



MINNESOTA

WORKERS' COMPENSATION
MODERNIZATION PROGRAM

Campus 101 for Rehabilitation Providers

Campus 101 for Rehab Providers

Course Description

This course will cover the complete functions available to Rehab Providers and QRCs in Campus and provide an overview of how a QRC or their support staff will interact with DLI.

Audience

- Rehab Providers using Campus

Course Length

4 hours

Prerequisites

- None

Agenda

- 1** **Campus Overview & Benefits** *5 min*
- 2** **Getting Started with Campus** *60 min*
- 3** **Rehab Provider Registration** *30 min*
- 4** **Group Management** *20 min*
- 5** **Electronic Service** *10 min*
- 6** **R-Form Submission** *60 min*
- 7** **Claim Access** *40 min*
- 8** **Claim Overview** *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. At the top, there is a navigation bar with the logo and a 'Submit a Filing' dropdown menu. Below this, 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 sidebar on the right contains a search bar, an 'Include Inactive' checkbox, and a 'Status' filter menu with options like 'Open/Not Contested' and 'Default Status Place...'. The bottom of the page features the Minnesota Department of Labor and Industry logo and the website URL www.dli.mn.gov.

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 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 table with the following data:

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

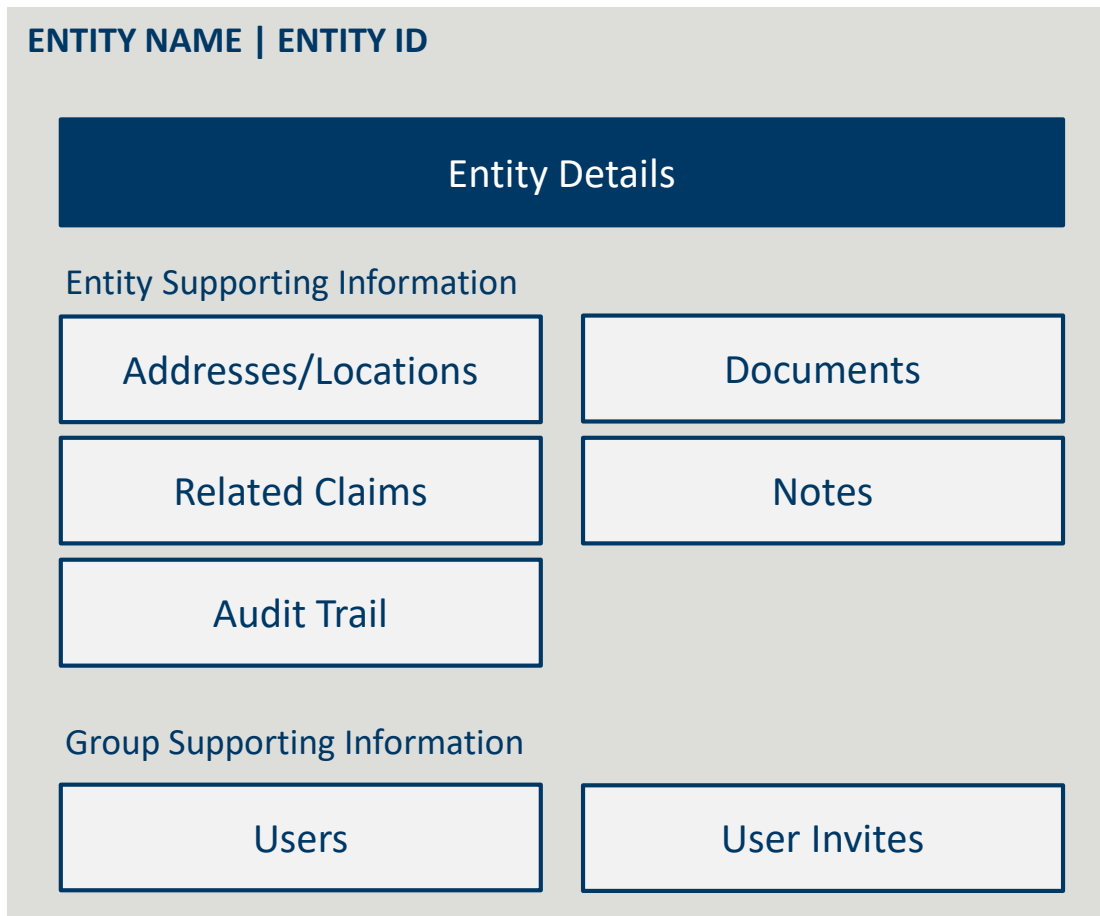
The 'Insurer Status' section shows the 'Start Date' as 01/05/2017 and 'Bankrupt' status as 'No'. Below these sections is a navigation menu with tabs for 'Related Transactions', 'Documents', 'Contacts', 'Relationships', 'Addresses', 'Notes', 'Transaction History', 'Report History', and 'Audit'. The 'Related Transactions' tab is active, showing a table with columns for 'Employee', 'Employer', and 'Insurer'. The table contains one entry for David Brown:

Employee	Employer	Insurer
David Brown	WC-456-87-9087	(518) 321-4567

Additional buttons for '+ Add Party' and 'Contact Parties' are visible. The table also includes columns for Name, WC ID, Phone Number, Email, Address, and Status, with the following data for David Brown:

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



- 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

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

- 1 Campus Overview & Benefits *5 min*
- 2 **Getting Started with Campus** *60 min*
- 3 Rehab Provider Registration *30 min*
- 4 Group Management *20 min*
- 5 Electronic Service *10 min*
- 6 R-Form Submission *60 min*
- 7 Claim Access *40 min*
- 8 Claim Overview *20 min*



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



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

Reset Password

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. Click the required boxes.
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.*

m DEPARTMENT OF LABOR AND INDUSTRY
WORK COMP CAMPUS

Sign In

Email *
Email

Email is required

Password *
Password is required
[Forgot password?](#)

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 *

State Province * Country
United States

My Account

Email Address *
Email Address

Confirm Email Address *
Confirm Email Address

Password *
Password is required

Confirm Password *
Confirm Password

have read and accept the [Terms of Service & Privacy Policy](#)

have read and accept the [Access Requirements](#)

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

I'm not a robot

6

Password Requirements

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



Getting Started with Campus |

Logging into Campus

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

Registration

Login

Reset Password

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

mn DEPARTMENT OF LABOR AND INDUSTRY
WORK COMP CAMPUS

Sign In

Email *
DLITestExt1+TP90@gmail.com

Password *
.....

Forgot password?

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.

Registration

Login

Reset Password

1. Click **Forgot Password**.
2. Enter your email address.
3. Click the **reCAPTCHA** box.
4. Click **Submit** to continue.

**The email address that you entered will then be sent an email with directions on how to create a new password. Campus passwords expire every 90 days and you will be prompted to reset at login.*

m1 DEPARTMENT OF LABOR AND INDUSTRY
WORK COMP CAMPUS

Sign In

Email *
DLITestExt1+general15@gmail.com

Password *
.....

Forgot password? 1

Login Sign Up

m1 DEPARTMENT OF LABOR AND INDUSTRY
WORK COMP CAMPUS

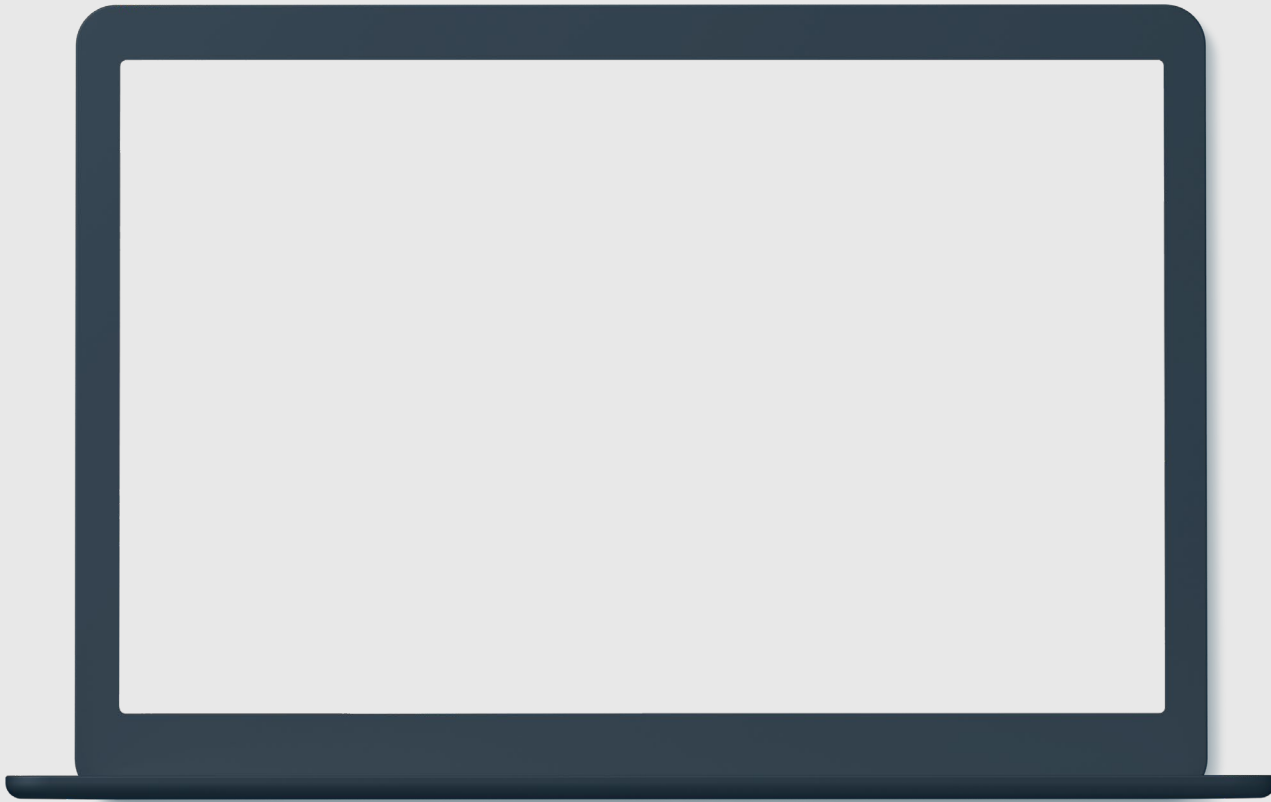
Please enter the email associated with your account

Email *
DLITestExt1+general15@gmail.com 2

I'm not a robot 3 reCAPTCHA
Privacy • Terms

Submit 4 Cancel

Demo



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 profile 'Darth Vader')
- 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 includes the following sections:

- 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. Row 1: CL-..., G, M, 4/21/2020, Open/Not Contested.
- My Events:** A calendar view for May 2020.



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 columns: 'Form Type', 'Associated To', 'Associated ID', 'Last Updated', 'Status', and 'Confirmation ...'. A search icon is visible in the top right corner of the table. Red annotations are present: '1' points to the 'My Queues' header, '2' points to the 'Last Updated' column, '3' points to the 'Motion to Inter...' row, and '4' points to the search icon.

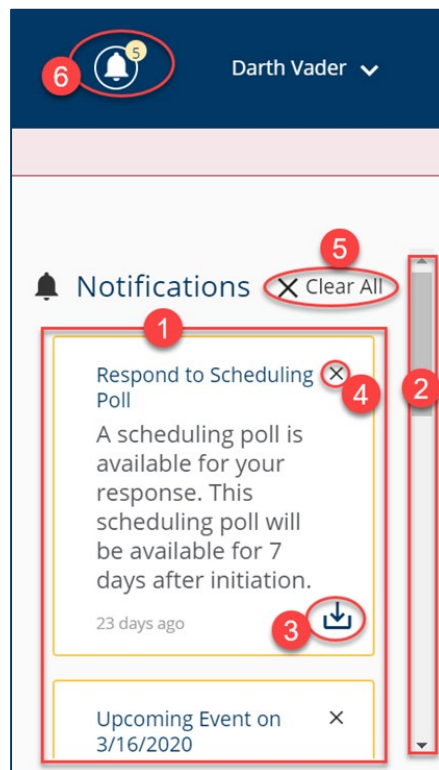
Form Type	Associated To	Associated ID	Last Updated	Status	Confirmation ...
Access Case Or C	IL-2017-00007	IL-2017-00007-001	4/14/2020	Submitted	1699
Motion to Inter	IL-2017-00007	IL-2017-00007-002	4/2/2020	Submitted	1557
Claim Access Au	IL-2017-00007	IL-2017-00007-003	4/2/2020	Submitted	1528
Annual Claim fo	IL-2017-00007	IL-2017-00007-004	4/1/2020	Submitted	1493
Injury Report	IL-2017-00007	IL-2017-00007-005	3/29/2020	Submitted	1405
Submit Election t	IL-2017-00007	IL-2017-00007-006	2/25/2020	Submitted	710
Request For Assis	IL-2017-00007	IL-2017-00007-007	2/24/2020	Submitted	618
Request For Assis	IL-2017-00007	IL-2017-00007-008	2/21/2020	Submitted	413



Getting Started with Campus |

Viewing Notifications

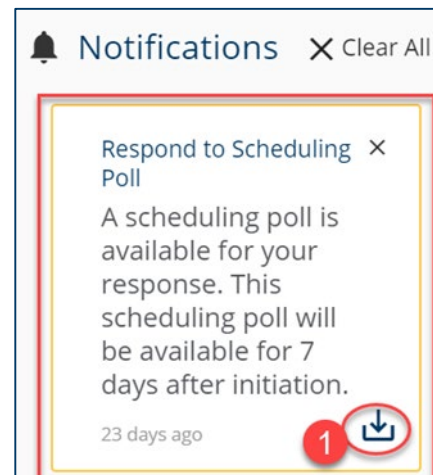
Notifications are system generated messages that can either be specific to tasks that need to be completed or simply an informational message.



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 |

Submit Injury Report as an Injured Worker

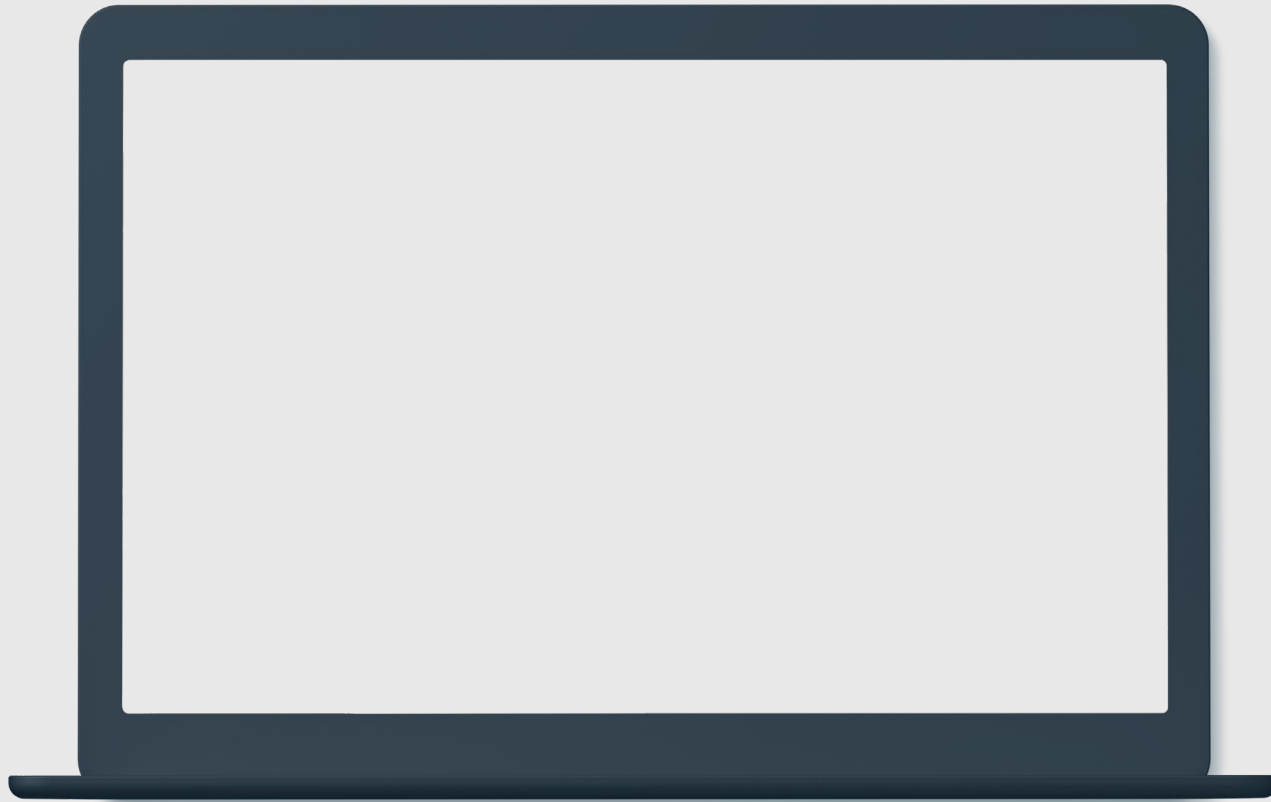
Exporting Documents

Submit Injury as an Injured Worker

Demo

- 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.
- To access, click the **Submit a Filing** drop down arrow to access the menu.
- The **Employee** information that is required is noted with an asterisk (*).
- Once complete, click **Submit Form** to save and submit the information to DLI or **Cancel** to exit without saving.

Demo



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

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



Getting Started with Campus |

Groups In Campus

View Group Information

- The **My Groups** screen lists the group that you are associated with.
- Each group that you are associated with shows the **Permissions, Group Admins, and Date Joined**.

Manage Group Information

The screenshot displays the 'My Groups' interface. At the top right, a user profile dropdown for 'Darth Vader' is open, with 'My Groups' highlighted. The main content area lists three groups: 'Employer' (7 Members), 'Wilson's Wands' (3 Members), and another 'Employer' (3 Members). Each group entry includes a table with columns for 'My Permissions', 'Group Admins', and 'Date Joined'. Red annotations highlight the 'My Groups' menu item (2), the 'Date Joined' column header (4), and the group names 'Employer' (3) and 'Wilson's Wands' (5).



Getting Started with Campus |

Groups In Campus

View Group Information

- Groups in Campus allow for users to be associated to claims and cases that they need to access.
- Access to claims and cases will be granted to the Group, and then your membership to that Group will allow you to manage the information as needed.
- If you need to delete a member in this Group, click the **Remove Member** icon.

Manage Group Information

Name	Email	User Type	Date Joined
Darth Vader	DLITestExt1+general15@gmail...	General	4/14/2020



Getting Started with Campus |

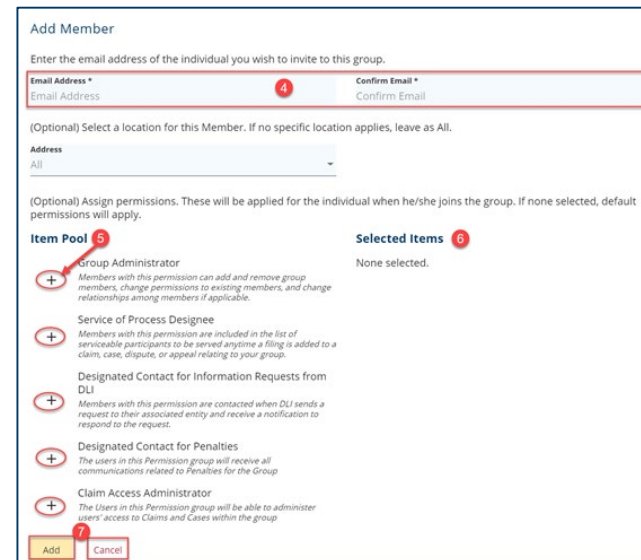
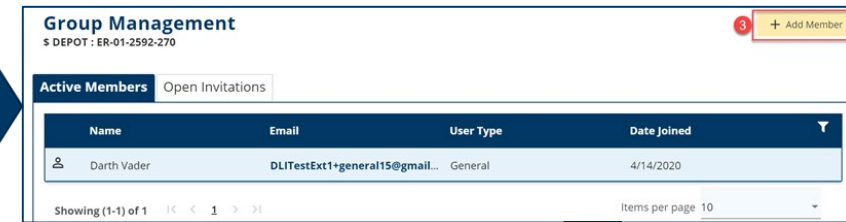
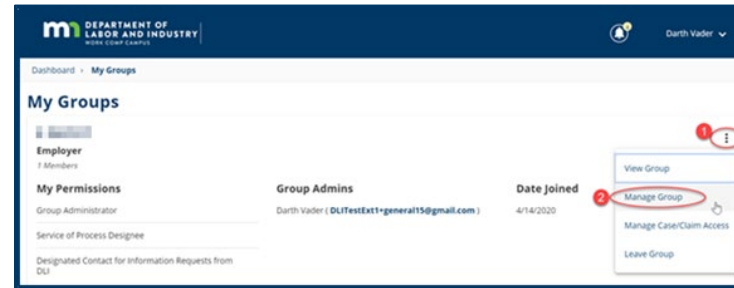
Groups In Campus

Groups in Campus allow for users to be associated to claims and cases that they need to access. Access to claims and cases will be granted to the Group, and then your membership to that Group will allow you to view the information as needed.

Adding Member(s) to a Group

Leave a Group

- Click the **Add Member** button to enter a valid Email Address for the new member.
- Permissions are assigned by clicking on the + icons.
- Permissions can be viewed in the **Selected Items** column.
- Click the **Add** button as needed to save the information.





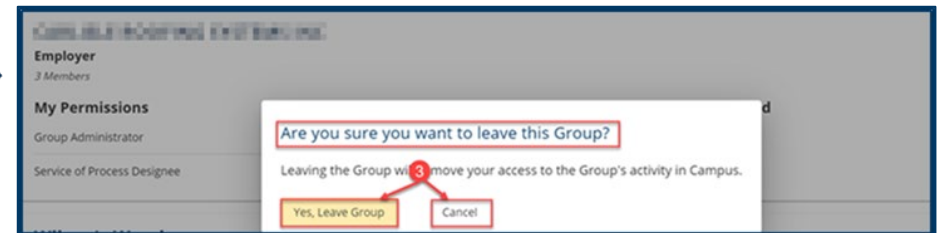
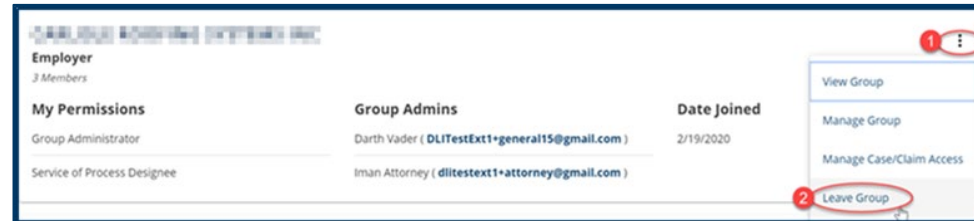
Getting Started with Campus |

Groups In Campus

Adding Member(s) to a Group

Leave a Group

- Select **Leave Group** and click **Yes, Leave Group** to confirm or **Cancel** to exit without leaving that group.



Agenda

- 1 Campus Overview & Benefits *5 min*
- 2 Getting Started with Campus *60 min*
- 3 **Rehab Provider Registration** *30 min*
- 4 Group Management *20 min*
- 5 Electronic Service *10 min*
- 6 R-Form Submission *60 min*
- 7 Claim Access *40 min*
- 8 Claim Overview *20 min*



Rehab Provider Registration |

QRC Registration & Renewals

QRC Registration and Renewals

Rehab Provider Firm Registration & Renewals

Demo

- To access, click on the **Submit a Filing** drop-down to access the menu select **Individual Rehab Provider Registration**.
- This selection will only be available if you initially registered in Campus as a Rehab Provider.
- After submission, saved drafts can be accessed in the **My Forms** tab on the Dashboard by clicking on the **Form Type** or **Associated ID** hyperlinks.
- The draft form can be deleted by clicking on the trashcan icon.
- Draft forms will automatically be removed after 21 Days if not updated/submitted.

My Overview

Open Claims: 0
View details associated to your claims in the My Queue portal.

New Documents: 0
Review documents in the Notifications panel to ensure accuracy.

My Queues

My Claims | My Disputes | **My Forms**

Form Type	Associated To	Associated ID	Last Updated	Status	Confirmation Num...
Rehab Provider Indiv...		RP-0...	5/1/2020	16 Draft	

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

*After 21 Days, Draft forms that have not been updated will be removed.



Rehab Provider Registration |

Rehab Provider Firm Registration & Renewals

QRC Registration and Renewals

Rehab Provider Firm Registration & Renewals

Sending Registration Fee to DLI

- To access, click on the **Submit a Filing** drop-down to access the menu and select **Rehab Provider Registration**.
- This selection will only be available if you initially registered in Campus as a Rehab Provider.
- After submission, saved drafts can be accessed in the **My Forms** tab on the Dashboard by clicking on the **Form Type** or **Associated ID** hyperlinks. The draft form can be deleted by clicking on the trashcan icon.
- Draft forms will automatically be removed after 21 Days if not updated/submitted.

Form Type	Associated To	Associated ID	Last Updated	Status	Confirmation Num...
Rehab Provider Regist		None	5/5/2020	Draft	
Rehab Provider Indiviv	AE	RP	5/1/2020	Draft	



Rehab Provider Registration |

Sending Registration Fee to DLI

QRC Registration and Renewals

Rehab Provider Firm Registration & Renewals

Sending Registration Fee to DLI

- Once the Webform is submitted, a pop up is displayed alerting the user that they must Send their Registration Fee to DLI.
- An Email is Sent, and the User receives a Notification

Registration Fee

Your registration has been submitted for review. Please mail your registration fee as a check or money order for \$100 payable to the "Minnesota Department of Labor and Industry". Send payment to the department's Financial Services unit at: Minnesota Department of Labor and Industry, Financial Services, 443 Lafayette Road N., St. Paul, MN 55155.

OK

Form Submission Confirmation: Rehab Provider Individual Registration (#3283)

Minnesota Department of Labor and Industry

to DLTTestExt1+QRC7

11:45 AM (1 minute ago)

Boris -

This is a confirmation that the Minnesota Department of Labor and Industry has received your Rehab Provider Individual Registration submission.

Confirmation Number: 3283

You may view your submitted webform in [My Form History](#).

If you need further assistance or have questions regarding your submission, please contact Minnesota Workers' Compensation Hotline at [Support Phone Number] or email us at [Support Email Address]

Minnesota Department of Labor and Industry

443 Lafayette Road N., St. Paul, MN 55155

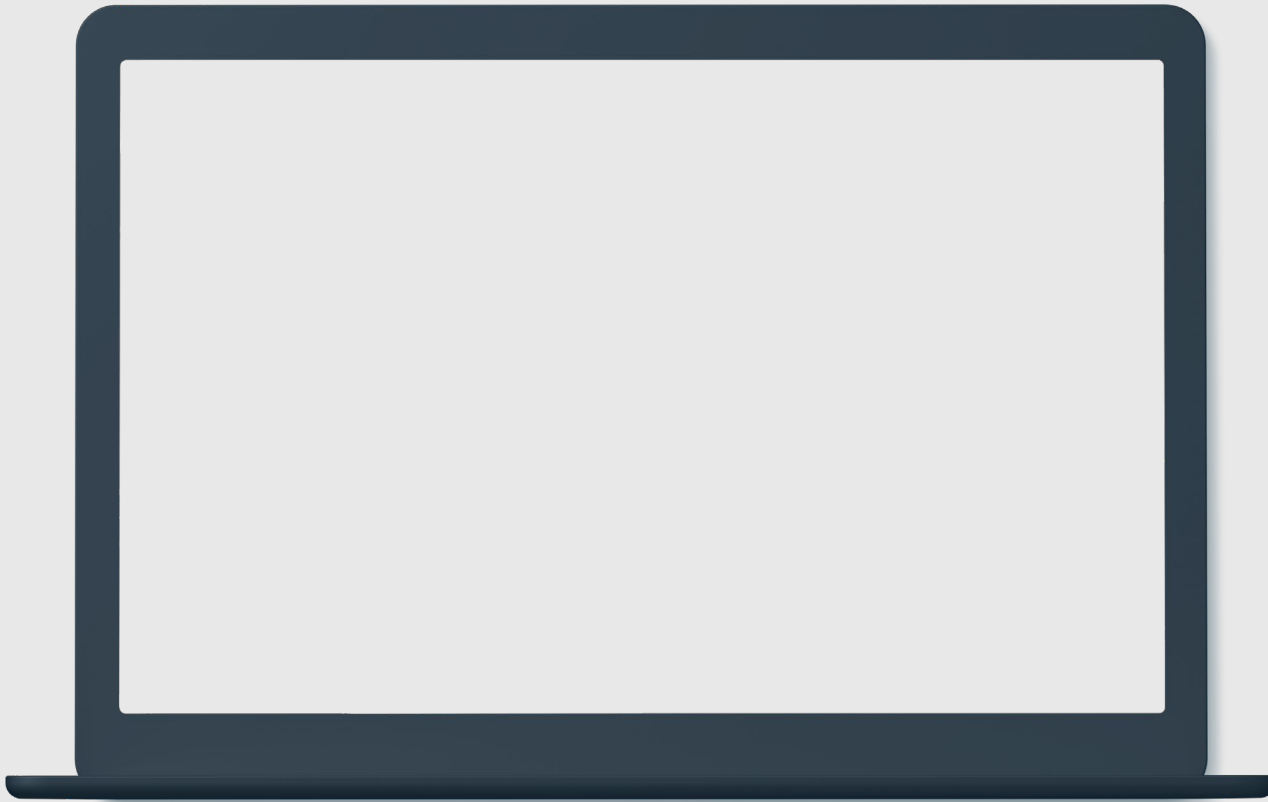
Web: www.dli.mn.gov

[Twitter Logo](#) [Subscriber Logo](#)

This email notification is an auto-generated message. Do not reply to the sender. This email may contain confidential or privileged information. If you are not the intended recipient, or the person responsible for delivering it to the intended recipient, please notify the Department of Labor and Industry immediately by emailing system_help@state.mn.us and destroy all copies of this email and the attachments.

Reply Reply all Forward

Demo



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

- **File a Rehab Provider Registration**
- **Trainer Shows Internal Approval Process**
- **Register a Rehab Provider Renewal**

Agenda

- 1 Campus Overview & Benefits *5 min*
- 2 Getting Started with Campus *60 min*
- 3 Rehab Provider Registration *30 min*
- 4 Group Management *20 min***
- 5 Electronic Service *10 min*
- 6 R-Form Submission *60 min*
- 7 Claim Access *40 min*
- 8 Claim Overview *20 min*



Group Management |

Group Administration

Group Administration

Viewing/ Editing Entity Details

- Group Administration tasks such as adding members, changing permissions, updating addresses, etc. can only be performed as a Group Administrator within Campus.
- To access, at the top right of your **User Dashboard**, click the drop-down arrow to display the menu.
- The **My Groups** screen lists the groups that you are associated with.
- Please note that only Group Administrators can manage groups.





Group Management |

Group Administration

Group Administration

Viewing/ Editing Entity Details

- The **Group Management** page appears displays all Active Members.
- The **Open Invitations** tab will show any pending Members.
- Click the **+Add Member** button to add additional Members.
- Click the **Edit** icon to change Permissions and Relationships
- The **Edit Location** icon can be used to update the business address that the Member is associated to.
- Click on the **Remove Member** icon to remove the selected Member from the Group.

Dashboard > My Groups > Group Management

Group Management 6 + Add Member

Active Members Open Invitations

Name	Email	User Type	Date Joined
Andy Clark	DLITestExt1+QRC90@gmail.com	Qualified Rehab Consultant (QRC)	4/30/2020

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

Andy Clark, Qualified Rehab Consultant (QRC)

7 Edit

8 Edit Location 9 Remove Member

Permissions

- Group Administrator
- Service of Process Designee
- Designated Contact for Information Requests from DLI
- Designated Contact for Penalties
- Profile Management Designee
- Claim Access Administrator

Relationships

No relationships assigned



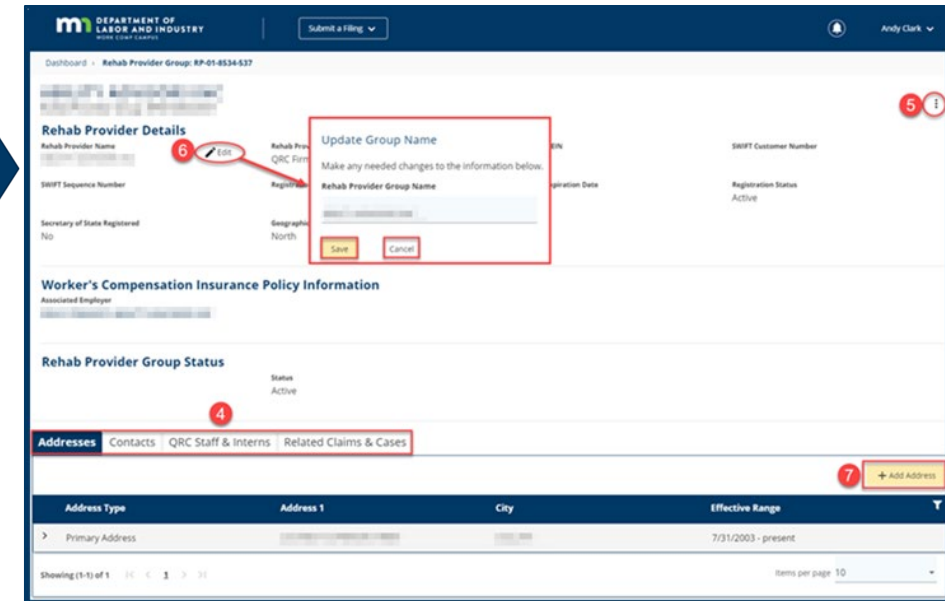
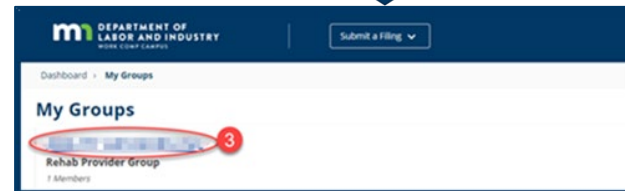
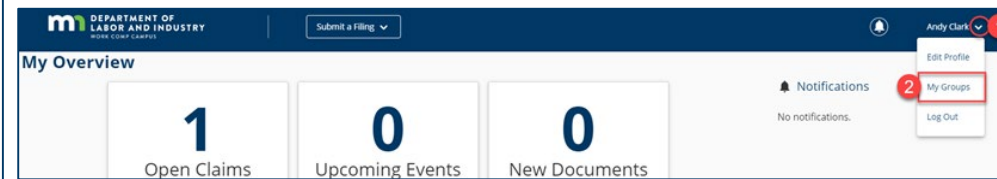
Group Management |

Viewing/ Editing Entity Details

Group Administration

Viewing/ Editing Entity Details

- All Entities (except for Employees and Employers) can view/edit Entity details.
- To access, at the top right of your **User Dashboard**, click the drop-down arrow to display the menu.
- The **My Groups** lists the groups that you are associated with. Click on the hyperlink for the entity that you wish to view/edit.
- The **+Add Address** button adds additional addresses for the entity.
- A Group Administrator or a Profile Management Designee can only perform these functions.





Viewing/ Editing Entity Details

Group Administration

Viewing/ Editing Entity Details

- Information marked with an asterisk (*) is required to continue.
- Click **Save** to submit the new address request or **Close** to exit without saving.
- Any edits made to the entity name or address information will be submitted to DLI and require approval prior to saving to the entity.

Add Address

Address Type *

Address 1 *
Address 1

Address 2
Address 2

Outside US

Postal Code * Postal Code **City *** City **County** County

State Province **Country** United States

Save **Close**

Agenda

- 1 Campus Overview & Benefits 5 min
- 2 Getting Started with Campus 60 min
- 3 Rehab Provider Registration 30 min
- 4 Group Management 20 min
- 5 Electronic Service 10 min**
- 6 R-Form Submission 60 min
- 7 Claim Access 40 min
- 8 Claim Overview 20 min



Filing a Form with an Affidavit of Service

Filing a Form with an Affidavit of Service

Serving Documents

Receiving Service Emails

- The external user submitting a Motion to Intervene on a Dispute must require legal service.
- After selecting the applicable **Dispute ID** hyperlink, you will be taken to the Dispute Details page.
- Select **Motion to Intervene** 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 Intervention details, anything with an asterisk (*) is required.
- Add any Supporting Attachments by clicking the **+Upload Document** button to continue.

Dispute ID	Dispute Type	Petitioner	Employee	Date of Injury	Status
DS-03-5028-391	Medical	Shawn Spencer	Shawn Spencer: EE...	05/04/2020	Pending Review
DS-03-5028-395	Rehabilitation	Shawn Spencer	Shawn Spencer: EE...	05/04/2020	Pending Review

The applicant is filing this Motion to Intervene in the following disputes: DS-03-5028-391

Medical Request Date *
5/28/2020

Total Claim Amount to Date *
\$

Start Date *
End Date *

First Name *
Spencer

Last Name *
Wilson

Title *
Title

Phone *
(703) 481-9944

Email *
minivikes@gmail.com

Supporting Attachments

+ Upload Document

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

Submit a Filing

Please indicate the type of filing you wish to make.

Filing Name
Motion to Intervene

Save Back

Motion to Intervene

Locate a Dispute Intervenor Details Intervention Details Serve Parties

Complete the following information related to the organization filing this Motion to Intervene. Intervenor provides services or pay benefits to or on behalf of the employee and have a statutory right to intervene under Minnesota Statutes § 176.361

Which organization do you represent?

Organization *

My organization is not listed

Next Back Cancel Save as Draft



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

- 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.

Locate a Dispute
Intervenor Details
Intervention Details
Serve Parties

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 3

Serve Party	Name	Role	Address	Service Method	Service Date
<input checked="" type="checkbox"/> 1	Shawn Spencer	Employee	123 Main Street Lone Tree, CO 80124 2	US Mail	Choose a date * 6/2/2020 📅 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 attorneys, 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.

Submit Form
Back
Cancel
Preview Document



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

- 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 **Form Type**.

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 *
Spencer Wilson

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.

Submit Form Back Cancel Preview Document

My Queues

My Claims My Disputes My Forms

Form Type	Associated To	Associated ID	Last Updated	Status	Confirmation Nu...
Motion to Intervene		None	6/2/2020	Submitted	2048
Request for Inform...		None	5/28/2020	Submitted	2024
Initiate Dispute		None	5/28/2020	Submitted	2023
Initiate Dispute		None	5/28/2020	Submitted	2022



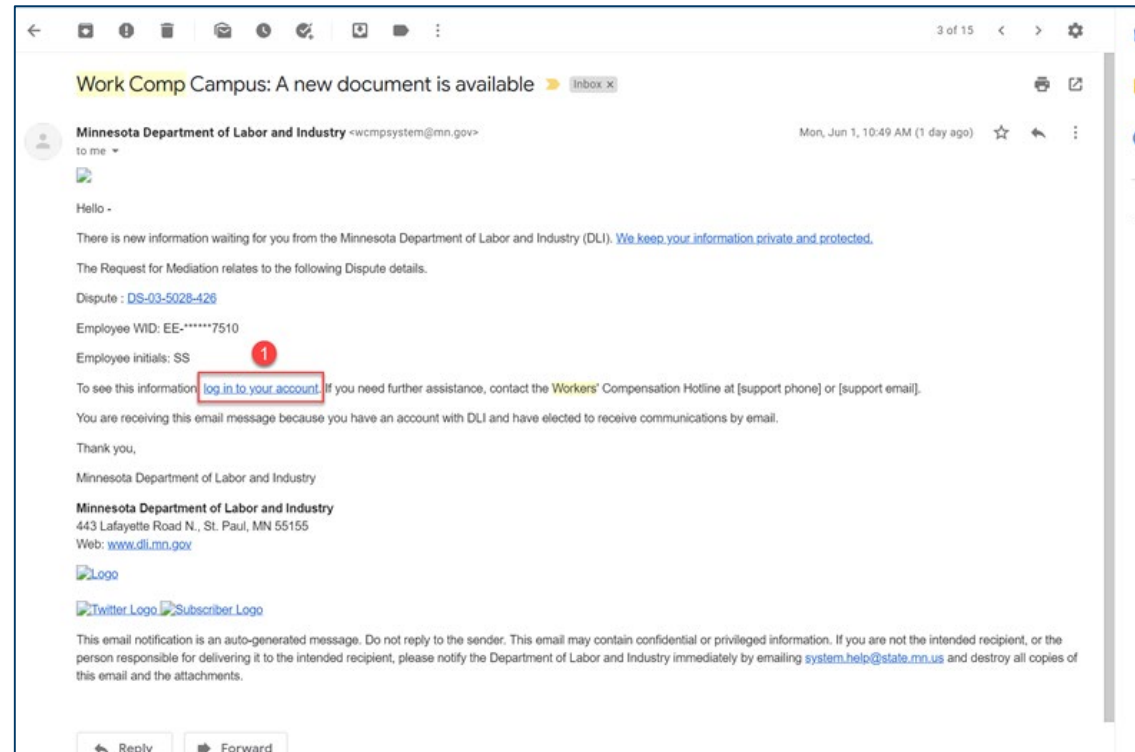
Receiving Service Emails

Filing a Form with an Affidavit of Service

Serving Documents

Receiving Service Emails

- 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.





Setting up Service of Process Designees

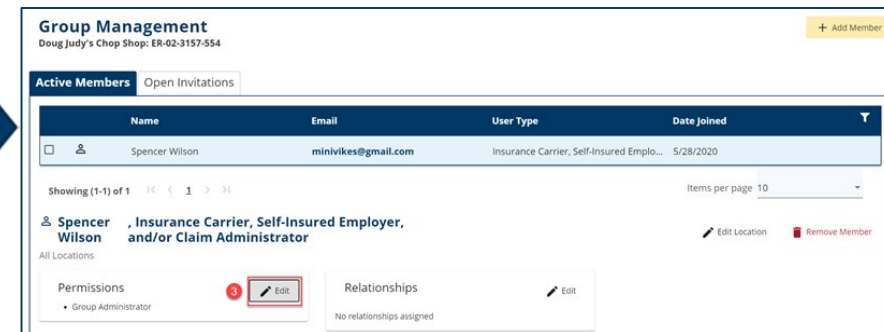
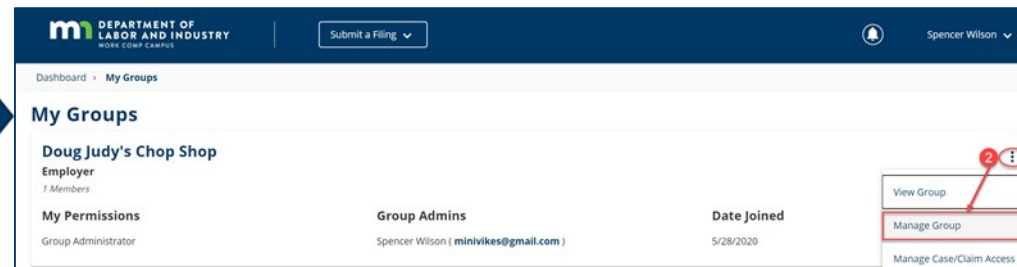
External users will also be served documents.

Setting up Service of Process Designees

Document Details Page

Demo

- Each external entity will have an assigned group admin, and the group admin can assign another user, or themselves, as the Service of Process Designee.
- From the Dashboard, click on your username on the top right and select **My Groups** from the drop-down menu.
- To assign a Service of Process Designee, click the kabob icon and choose **Manage Group**.
- On this page, it will show all Active Members and their roles. To assign a role to a user, click the **Edit** option in the **Permissions** box under their name.





Setting up Service of Process Designees

Setting up Service of Process Designees

Document Details Page

Demo

- Once this is done, if a document needs to be served on the entity, the user assigned to this role will receive that document.

Manage permissions for Spencer Wilson, Insurance Carrier, Self-Insured Employer, and/or Claim Administrator

Adjust the information below to add or remove permissions for the selected user, and click save to make any changes.

Item Pool	Selected Items
<p>4 + Service of Process Designee Members with this permission are included in the list of serviceable participants to be served anytime a filing is added to a claim, case, dispute, or appeal relating to your group.</p>	<p>Group Administrator Members with this permission can add and remove group members, change permissions to existing members, and change relationships among members if applicable.</p>
+ Designated Contact for Information Requests from DLI Members with this permission are contacted when DLI sends a request to their associated entity and receive a notification to respond to the request.	
+ Designated Contact for Penalties The users in this Permission group will receive all communications related to Penalties for the Group.	
+ Claim Access Administrator The Users in this Permission group will be able to administer users' access to Claims and Cases within the group.	

Save Cancel

Manage permissions for Spencer Wilson, Insurance Carrier, Self-Insured Employer, and/or Claim Administrator

Adjust the information below to add or remove permissions for the selected user, and click save to make any changes.

Item Pool	Selected Items
+ Designated Contact for Information Requests from DLI Members with this permission are contacted when DLI sends a request to their associated entity and receive a notification to respond to the request.	<p>5</p> <p>Group Administrator Members with this permission can add and remove group members, change permissions to existing members, and change relationships among members if applicable.</p>
+ Designated Contact for Penalties The users in this Permission group will receive all communications related to Penalties for the Group.	<p>Service of Process Designee Members with this permission are included in the list of serviceable participants to be served anytime a filing is added to a claim, case, dispute, or appeal relating to your group.</p>
+ Claim Access Administrator The Users in this Permission group will be able to administer users' access to Claims and Cases within the group.	

6 Save Cancel



Document Details Page

Document Details Page

Demo

- 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 **My Forms** queue and click on the hyperlink under **Form Type**.
- The **Related Links** section is useful and shows any additional transactions associated to the document and can be viewed by clicking on the hyperlink.

My Overview

1 Open Claims
View details associated to your claims in the My Queue portal.

1 Upcoming Events
View and edit the details of your events in the Events portal.

0 New Documents
Review documents in the Notifications panel to ensure accuracy.

My Queues

My Claims | My Disputes | **My Forms**

Form Type	Associated To	Associated ID	Last Updated	Status	Confirmation Nu...
Motion to Intervene		None	6/2/2020	Submitted	2048
Request for Inform...		None	5/28/2020	Submitted	2024
Initiate Dispute		None	5/28/2020	Submitted	2023

Dashboard • Document: DO-03-5593-769

Document: DO-03-5593-769

MOTION TO INTERVENE

1. The applicant is filing this Motion to Intervene in the following (checklist):
Medical Request dated: 6/2/2020 Rehabilitation Request dated: 6/2/2020
Claim Petition for City Medical Benefits or Rehabilitation Benefits (date):
2. The applicant, Name (number) (name of entity filing this Motion to Intervene), has provided services or paid benefits to or on behalf of the employee and has a statutory right to intervene under Minnesota Statutes § 179.201.
3. Absent to this Motion to Intervene is an affidavit, warning the changes for services provided or payments made to or on behalf of the employee by the applicant from 5/1/2020 (date) to 5/1/2020 (date). The claim to date is \$100.00. Upon receipt of a party or a signed affidavit of the representative of the applicant, the applicant acknowledges it will provide additional documentation, records and reports as required by law.
4. A determination in this case may affect the ability of the applicant to obtain payment for any services for the services provided or payments made to or on behalf of the employee as provided in the attached affidavit.
5. The applicant's representative, who has authority to settle on behalf of the applicant, Spencer Wilson, can be contacted at (762) 451-6264 (phone number) and mwilson@dlm.com (email address).
6. Therefore, the applicant requests it be allowed to intervene as a party in the above-captioned proceeding and that payment for services provided to benefits paid be made, with appropriate attorney's fees.

Date signed: 6/2/2020 Signature of person filing motion: Spencer Wilson
Attest: Date signed: 6/2/2020 Name: Spencer Wilson
Title: Email address: mwilson@dlm.com
Mailing address: Telephone: (762) 451-6264

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: Motion to Intervene
Document Source: Webform
Description: Motion To Intervene
Created By: Spencer Wilson
Created Date: 6/2/2020
Updated By: Spencer Wilson
Updated Date: 6/2/2020
Confidential: No

Related Links

Associated To: [DS-03-5028-391](#)



Document Details Page

Document Details Page

Demo

- 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 **My Forms** queue and click on the hyperlink under **Form Type**.
- The **Related Links** section is useful and shows any additional transactions associated to the document and can be viewed by clicking on the hyperlink.

My Overview

1
Open Claims
View details associated to your claims in the My Queue portal.

1
Upcoming Events
View and edit the details of your events in the Events portal.

0
New Documents
Review documents in the Notifications panel to ensure accuracy.

My Queues

My Claims | My Disputes | **My Forms**

Form Type	Associated To	Associated ID	Last Updated	Status	Confirmation Nu...
Motion to Intervene		None	6/2/2020	Submitted	2048
Request for Inform...		None	5/28/2020	Submitted	2024
Initiate Dispute		None	5/28/2020	Submitted	2023

Dashboard • Document: DO-03-5593-769

Document: DO-03-5593-769

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
Motion To Intervene

Document Source
Webform

Description
Motion To Intervene

Created By
Spencer Wilson

Created Date
6/2/2020

Updated By
Spencer Wilson

Updated Date
6/2/2020

Confidential
No

Related Links

Associated To
[DS-03-5028-391](#)

Document Content:

MN Department of Labor and Industry
Workers' Compensation Division
8815 254-9022 or 1-800-542-6264

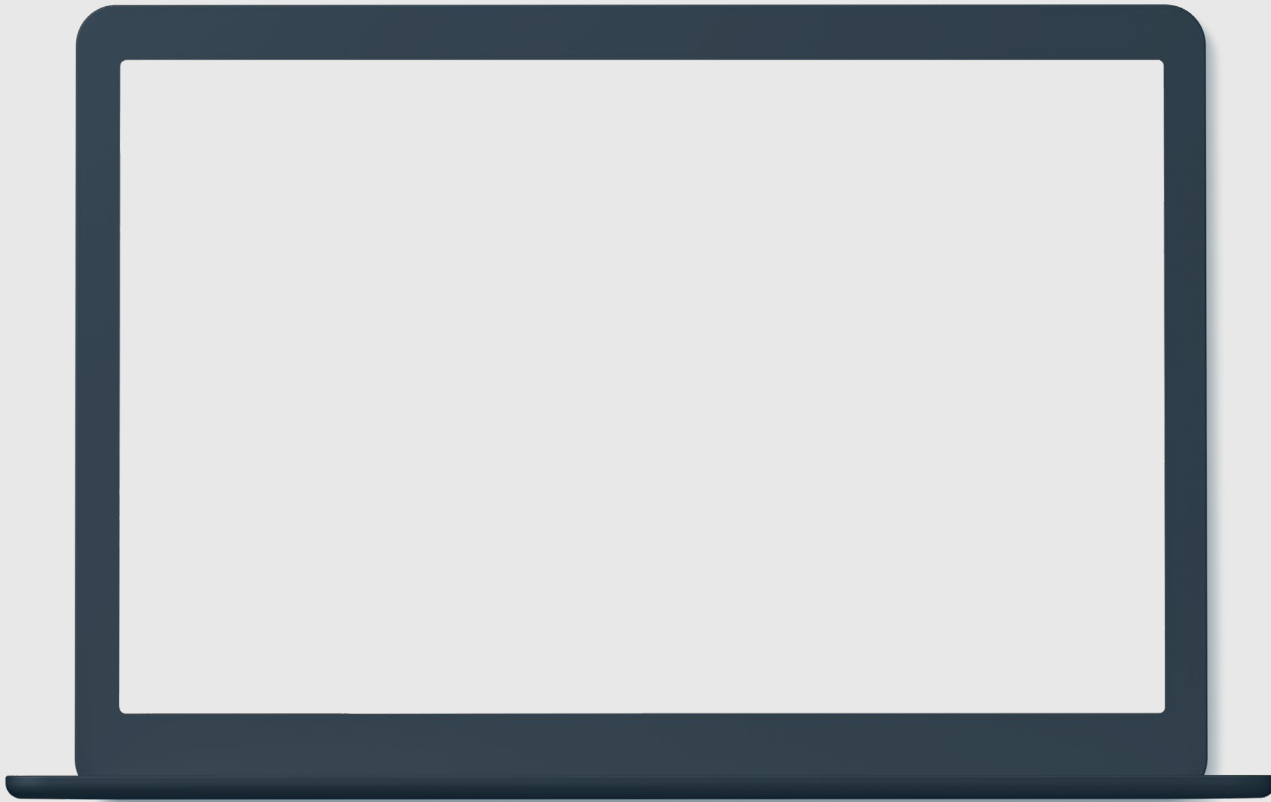
MOTION TO INTERVENE

Case File Number(s): CL030011707
Employee ID: 03-02-101610
Date of Injury: 5/2/2020
Injured Worker: Employee
MR
New Injured Worker

- The applicant is filing this Motion to Intervene in the following situation(s):
Medical Request dated: 6/2/2020 Reimbursement Request dated: 6/2/2020
Claim Period for Only Medical Benefits or Reimbursement Benefits (date)
- The applicant, New Injured Worker (name of entity filing this Motion to Intervene), has provided services or paid benefits to or on behalf of the employee and has a statutory right to intervene under Minnesota Statutes § 179.201.
- Excepted to this Motion to Intervene is an application, pending the changes for services provided or payments made to or on behalf of the employee by the applicant from 5/1/2020 (date) to 5/1/2020 (date). The claim to date is \$100.00. Upon receipt of a party or a payment provider of the reservation open at hearing, the applicant acknowledges it will provide additional documentation, records and reports as required by law.
- A determination in this case may affect the ability of the applicant to obtain payment for any costs for the services provided or payments made to or on behalf of the employee as provided in the attached exhibits.
- The applicant's representative, who has authority to settle on behalf of the applicant, Spencer Wilson, can be contacted at (762) 451-6264 (phone number) and mwilson@dlm.com (email address).
- Therefore, the applicant requests it be allowed to intervene as a party in the above-captioned proceeding and that payment for services provided to benefits paid be made, with appropriate statutory interest.

Date signed: 6/2/2020 Signature of person filing motion: Spencer Wilson
Attest: Electronically Signed by Spencer Wilson: 6/2/2020 at 10:46:07
Name: Spencer Wilson
Mailing address: Email address: mwilson@dlm.com
Telephone: (762) 451-6264

Demo



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

- **Filing a Form with an Affidavit of Service**

Congratulations in completing Campus 101 for Rehab Providers!

