You can submit any relevant filing to DLI via the “Submit a Filing” button at the top of the Dashboard page.





Getting Started with Campus |

Submit Injury Report as an Injured Worker

An employee can access Campus to submit an Injury Report and alert Minnesota DLI of a work-related injury. This functionality allows an injured worker to report that they are injured even though there is not a Claim on file.

- The Injury Report filing is one of the most fundamental a worker can make in the system. You can find the “Request for Guidance with an Unreported Injury” in the “Submit a Filing” menu.
- This submission allows you, the worker, to report a work-related injury even if there is not currently a Claim on file.
- Upon submission, your form will be reviewed, and a new Claim created.

The screenshot shows the 'Injury Report' form in the 'Campus' system. The form is titled 'Injury Report' and includes a 'Submit a Filing' button. The form is divided into several sections: 'Submitter Information', 'Injury Information', 'Employee', and 'Employer'. Red boxes and numbers highlight specific areas: 3 points to the 'Submitter Information' section, 4 points to the 'Injury Information' section, and 5 points to the 'Employee' section. The 'Submitter Information' section has a radio button for 'Submitting on my own behalf' selected. The 'Injury Information' section has a date of injury of 4/30/2020, a cause of injury of 'Objects or Substances', and a nature of injury of 'Physical Injury'. The 'Employee' section has a Social Security Number (SSN) of 555555555, an Employee ID (WID) of 555555555, an Employee Date of Birth of 11/1/1930, an Employee First Name of 'Minnie', an Employee Middle Name, an Employee Last Name of 'Apples', and a Suffix. The 'Employee' section also has a Phone Type of 'Mobile', a Phone Country Code of 'United States (1)', an Employee Phone Number of '555555555', and an Employee Phone Extension. The 'Employee' section also has an Employee Email Address of 'DLITestExt1+general@gmail.com', an Employee Address Line 1 of '1313 Cemetery Lane', and a Country of 'United States'. The 'Employer' section has a checkbox for 'Employer Not Found' selected.

Demo

The screenshot shows a user interface for the Minnesota Department of Labor and Industry. At the top, there is a navigation bar with the department logo, a 'Submit a Filing' button, and a user profile for 'Minnie Apples'. The main content area is titled 'My Overview' and features three large summary cards: '6 Open Claims', '0 Upcoming Events', and '0 New Documents'. To the right, there is a 'Notifications' section with two event reminders. Below the summary cards, there is a 'My Queues' section with tabs for 'My Claims', 'My Disputes', 'My Forms', 'My Rehab Cases', 'My Appeals', and 'My SCF Assessm'. The 'My Claims' tab is active, showing a table with columns for 'Campus File ...', 'Employee', 'Employer', 'Claim Admin', 'Date of Injury', and 'Status'. Two claims are listed: 'CL-05-9190-943' for 'Yakky Doodle' and 'CL-06-0217-460' for 'Clint Barton'. To the right of the table is a 'My Events' section with a calendar for July 2020.

Campus File ...	Employee	Employer	Claim Admin	Date of Injury	Status
CL-05-9190-943	Yakky Doodle	Minnesota Tim...		3/1/2020	Default Status ...
CL-06-0217-460	Clint Barton	Minnesota Frie...		3/1/2020	Default Status ...



In this demo, you will see how to...

- Explore the Dashboard
- View Notification Menu
- Submit an ad-hoc Injury Report

Agenda

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Requesting and Redeeming a Unique Access Code

Requesting and Redeeming a Unique Access Code

Claim Access Authorization Webform

Exporting documents to Zip File

- To gain Access to a Claim as an Employee (Injured Worker) or a representative of an Employer, you will first need to generate a unique Claim Access Code.
- A code will be sent via Mail to the address on file. After receiving the Code, log back on and navigate back to the same webform.
- If successful, you will see a confirmation message and receive a confirmation email. You should now be able to access the Claim on your Dashboard (home page) under the **Claims** tab.

Request or Redeem an Access Code

Who are you?*

If you are the employee named on a claim, or a representative of an employer named on a claim, the Minnesota Department of Labor and Industry needs to verify your identity with a custom, one-time-use code. Once you redeem this code, you will have access to all of your work comp claims. To request or redeem a code, first select the option below that applies to you.

I am the employee named on a claim I am a representative of an employer named on a claim

Are you requesting or redeeming an access code?*

I have a code I need a code

Confirm your social security number or department-provided PIN, date of birth and zip code below. The zip code should be that which your employer has on file for you. If you need assistance, contact the Minnesota Workers' Compensation Hotline at [Support Phone Number] or email us at [Support Email Address].

Social Security Number ***** Edit	Department-provided PIN 123-45-6789
Date of Birth * 1/1/2000 (mm/dd/yyyy)	Preferred Zip Code * 12345

Confirm

Attestation

By checking this box, I confirm that the information on this form is true, accurate, and complete to the best of my knowledge.

Submit Form Cancel



Claim Access Authorization Webform

Requesting and Redeeming a Unique Access Code

Claim Access Authorization Webform

Exporting documents to Zip File

- Users who are not parties to the Claim (ex. Spouse of injured worker, QRCs, representative of Employee's Estate, etc.) must submit the Claim Access Authorization webform to DLI.
- DLI will then review the submission and determine whether Claim access will be granted.



Claim Access Authorization Webform

Requesting and Redeeming a Unique Access Code

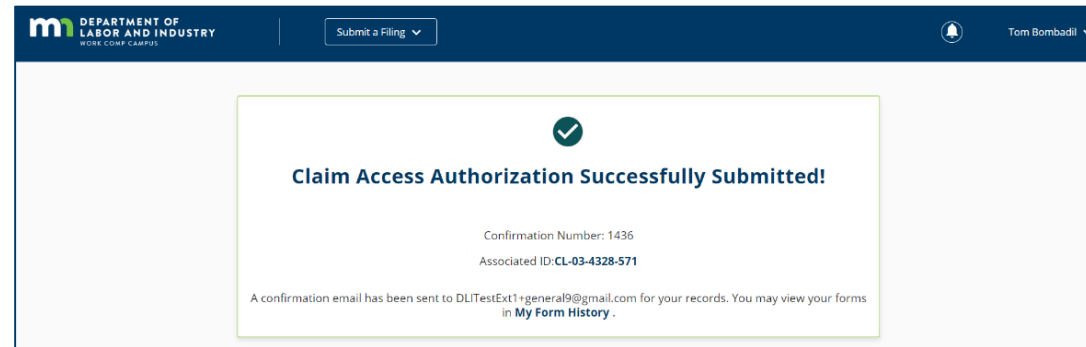
Claim Access Authorization Webform

Exporting documents to Zip File

- Upon submission you will see a confirmation screen showing a Confirmation Number and the Associated ID. You will also receive a confirmation email.
- A DLI representative will then review your submission, and either accept or reject.
 - If **Approved** – you will receive an email to the account on file informing you of access approval and the Claim will display on your **My Claims** tab.
 - If **Denied** – you will receive an email to the account on file informing you of the access denial and providing you with the Campus support hotline information.

**Access will be granted for a 6-month period beginning on the approval date. Once your access expires, you will receive an automated email informing you of your access removal.*

***If at any point during a Claim's lifetime your access is removed, you will receive an email indicating your removal.*





Exporting Documents to a Zip File

Requesting and Redeeming a Unique Access Code

Claim Access Authorization Webform

Exporting documents to Zip File

- Documents relating to a Claim or other Case in Campus can be downloaded as a Zip file that will contain all of the files together.
- When enacted, the Zip file will begin downloading to your browser.

2

Parties | Batch Table of Contents | Benefits | **Documents** | Related Claims & Cases | Reporting History | Claim Payments

3

Document ID	Document Type	Created By - Party	Created By - User	Created On
> DD-03-4328-605	Notice of Representation (2 Attachment s)		Iman Attorney	5/1/2020 4:41 pm
> DD-03-4328-574	Claim Access Authorization (1 Attachment)		Tom Bombadi	5/1/2020 2:11 pm

Showing 11-2 of 2 items per page 10

4

5

Download Documents

Select the documents to be downloaded.

The selected documents and their related attachments associated with this transaction will be processed. You will receive an email when your zip file is ready for download. This process may take a few minutes.

All Select Subset of Documents Include Claim Summary Report

Document Category

Download Documents Cancel

6

Dashboard - Document Export for CL-03-4328-571

Document Export

Claim: CL-03-4328-571

Click the button below to download the document you requested from Claim: CL-03-4328-571. If you have previously downloaded the document you will be unable to do so again and must request the document export again.

Download

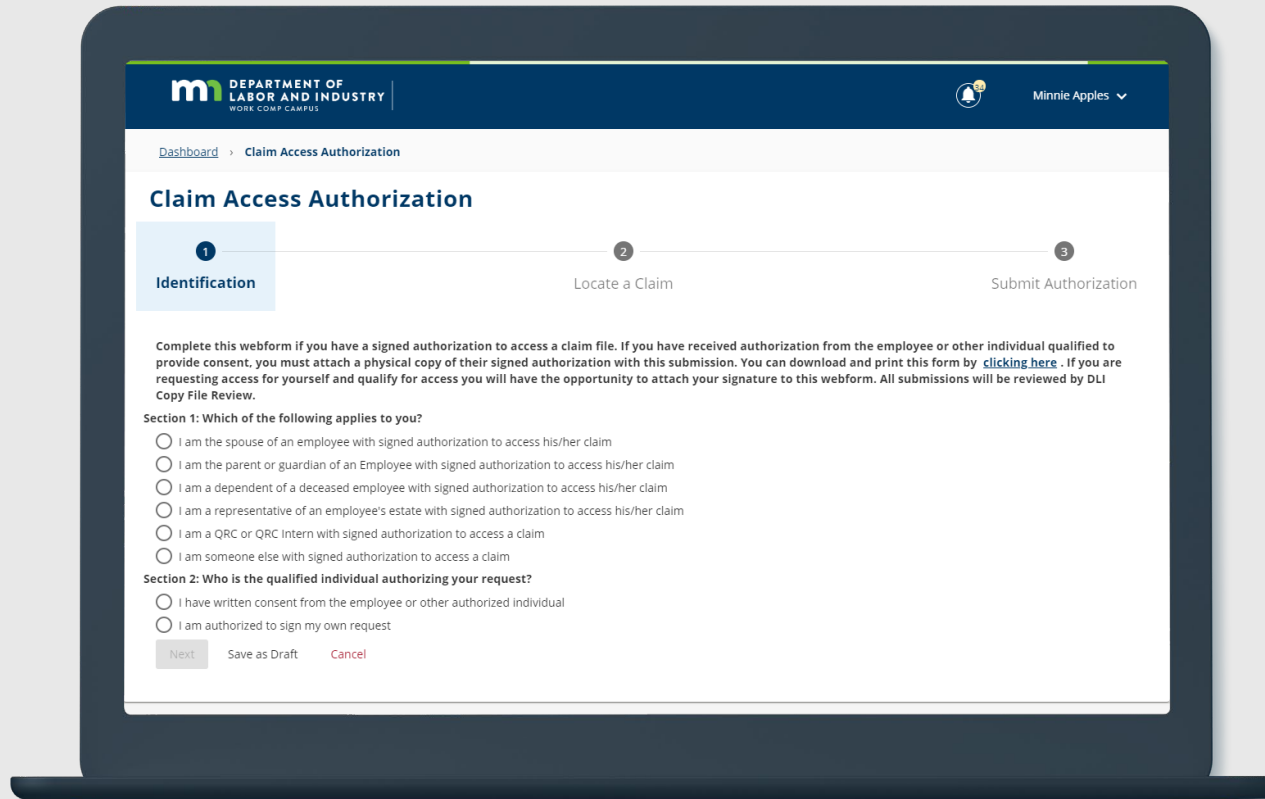
7

mn DEPARTMENT OF LABOR AND INDUSTRY WORK COMP CAMPUS

Iman -

Your document has been exported and is ready for download. Follow the following link to retrieve your documents: [Download Documents](#)

Demo



The screenshot shows a web browser displaying the 'Claim Access Authorization' page. The page header includes the logo for the Department of Labor and Industry, Work Comp Campus, and the user name 'Minnie Apples'. The breadcrumb trail is 'Dashboard > Claim Access Authorization'. The main heading is 'Claim Access Authorization'. Below the heading is a progress bar with three steps: 1. Identification (highlighted in blue), 2. Locate a Claim, and 3. Submit Authorization. The 'Identification' section contains a paragraph of instructions and two sections of radio button options. Section 1 asks 'Which of the following applies to you?' and lists six options. Section 2 asks 'Who is the qualified individual authorizing your request?' and lists two options. At the bottom of the form are three buttons: 'Next', 'Save as Draft', and 'Cancel'.



In this demo, you will see how to...

- Request & Redeem an Access Code
- File a Claim Access Authorization Webform
- Export Claim Documents

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Claim Details Page

The Claim Details page provides additional details about a Claim such as **Key Dates**, **Injury**, **Accident**, **Employment**, **Benefits**, and **Payment**. You can navigate to any of the sections by clicking on the main headers to expand the information.

The screenshot displays the 'Claim Details' page for a claim with ID CL-00-2157-418. The page is titled 'Injury on' and includes a 'Submit a Filing' button. Below the title, there are fields for 'Campus File Number', 'Employee', 'Date of Injury', 'Part of Body Injured' (53: Knee), 'Employer', 'Insurer', 'Claim Administrator', and 'Claim Administrator Claim Number'. The 'Claim Overview' section shows a grid of claim status indicators: 'Claim Involved in Dispute', 'Claim Denied by Insurer', 'Employee Returned To Work', and 'Employee Consulted for Vocational Rehab'. The 'Claim Details' section is highlighted with a red box and contains fields for 'Campus File Number', 'Claim Type', 'Date of Injury', 'Time of Injury', 'Employee *', 'Employer *', 'Insurer *', and 'Employer's Insurance Status' (Not yet implemented). Below this is the 'Claim Narrative' section with a 'Claim Narrative' field, and the 'Managed Care Provider' section with 'Organization Type' and 'Organization Name' fields. At the bottom, there are five expandable sections: 'Key Dates', 'Injury Details', 'Accident Details', 'Employment Details', and 'Benefits and Payment Details'. A red arrow points from a callout box to the 'Injury Details' section, with the text 'Click on each Title to expand the detail for that section'.



Claim Overview |

Parties

Parties

Submitting to a Claim

- The **Parties** tab shows individuals and entities related to the claim.
- On the bottom of the **Claim Details page**, you can find the **Parties** tab on the far left.
- The only external users with access to the claim are users listed as Parties to the claim, and Trading Partner Users who are members of a Trading Partner Party's Group.
- Click on **Email All Parties** to send an email to the parties listed or **Cancel** to exit without sending.

ID	Address		Service Method		Other		Status	
Name	Title	Email	Phone Number	Address	Default Service Method	Status		
Darth Vader	Administrator	DLITestExt1+general15@gmail.com	5555555555		Mail	Withdrawn on 5/31/2020		

Contact Parties

Employee
Administrator
Darth Vader
DLITestExt1+general15@gmail.com
(555) 555-5555

Employer
No contact information available

Insurer
No contact information available

Claim Admin
No contact information available

Cancel **Email All Parties**



Submitting to a Claim

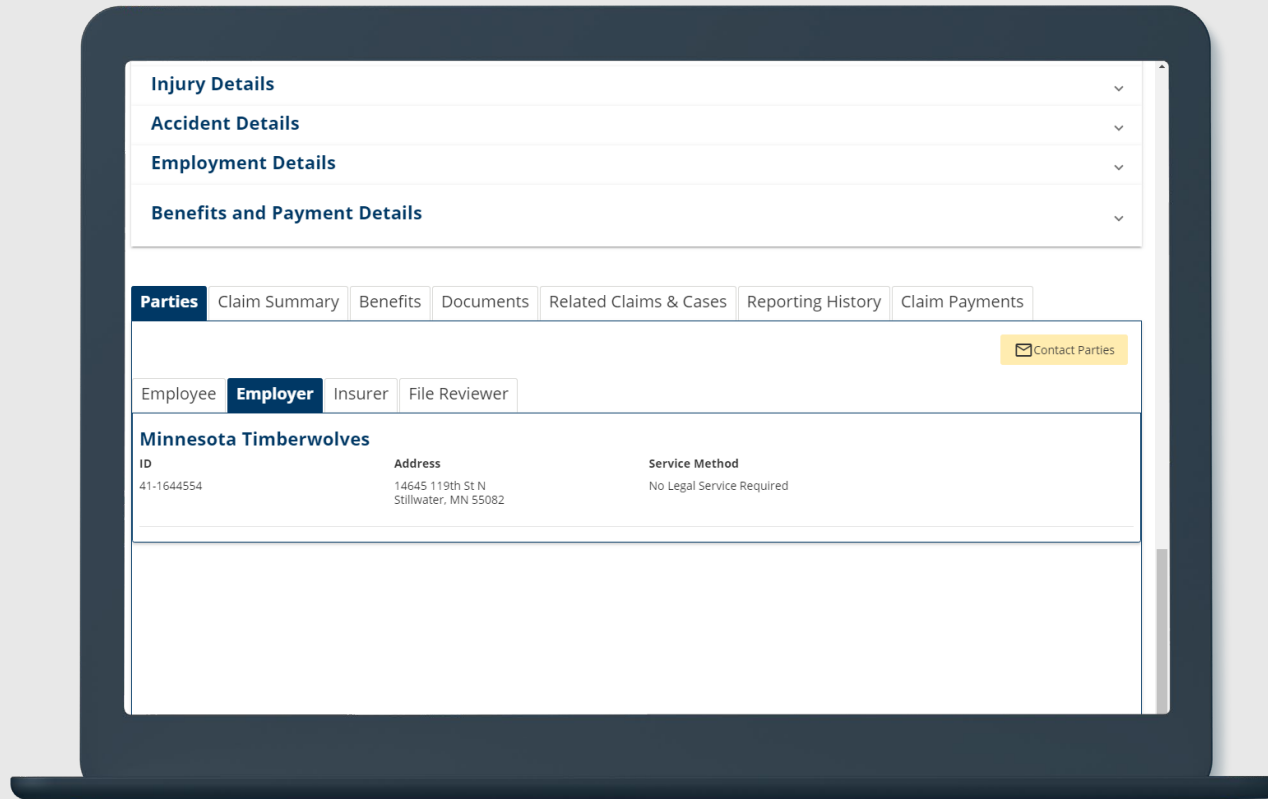
Parties

Submitting to a Claim

- Users can submit webforms related to the claim they are viewing via the **+ Submit Filing** button on the top right of the Claim Details Page
- Depending on the selection, you will be directed to a webform to fill out the remaining information needed to continue.

The screenshot displays the Department of Labor and Industry (DLI) web portal interface. At the top, the DLI logo and 'DEPARTMENT OF LABOR AND INDUSTRY WORK COMP CAMPUS' are visible. The user is logged in as 'Minnie Apples'. The main content area shows a claim overview for 'Clint Barton: Injury on 1/04/1959' with claim ID 'CL-05-9706-235'. A '+ Submit Filing' button is located in the top right corner. Below the claim title, there is a table with columns for 'Campus File Number', 'Employee', 'Date of Injury', and 'Part of Body Injured'. The first row shows '059706235' for the file number and 'Blouse Barn' for the employer. A modal window titled 'Submit a Filing' is open in the center, prompting the user to indicate the type of filing. The modal includes a dropdown menu for 'Filing Name' with 'Initiate Dispute' selected, and 'Save' and 'Back' buttons at the bottom.

Demo



In this demo, you will see how to...

- View and Email Claim Parties
- Navigate to a webform on a Claim

Agenda

- 1 **Campus Overview & Benefits** *5 min*
- 2 **Getting Started with Campus** *60 min*
- 3 **Claim Access** *20 min*
- 4 **Claim Overview** *20 min*
- 5 **Electronic Service** *20 min*
- 6 **Requests for Information** *20 min*



Filing a Form with an Affidavit of Service

Filing a Form with an Affidavit of Service

Serving Documents

Receiving Service Emails

Document Details Page

- The external user submitting an Initiate Dispute webform must require legal service.
- Click the **+Submit Filing** button on the Claim Details Page to open the Transaction Filing Modal.
- Select **Initiate Dispute** from the drop-down menu and **Save**. This will take you to the webform, where you will go through the steps of filing the motion.
- In filling out the form, anything with an asterisk (*) is required.
- Add any Supporting Attachments by clicking the **+Upload Document** button to continue.

Dashboard · Claim: CL-05-9193-279

Clint Barton: Injury on 1/02/2004

Claim: CL-05-9193-279

Campus File Number	Employee	Date of Injury	Part of Body Injured
059193279	Clint Barton	1/2/2004	10: Multiple Head Injury

Employer	Insurer
Los Pollos Hermanos	15th Insurer UPDATE

Claim Overview

Claim Involved in Dispute Claim Denied by Insurer Employee Returned To Work Employee Consulted for Vocational

Disputed Issues

+ Add Issue

Request Type	Benefit Issue
Service	Other

Description: Text

Issue Status: Open Edit Issue

Supporting Attachments

+ Upload Document

File Name	File Type	Description	Remove
-----------	-----------	-------------	--------

Instructions

If you are requesting reimbursement, attach copies of the itemized bills, prescriptions, mileage or parking expenses, medical reports, doctor's office notes or other information that supports your position. If the employer or insurer has denied the expense you necessary for treatment or rehabilitation related to the work injury, attach documentation that the expense was necessary. If you are requesting approval of prescribed treatment, surgery, equipment, rehabilitation, retraining, or other services, you will need to submit a report from a provider recommending the treatment or describing the physical restrictions or permanent partial disability. Include any treatment parameter or departure that supports your request in your description of the issue above.

Explain the details of your request:

A decision can be reached solely on the documents provided below and the evaluation provided here.

Back Next Save as Draft Preview Cancel

Submit a Filing

Please indicate the type of filing you wish to make. Note that these Filing options are specific to Claims, will use data from this transaction, and will be associated to this transaction.

Clint Barton: Injury on 1/02/2004: CL-05-9193-279

Please indicate the type of filing you wish to make.

Filing Name: **Initiate Dispute**

Save Back

Initiate Dispute

Please complete all sections to Initiate a Dispute.

Identify... Identify... **Request a Dispute Res...** Document Issue... Filing Summary... Affidavit of S

Choose a Dispute Resolution Service

Select a Resolution Service you would like to help resolve your Dispute. If you want to request an Administrative Conference, there must be documented issues on this Dispute. To add issues to a Dispute, choose Amend this Dispute from the Dispute details page.

Dispute Action *

Dispute Action is required

Back Next Save as Draft Preview Cancel



Serving Documents

Serving documents allows you to serve the intervention to select parties on the dispute.

Filing a Form with an Affidavit of Service

Serving Documents

Receiving Service Emails

Document Details Page


- In the Serve Parties step, all parties on the dispute will be displayed. The user can click the checkbox in the **Serve Party** column to select who gets served.
- Each party will set their own preferred **Service Method**, which is how the motion will be served.
- You can also manually add service recipients by clicking on the **+Add Service Recipient** button.

Affidavit of Service

Parties

Select the parties to serve below. You may update service addresses for parties served via mail. Click the Add Service Recipient button to add parties to the service list.

[+ Add Service Recipient](#)

Serve Party	Name	Role	Address	Service Method	Service Date
<input checked="" type="checkbox"/>	Clint Barton	Employee		Electronic	7/30/2020
<input checked="" type="checkbox"/>	Los Pollos Hermanos	Employer		Electronic	7/30/2020
<input checked="" type="checkbox"/>	Allie Peralta	Service of Process Designee for Los Pollos Hermanos	DLITestExt1+Employer90@gmail.com	Electronic	7/30/2020
<input checked="" type="checkbox"/>	15th Insurer UPDATE	Insurer	123 Death Start Road Young America, MN 55555	US Mail	Choose a date * 7/30/2020  Edit Address

Notice

Upon clicking Submit, Campus will:

- Create and merge an Affidavit of Service with your filed document
- Send an email to all parties who receive service via Campus

To serve parties by mail you must print a copy of the filed document and your Affidavit of Service.

Declaration

I declare under penalty of perjury that everything that I have stated in this document is true and correct. Minn. Stat. § 358.116

Electronic Signature

Please type your First and Last Name as they appear on your CAMPUS profile. By signing and dating this form, I certify copies of this form and attachments are being sent to the employee, insurer, any attorney(s), the Department of Labor and Industry and, if required, to the department's Vocational Rehabilitation unit (VRU).

Full Name of Signatory *

I understand that by checking this box, I am legally signing this electronic form and I confirm that the information on this form is true, accurate, and complete to the best of my knowledge.

[Back](#) [Submit Form](#) [Save as Draft](#) [Preview](#) [Cancel](#)



Serving Documents

Serving documents allows you to serve the intervention to select parties on the dispute.

Filing a Form with an Affidavit of Service

Serving Documents

Receiving Service Emails

Document Details Page

- In filling out the information, anything with an asterisk (*) is required.
- All boxes must be checked to declare and confirm, and your Electronic Signature must be entered exactly as it is in your Campus profile.
- Once the filing is submitted, you can find a record of it by going to the **My Forms** queue on the dashboard and clicking on the hyperlink under **Associated ID**.

Add Service Recipient

Complete the fields below to add a service recipient. This recipient must be served via mail. Adding a recipient during this step will not add them as a party to the Case or Claim.

Name *

Role *

Address 1 *
Address 1

Address 2 *
Address 2

Outside US

Postal Code * City * Country

State Province Country
United States

Save Cancel

Declaration

I declare under penalty of perjury that everything that I have stated in this document is true and correct. Minn. Stat. § 358.116

Electronic Signature

Please type your First and Last Name as they appear on your CAMPUS profile. By signing and dating this form, I certify copies of this form and attachments are being sent to the employee, insurer, any attorney(s), the Department of Labor and Industry and, if required, to the department's Vocational Rehabilitation unit (VRU).

Full Name of Signatory *
Minnie Apples

I understand that by checking this box, I am legally signing this electronic form and I confirm that the information on this form is true, accurate, and complete to the best of my knowledge.

Back Submit Form Save as Draft Preview Cancel

My Queues

My Claims My Disputes **My Forms** My Rehab Cases My Appeals My SCF Assessment Reports

Form Type	Associated To	Associated ID	Last Updated	Status	Confirmation Number
Initiate Dispute		DS-07-2191-053	7/30/2020	Submitted	3596





Receiving Service Emails

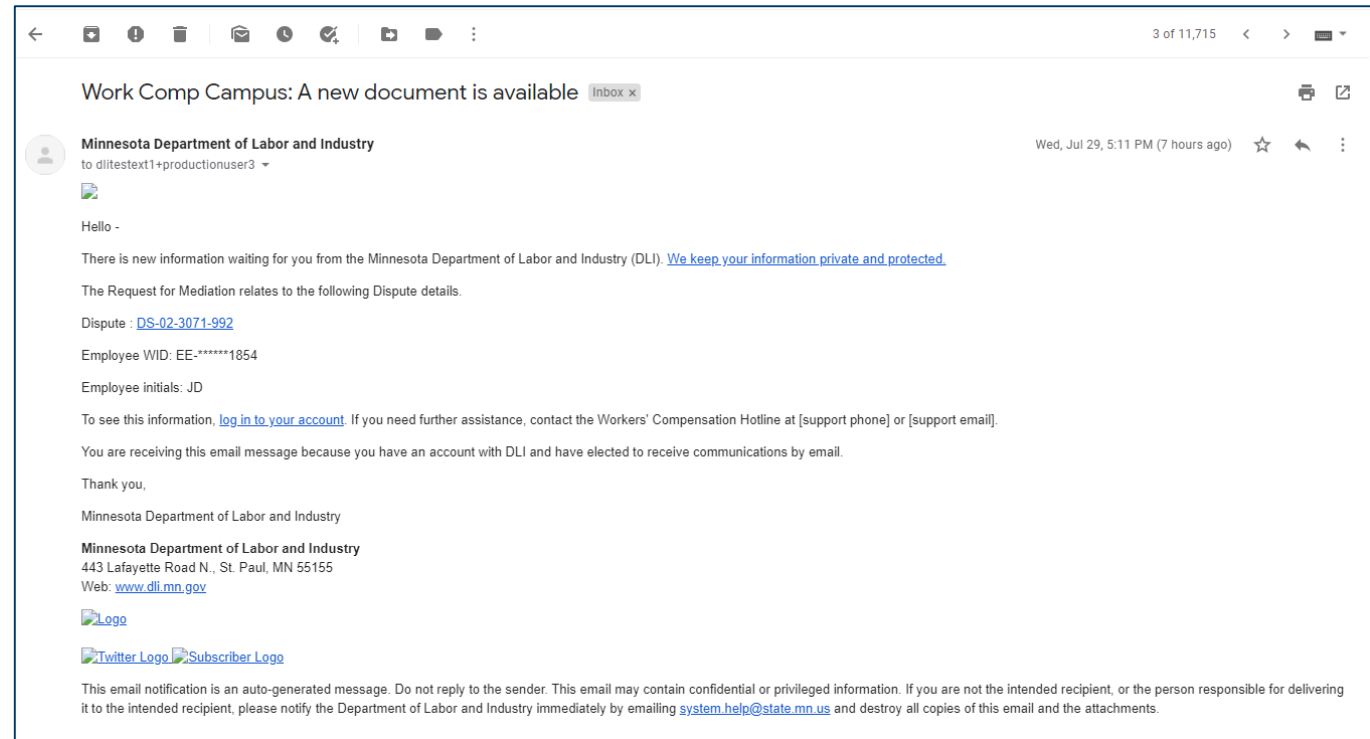
Filing a Form with an Affidavit of Service

Serving Documents

Receiving Service Emails

Document Details Page

- When you are served a document electronically, you will receive an email indicating that there is a document available for you to view.
- This email will only contain basic information about the document and associated transaction.
- Once you click the hyperlink to log in and enter your log in credentials, you will be taken to the **Document Details** page in Campus.





Document Details Page

Filing a Form with an Affidavit of Service

Serving Documents

Receiving Service Emails

Document Details Page

- The **Document Details** page shows additional information about the document along with related links to associated transactions that can be viewed.
- To access the page from the Dashboard, click on the **Documents** tab and click on the hyperlink under **Document ID**.
- The **Related Links** section is useful and shows any additional transactions associated to the document and can be viewed by clicking on the hyperlink.

Document ID	Document Type	Created By - Party	Created By - User	Created On
DO-07-2190-692	Other		Minnie Apples	7/30/2020 12:31 AM



Dashboard - Document: DO-07-2190-692

Document: DO-07-2190-692

Document Details

If document details or the Case/Claim to which the document was uploaded should be updated, please contact the Department of Labor and Industry at [Support Phone Number] or [Support Email Address].

Document Type
Other

Document Source
Webform

Description
Other

Created By
Minnie Apples

Created Date
7/30/2020

Submitted Date
7/29/2020

Updated By
Minnie Apples

Updated Date
7/30/2020

Confidential
No

Related Links

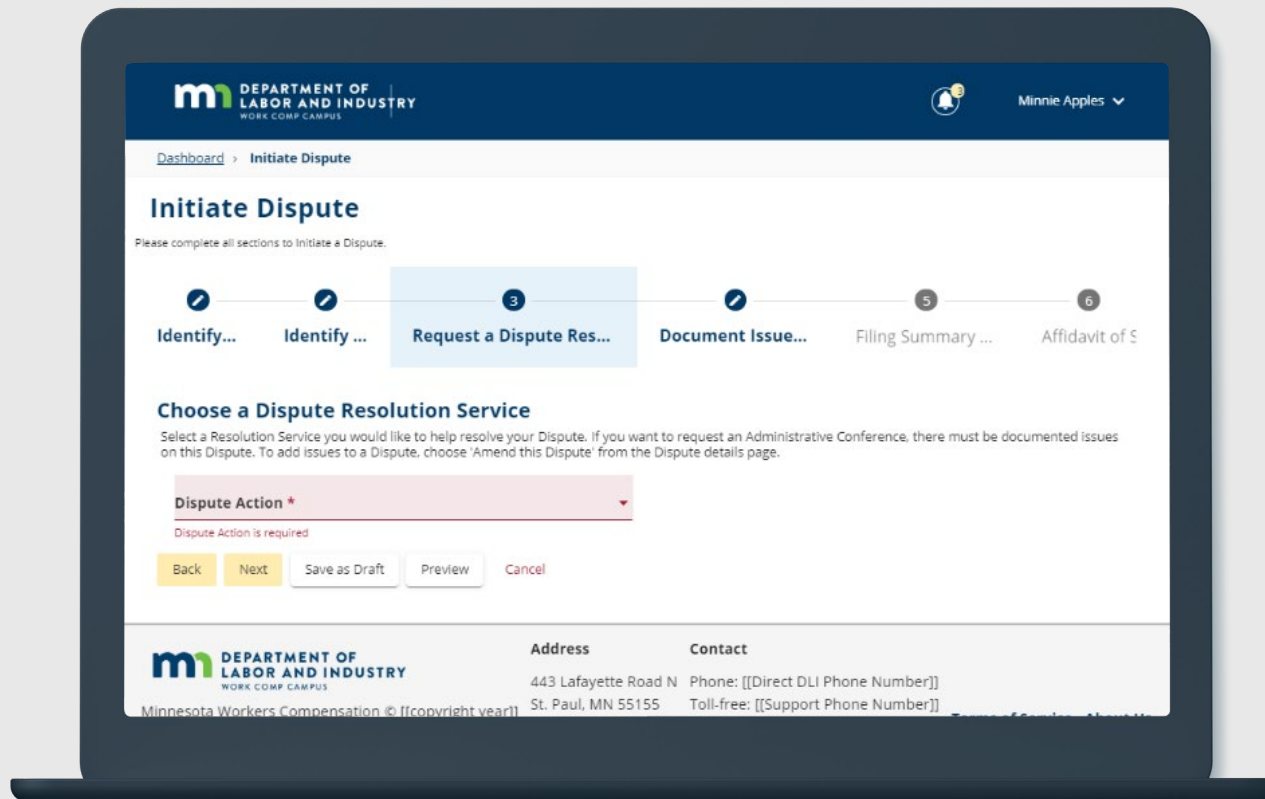
Associated To
DS-07-2191-053

I Prefer not to Say Dispute For Clms Benton

Related Documents/Forms
3596

Instate Dispute

Demo



In this demo, you will see how to...

- File a Form with an Affidavit of Service

Congratulations in completing Campus 101 for Employees!

Reach out with any questions.

