



MINNESOTA

WORKERS' COMPENSATION
MODERNIZATION PROGRAM

Campus 101 for Law Firms

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.**

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 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 an 'Insurer Overview' section with fields for Company Name, NAIC, Assessment, SWIFT Customer Number, FEIN, NCCI, Insurer Prompt Action, and SWIFT Sequence Number. The 'Insurer Status' section shows the start date as 01/05/2017 and the status as 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.

Dashboard > Claim Details > Insurer Details

Fineley & Barge Insurance ACTIVE

Insurer: IR-90-1230-029

Manage Duplicate Records | Edit | Workflow

Insurer Overview

Company Name Fineley & Barge Insurance	NAIC 72312309	Assessment Assessed/Actively Licensed	SWIFT Customer Number 029374920384029098
FEIN 93838290430	NCCI 398273	Insurer Prompt Action Yes	SWIFT Sequence Number 9829209

Type
Insured

Insurer Status

Start Date 01/05/2017	Bankrupt No
--------------------------	----------------

Related Transactions | Documents | Contacts | Relationships | Addresses | Notes | Transaction History | Report History | Audit

Employee | Employer | Insurer

+ Add Party | 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
-------	--------------

- All entities will receive a system-generated unique identifier
 - Format of unique identifiers will be determined in Cycle 1
- Entity Names are captured as Legal Name and DBA Name, and name changes are shown in the History Tab
- Related Claims display all the claims where that entity is referenced as a party



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 callouts:

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

The dashboard displays the following data:

- Open Claims:** 1
- Upcoming Events:** 0
- New Documents:** 0

My Queues: My Claims | My Disputes | My Forms

Campus File Number	Employee	Employer	Claim Admin	Date of Injury	Status
CL- [REDACTED]	G	M		4/21/2020	Open/Not Contested

Showing (1-1) of 1 | Items per page 10

My Events: May 2020 calendar view.



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

The screenshot shows the 'My Queues' section of a web application. It features a navigation bar with tabs for 'My Claims', 'My Disputes', 'My Forms', and 'My Appeals'. The 'My Forms' tab is active. Below the navigation bar is a table with the following columns: 'Form Type', 'Associated To', 'Associated ID', 'Last Updated', 'Status', and 'Confirmation ...'. The table contains several rows of data, including 'Access Case Or C...', 'Motion to Inter...', 'Claim Access Au...', 'Annual Claim fo...', 'Injury Report', 'Submit Election t...', 'Request For Assis...', and 'Request For Assis...'. Red annotations are present: a '1' in a circle with an arrow pointing to the 'My Queues' header; a '2' in a circle pointing to the 'Last Updated' column header; a '3' in a circle pointing to the 'Motion to Inter...' row; and a '4' in a circle pointing to a dropdown arrow icon in the 'Confirmation ...' column header.

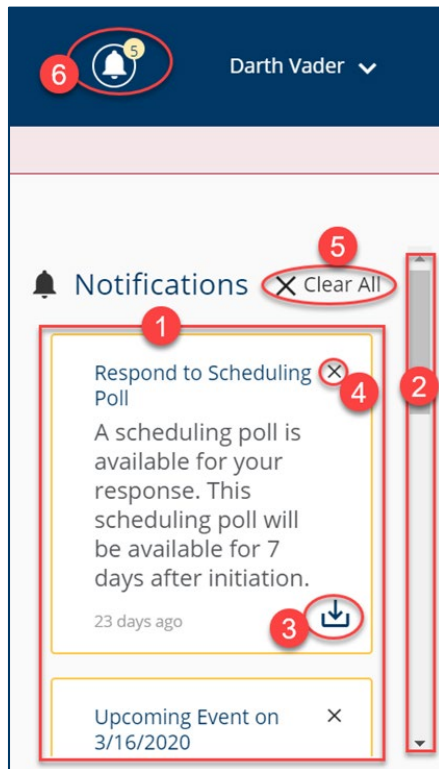
Form Type	Associated To	Associated ID	Last Updated	Status	Confirmation ...
Access Case Or C	4/14/2020	Submitted	1699
Motion to Inter	4/2/2020	Submitted	1557
Claim Access Au	4/2/2020	Submitted	1528
Annual Claim fo	4/1/2020	Submitted	1493
Injury Report	3/29/2020	Submitted	1405
Submit Election t	2/25/2020	Submitted	710
Request For Assis	2/24/2020	Submitted	618
Request For Assis	2/21/2020	Submitted	413



Getting Started with Campus |

Viewing Notifications

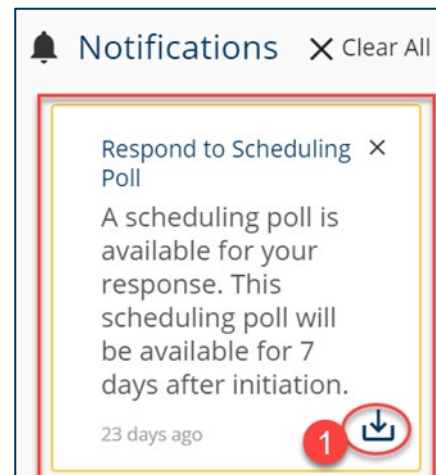
Notifications are system generated messages that can either be specific to tasks that need to be completed or simply an informational message.



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
- A document is uploaded. In some cases you can download a document right from the notification!





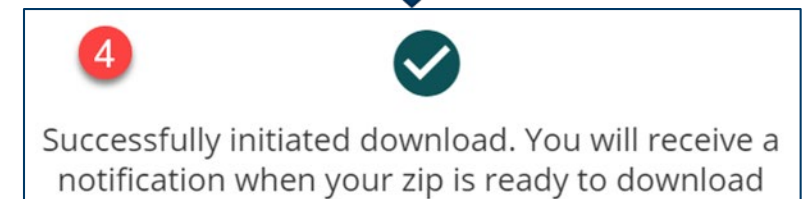
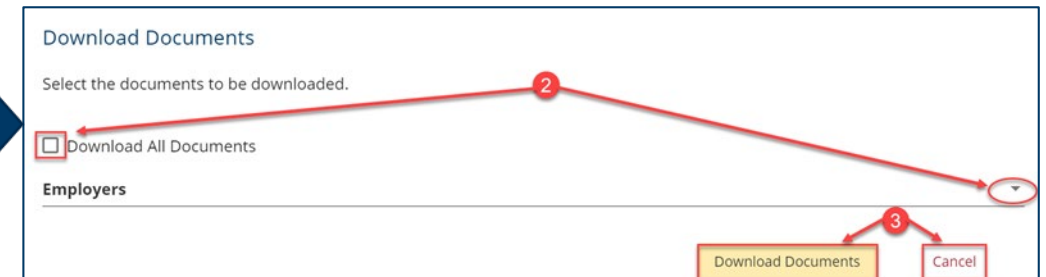
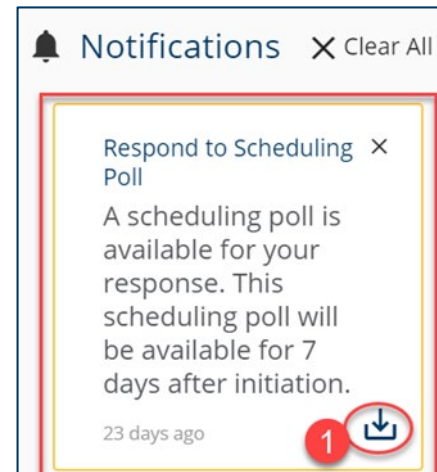
Getting Started with Campus |

Exporting Documents

Notifications

Exporting Documents

- Some notifications will include a down arrow icon in the lower right corner of the notification. This allows the user to export documentation.
- Clicking the down arrow will take you to the **Download Documents** window.
- A notification screen will appear if the submission was successful.





Filing a Notice of Representation

As an Attorney trying to gain access to a Claim, you will need to file a Notice of Representation.

Filing a Notice of Representation

Claim Access Authorization Webform

Exporting Documents to a Zip File

1. From the Dashboard, click on the **Submit a Filing** drop-down and select **Access a Case or Claim** from the menu. *(*Not Pictured)*
2. Select **File Notice of Appearance or Representation** from the drop down.
3. Click **Next** to continue.
4. Enter claim identifying information and click next to proceed to webform. ***Next button will highlight after information is provided.**
5. Select the Party you represent, attach required documents, and make necessary acknowledgments.



Claim Overview |

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, titled 'Injury on 4/21/20'. The page is divided into several sections:

- Claim Overview:** Shows the claim status as 'Claim Involved in Dispute' and 'Employee Receiving Indemnity Benefits'.
- Claim Details:** A red box highlights this section, which includes:
 - Campus File Number: [Redacted]
 - Date of Injury: 4/21/2020
 - Time of Injury: 10:25 am
 - Employee: [Redacted]
 - Employer: [Redacted]
 - Insurer: [Redacted]
 - Employer's Insurance Status: Not yet implemented
- Claim Narrative:** Claim Narrative
- Managed Care Provider:** Organization Type, Organization Name
- Expandable Sections:** A list of sections with dropdown arrows: Key Dates, Injury Details, Accident Details, Employment Details, and Benefits and Payment Details. A red arrow points to 'Injury Details' with the instruction: 'Click on each Title to expand the detail for that section'.

Parties

Parties

Submitting to a Claim

Uploading Documents 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 right.
- The only external users with access to the claim are the users listed as Parties to the claim.
- Click on **Email All Parties** to send an email to the parties listed or **Cancel** to exit without sending.

ID	Name	Title	Email	Phone Number	Address	Service Method	Default Service Method	Status
18-01-2402-012	Darth Vader	Administrator	DU7estExt1+general15@gmail.com	5555555555		Other	Mail	Withdrawn on 5/31/2020

Role	Name	Contact Information
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



Submitting to a Claim

Parties

Submitting to a Claim

Demo

- There are 2 ways a user can submit a transaction to an existing claim in Campus:
 1. Via Electronic Data Interchange (EDI).
 2. The other method is by eFORM submission. If the external user has the correct roles they will be able to click the **Submit eFROI eSROI / Webform** button.
- Depending on the selections, you will be directed to a webform to fill out the remaining information needed to continue.

The screenshot displays the 'Claim Overview' page for a claim with ID CL-03-4328-393. The claim type is 'Payment ETL' and the date of injury is 4/1/2020. The part of the body injured is '35: Hand'. The employer is 'Payment Employer'. The claim status is 'Suspended'. A modal window titled 'eFORM Submission' is open, showing the following options:

- What would you like to do?
Submit to Existing Claim
- My Claims
CL-03-4328-393 - Payment ETL
- Next Action
CA - Change in Benefit Amount

The modal window includes a 'Next' button and a 'Cancel' button. Red annotations highlight the 'Submit eFROI eSROI / Webform' button (1), the 'Submit to Existing Claim' option (2), and the 'Next' button (3).

Thank you!

 **MINNESOTA**
WORKERS' COMPENSATION
MODERNIZATION PROGRAM