MINNESOTA
WORKERS' COMPENSATION MODERNIZATION PROGRAM

Campus 201 for Insurers and TPAs

Campus 201 for Insurers and TPAs

Course Description

CAMPUS 201 Training for Insurers and TPAs will involve the variety of External webforms available to those associated users

Audience

- Insurers and TPAs

Course Length

1.5 hours

Prerequisites

- Campus 101

DEPARTMENT OF LABOR AND INDUSTRY

Agenda

1	**Claim Reporting eFORMS**	*30 min*
2	**Requests for Information**	*30 min*
3	**Annual Claim Reimbursements**	*20 min*
4	**Assessments**	*20 min*

DEPARTMENT OF LABOR AND INDUSTRY

Navigating to eForm

- To access, log into Campus with the appropriate external user account. *(Ex. A Trading Partner acct)*
- Once you have logged in, you will see the **Submit eFORM or Webform** button in the top right corner of the screen.
- You can choose to use this button for submitting an eFORM or you can choose a specific Claim from your **My Queues** section and submit an eFORM from the Claim Details page.

PPD Follow-up Webform

- To access, choose **PPD Follow Up Webform** from the list on the **eFORM Submission** page.
- The webform will display, just add the required information and click **Submit Form** to complete.

Dependency Webform

- To access, choose **Dependency Info Webform** from the list on the **eFORM Submission** page.
- The webform will display, just add the required information regarding the employee's dependents and click **Submit Form** to complete.

Serving Documents
Some of the webforms in Campus have the ability to serve documents to all parties on the Claim through the Affidavit of Service.

- From the **Initiate Dispute** webform, you can access the **Affidavit of Service** webform page.
- To highlight the serving documents functionality, we can see the Affidavit of Service screen and the required information needed to serve parties on the Claim.

Missing Benefits Webform

Campus can be used by external parties to submit missing benefits. To file this, go to the **External Claim Details** page and click the **Submit a Filing** button. Provide any required information, attachments or additional details and **Submit Form** to complete.

DEPARTMENT OF LABOR AND INDUSTRY

Demo

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

- View, navigate and submit associated webforms

DEPARTMENT OF LABOR AND INDUSTRY

Agenda

1	**Claim Reporting eFORMS**	*30 min*
2	**Requests for Information**	*30 min*
3	**Annual Claim Reimbursements**	*20 min*
4	**Assessments**	*20 min*

DEPARTMENT OF LABOR AND INDUSTRY

Request for Info Email & Webform

When an internal user sends a Request for Information to an external user, they will receive an email with instructions on how to respond, as well as the number of days they are expected to respond within.
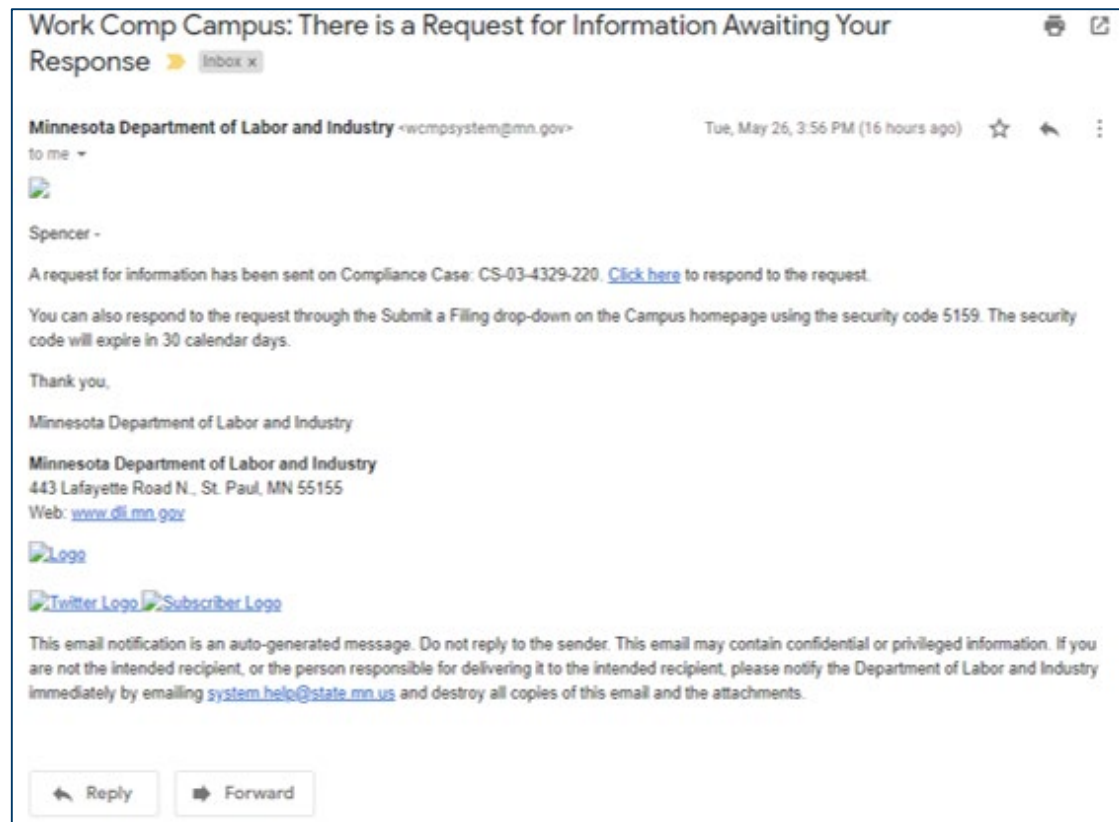
Request for Info Email & Webform

Navigation to the response is possible in two ways:

1. Do not navigate from the email link and use the PIN, which was sent in the email.
2. Navigate via the Submit a Filing dropdown in the dashboard. (Screenshot below)
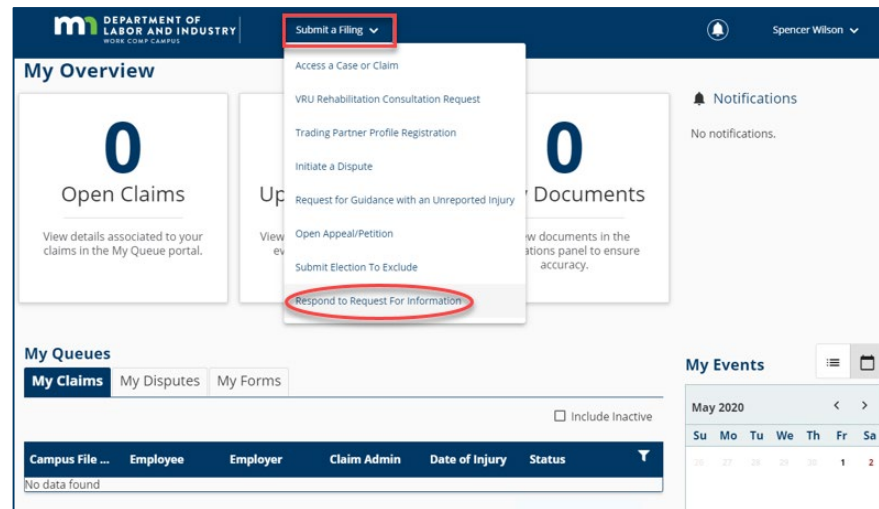
This will prompt to enter a PIN, which will link responses to the correct request for information. Clicking the link in the email, will not require to entering a PIN. The log-in page will display, and from there, directly to the webform submission. If already logged into Campus, the webform will display.

DEPARTMENT OF LABOR AND INDUSTRY

Request for Info Email & Webform

On the next page, there are two buttons: **Download** and **View Document**. The **Download** button will allow the download of the actual request for information, while the **View Document** button will be able to view it in the browser.

The response cannot be submitted without a document uploaded. Once a document or multiple documents have been uploaded, they click **Submit** to complete the response.

DEPARTMENT OF LABOR AND INDUSTRY

Request for Info Email & Webform

Once a response has been submitted, the process has been completed. The user who submitted the response can view it on the **My Forms Queue** on their dashboard.

Penalty Details Page

When a Party has a penalty associated to them, they have the option to 'Object to Penalty' from their external account

Object to Penalty Webform

DLI can also send alerts to Claim Admins when their first action is past due.

- They will receive an email indicating what is needed and with a link taking them to the associated claim.
- The link in the email will take them directly to the Claim, where they can view the details of the request and take the necessary action.
- Any filing can be done by using the **Submit a Filing** button and choosing the appropriate submission.

DEPARTMENT OF LABOR AND INDUSTRY
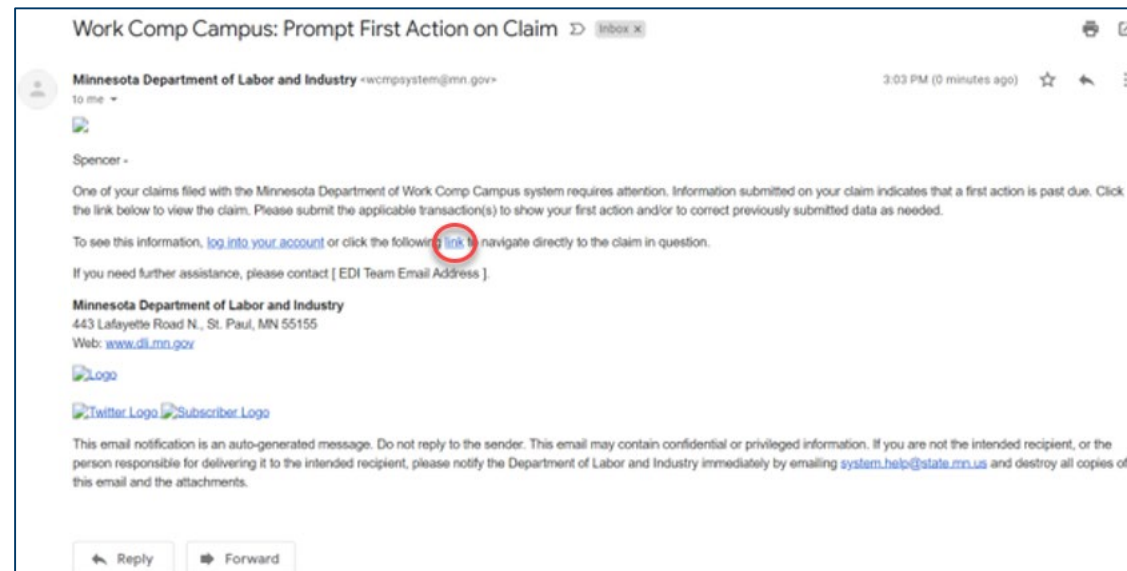
Object to Penalty Webform

- The main focus of the penalty objection webform is to provide the reason for why you are objecting.
- To submit the objection, you also must either attach documents, or provide additional information in the narrative section.

DEPARTMENT OF LABOR AND INDUSTRY

Demo

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

- Submit Requests for Information webforms

Agenda

1	**Claim Reporting eFORMS**	*30 min*
2	**Requests for Information**	*30 min*
3	**Annual Claim Reimbursements**	*20 min*
4	**Assessments**	*20 min*

m DEPARTMENT OF LABOR AND INDUSTRY

Submit a Filing

Annual Claim Reimbursements will be found on External Claim Details Page -> Submit a Filing Dropdown.

- Structure of webform follows listed order:
  - Choose Benefit Type
  - Choose Claim Status
  - Lump Sum Details
  - Filing Summary
  - Supporting Attachments
  - Electronic signature
- Only available on claim details page, not external homepage

DEPARTMENT OF LABOR AND INDUSTRY

SI vs SB vs Both

In the Choose Benefit Type Step, SI, SB or Both will be options from the dropdown and result in slight variations in the webform

- SI
  - Benefit Details becomes available
- SB
  - Reimbursement Details becomes available
- SI/SB
  - Will result in Both of the associated webforms displaying
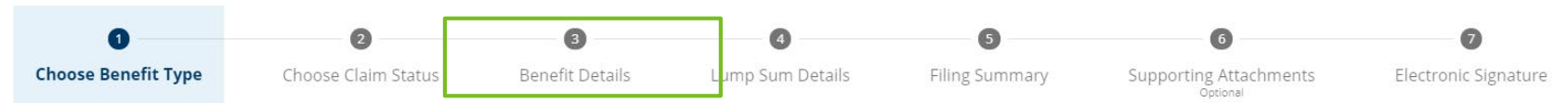
Internal Approval

Webform submission must be approved by DLI Representative

- Once the submission is completed from the external side, the Incoming Webforms queue will be populated with an item for approval from DLI
- The options follow standard webform approval process:
  - View Submission
  - Approve
  - Reject
  - Send Email

My Queues

| Tasks | My Team's Tasks Queue | **Incoming Webforms** | VRU Cases |

Remin

	Associated ID	Submitted By	Submitted On	Form Type	Form Confirmati...	Assignee	
>	None	Spencer Wilson	7/7/2020 1:06 PM	Rehab Provider Re...	2737	Registration Revie...	⋮
>	CL-05-9930-799	Test Trading	7/7/2020 3:18 PM	Disability Status	2756	Registration Revie...	⋮
>	RP-02-5789-744	Troy Brekke	7/10/2020 1:54 PM	Rehab Provider Ind...	2856	Registration Revie...	⋮
>	RP-00-0000-102	Boris Yeltsin	7/21/2020 11:45 AM	Rehab Provider Ind...	3283	Registration Revie...	⋮
>	RP-00-0000-102	Demo QRC	7/21/2020 12:52 PM	Rehab Provider Ind...	3290	Registration Revie...	⋮
^	None	Mr. Electronic Inter...	7/22/2020 8:53 AM	Annual Claim for R...	3327	SCF - Annual Claim ...	

No remi

Events

This webform submission does not contain attachments.

View Submission

Approve

Reject

Send Email

Showing (11-16) of 16 |< < 1 **2** > >| Items per page   10

DEPARTMENT OF LABOR AND INDUSTRY

Following Internal Approval
Annual Claim is generated

- On Internal Site, claim can be viewed through the SCF Claim -> Annual Search
- Using an attribute that you recall from the Annual Claim submission, attempt the search

Advanced Search

| Entities | Transactions | Documents |

Transaction Type
SCF Claim

Search *
Annual Claims   Annual Claim Type

Employee Name
Piano   Employee WID   Date of Injury
                               EE-##-####-###   mm/dd/yyyy

Preparer Name   Claim Manager   Status   Additional Status

[Search] [Clear] [Create New Annual Claim] [Create New Special Claim] [Ingest CMS Query File] [Ingest CMS Claim File]

Search Results

ID	Type	Employee	Date of Injury	Status	
AC-07-1513-695	SI/SB	Christina Piano - EE-02-5776-437	6/1/2020	Final Claim	

DEPARTMENT OF LABOR AND INDUSTRY

www.dli.mn.gov

23

Annual Claim Reimbursements|

Following Internal Approval
Notification is generated for the external user

- Notification will be viewed from the External homepage Dashboard

Trading Partner

Ryans Cycle 15 Trader ▾

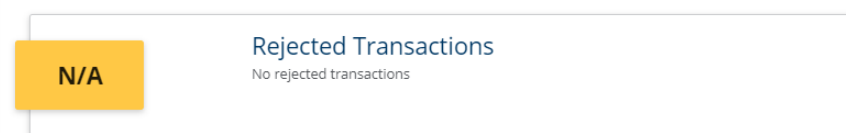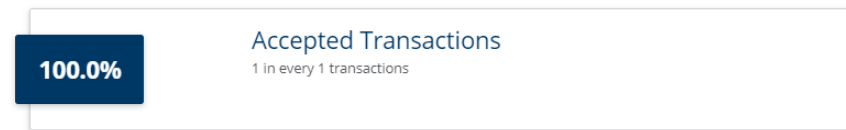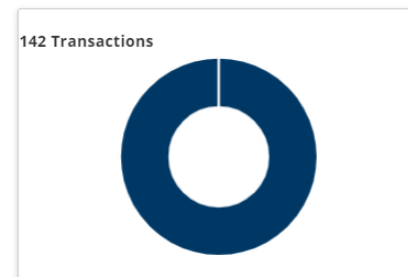Submit eFORM or Webform

Trading Partner Details

Trading Partner ID	Trading Partner Name	Account Name	FEIN	Status	
TP-02-5696-965	Ryans Cycle 15 Trader		92-8388850	Active	View Profile

Account Overview

View: Last 30 days ▾

142 Transactions

Accepted Transactions
1 in every 1 transactions
100.0%

Rejected Transactions
No rejected transactions
N/A

Average Days For Employer to Notify Claim Admin ❓
1 day
0 days — 14+ days

Average Claim Submission Time ❓
543.9 days
0 days — 14+ days

New Claims ❓	14
Claims with Paid Benefits	14
Claims Awaiting Benefits ❓	0

🔔 Notifications   ✕ Clear All

An injury has been reported
Please submit a FROI for the following reported injury. On 02/29/2020, Blouse Barn employee Eric Rowe was injured.
8 days ago   →

Your Trading Partner Profile Registration su   has been approved
Form submis   7 has been approved.
8 days ago

Your Annual Claim for Reimbursement from the Second Injury Fund and Supplementary Benefits submission has been approved
Form submission 3327 has been approved.
Today

DEPARTMENT OF LABOR AND INDUSTRY
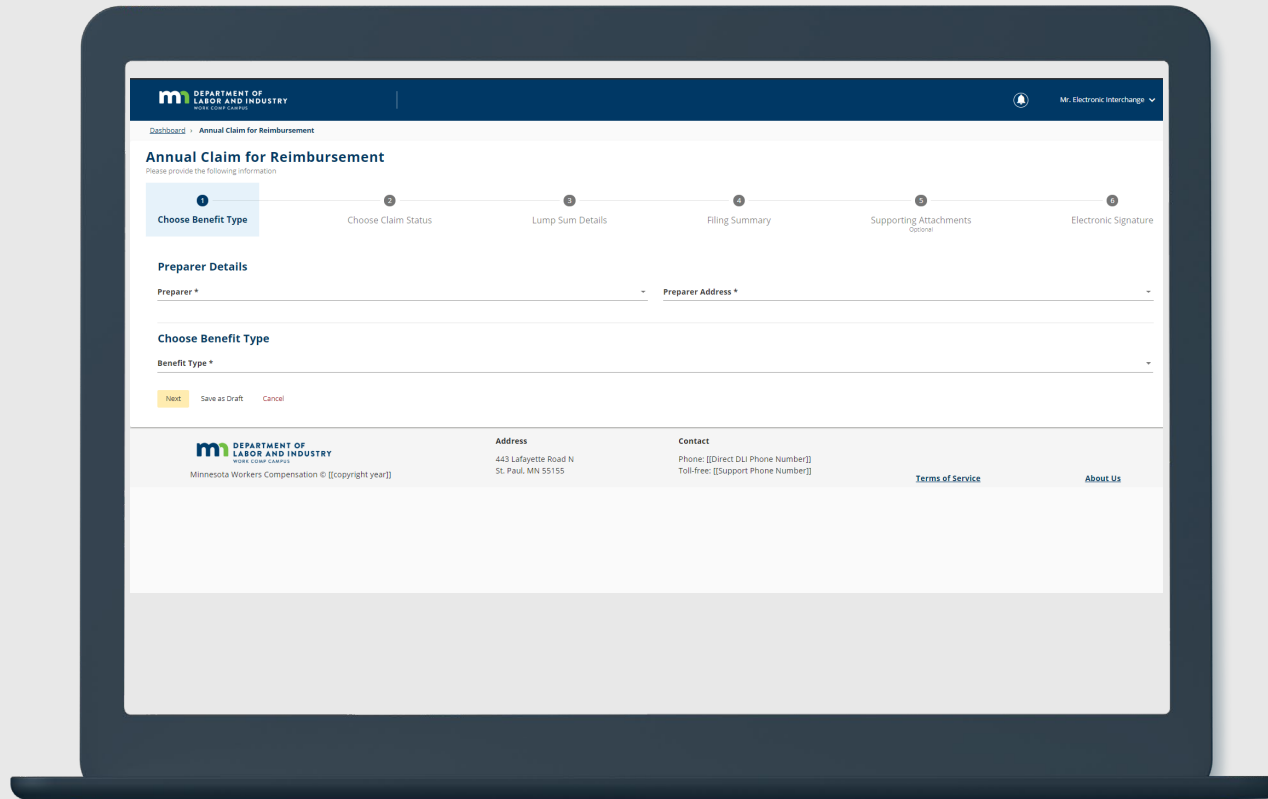
Demo

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

- Create Annual Claim (SI/SB) submissions

Agenda

1	**Claim Reporting eForms**	*30 min*
2	**Requests for Information**	*30 min*
3	**Annual Claim Reimbursements**	*20 min*
4	**Assessments**	*20 min*

m DEPARTMENT OF
LABOR AND INDUSTRY

Special Comp Fund Assessment
Used for Insurers reporting benefits from the previous year

- From External Site Insurer Details Page, Insurers can generate their reports
- Once the button is clicked:
- Button will become unavailable, as this is an annual submission
- Will need to be approved internally

Dashboard › **Insurer: IR-02-5896-246**

Demonstration IR
Insurer: IR-02-5896-246

Submit Insurer's Report

Insurer Details
Insurer Name
Demonstration IR   ✎ Edit

Insurer Type
Insurer

NAIC

FEIN
21-1248234

NCCI

Insurer Status
Status
Active

Bankrupt
No

DEPARTMENT OF LABOR AND INDUSTRY

Submit Insurer's Report
Limited document for reporting

- Indemnity Benefits and Replacement Policy totals for the year have to be reported

My SCF Assessment Reports Tab
Houses all associated Insurers results for Insurers Report

- Following the submission of report listed on prior slide (and internal approval), Reports will populate here
- All insurers for a given External account can be found on 'My Groups' Page

Congratulations in completing Campus 201 for Insurers and TPAs!

MINNESOTA
WORKERS' COMPENSATION
MODERNIZATION PROGRAM