MINNESOTA

WORKERS' COMPENSATION MODERNIZATION PROGRAM

Trading Partner Overview

Trading Partner Overview

Course Description

This course will be an overview of the functions available to Trading Partners in Campus and provide an overview of how a Trading Partner will interact with DLI.

Audience

- Trading Partners using Campus

Course Length

2 hours

Prerequisites

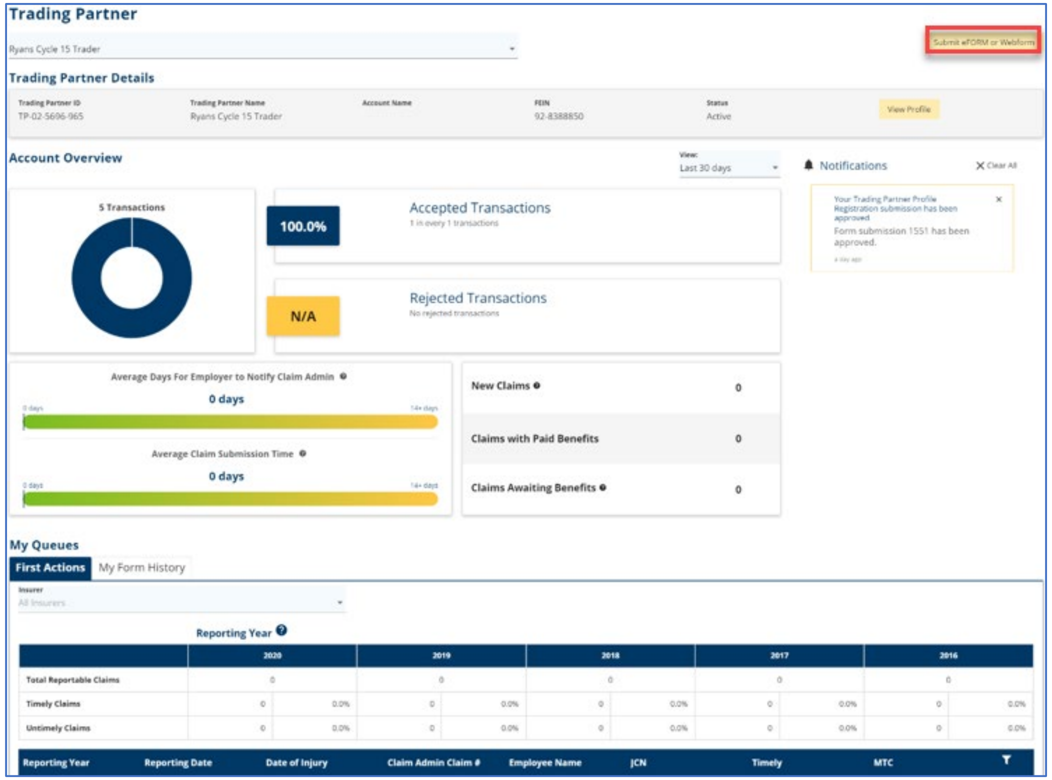
- Campus 101

Agenda

1	Trading Partner Portal	*60 min*
2	Requests for Information	*30 min*
3	Claim Reporting eFORMs	*30 min*

Trading Partner Portal

- After registering and logging in as a Trading Partner, you will have a customized Dashboard to help you navigate in Campus.



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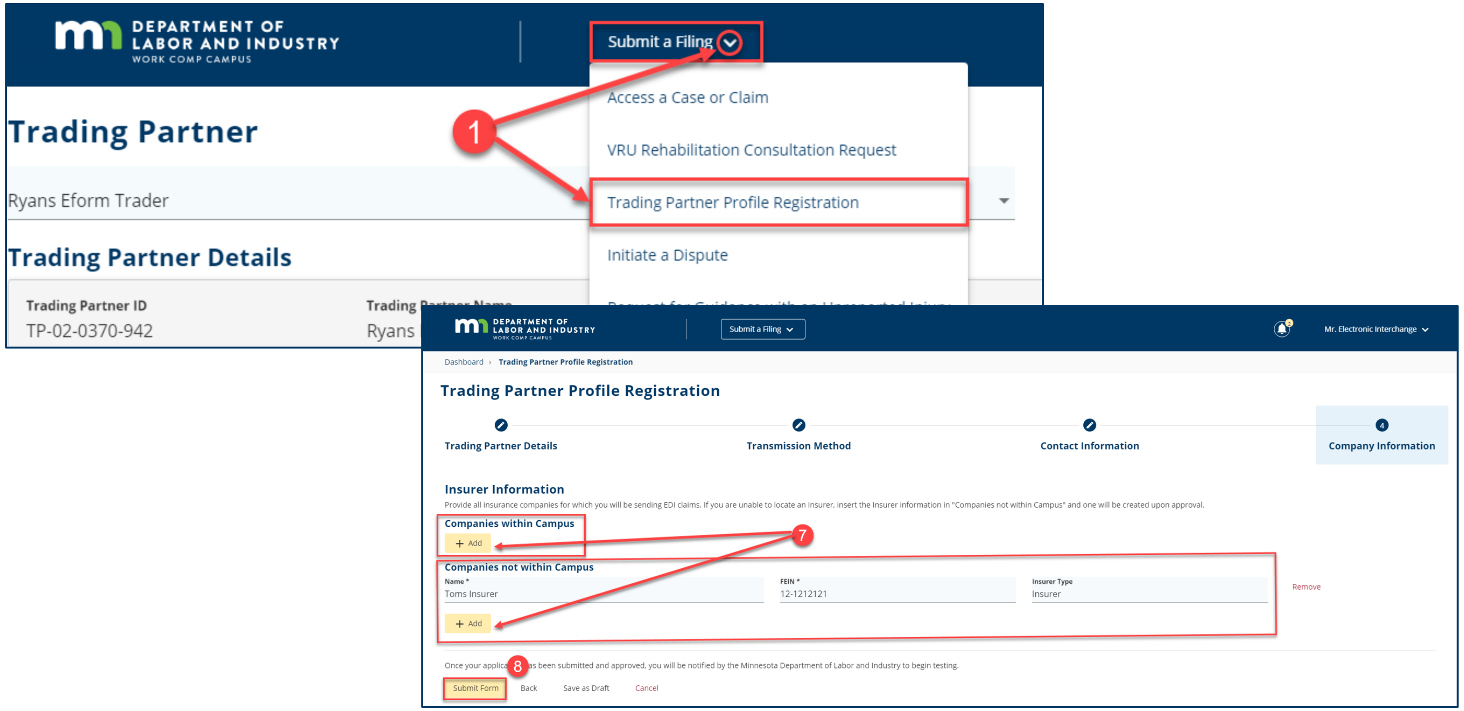
Trading Partner Registration Webform

You can submit a Trading Partner Registration Webform to register as a Trading Partner and submit transactions through Campus.

- To access, click the **Submit a Filing** drop-down and select **Trading Partner Profile Registration.**
- After adding the required information in each of the four steps, click **Submit Form** to transmit the registration form. You will be directed to a confirmation page and an email will also be sent to your registered email in Campus.
- DLI will review the request - once approved you will be able to submit transactions to the department.



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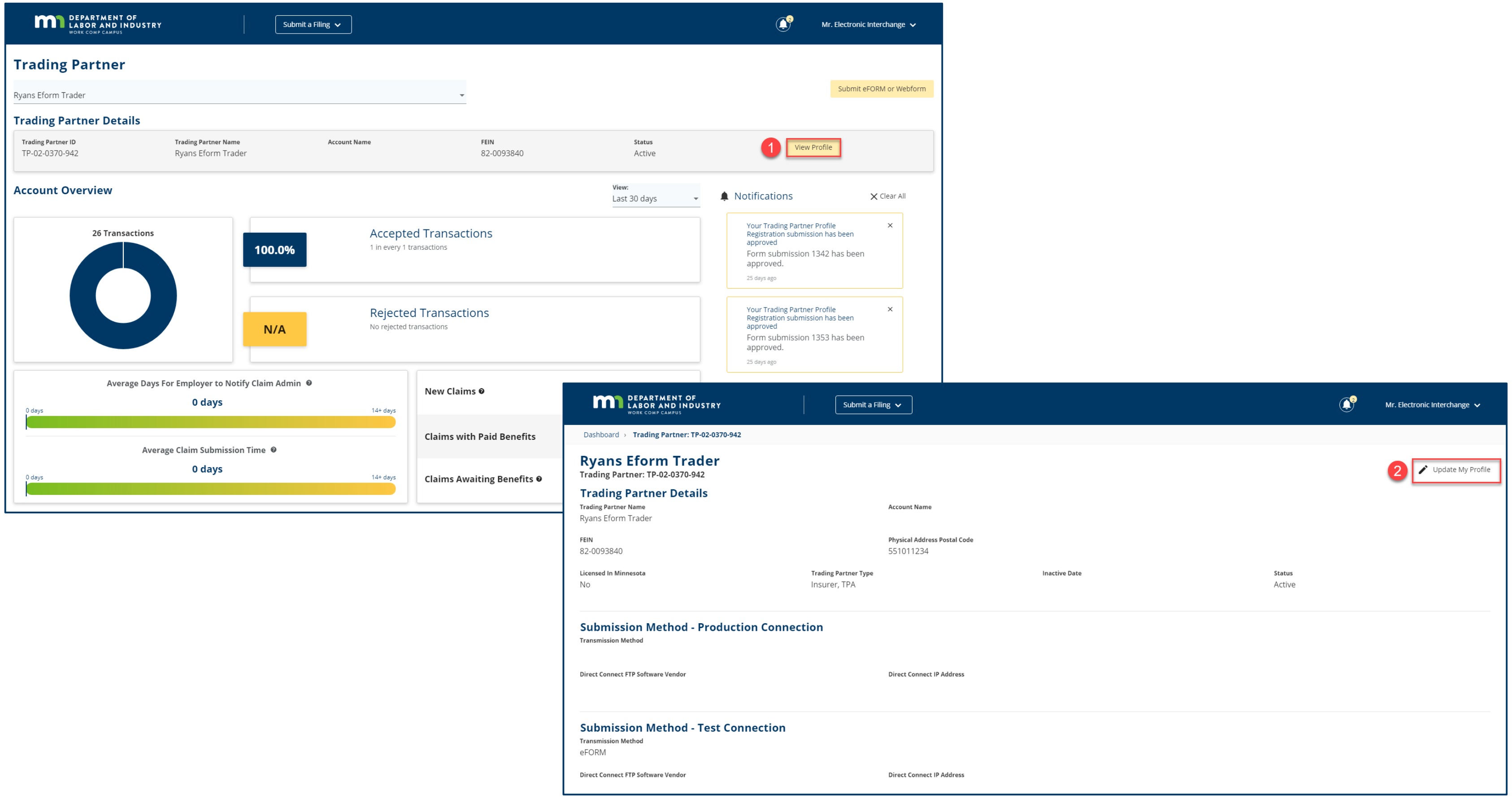
Profile Updates

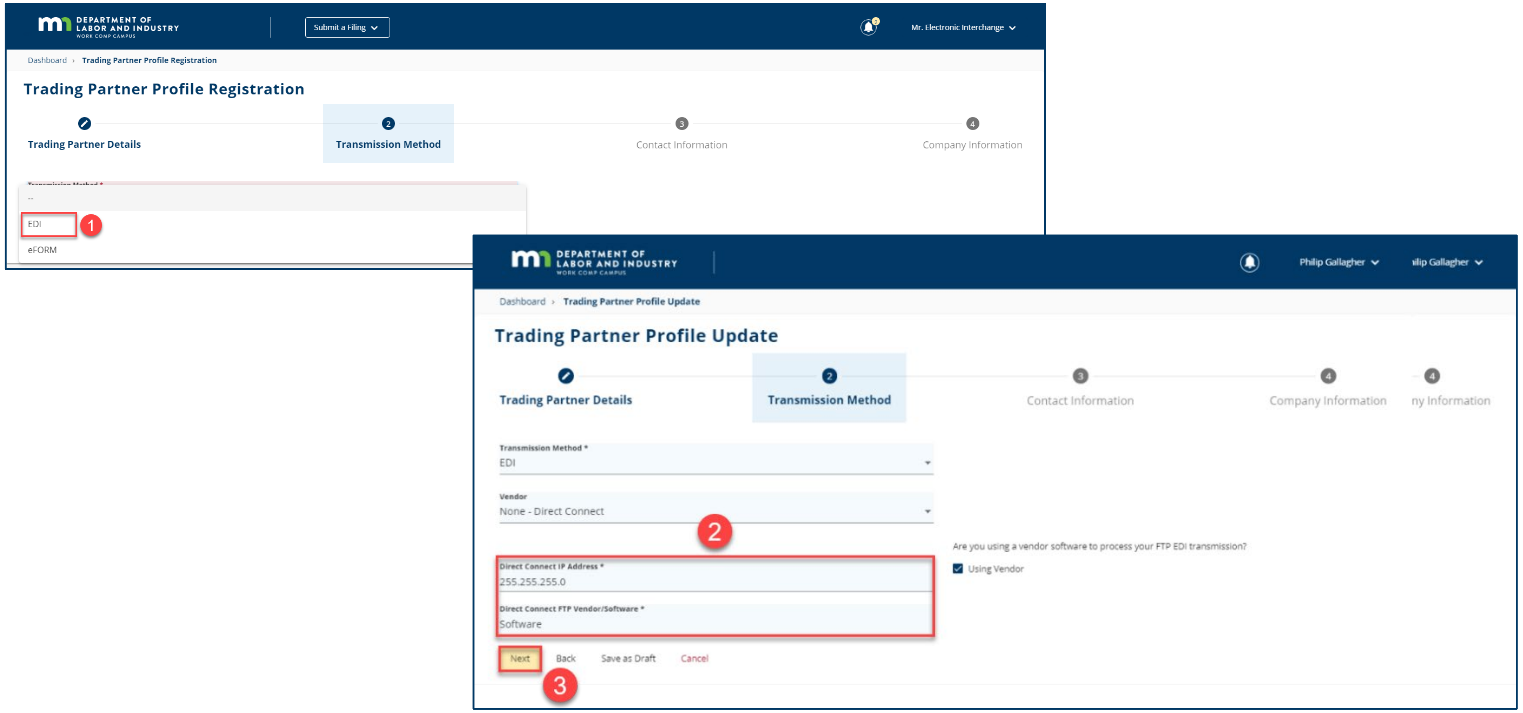
You can update your profile information at any time from the Trading Partner Portal in Campus.

- To access, click the **View Profile** button on the **Trading Partner Portal.**
- You will be directed to your profile screen that shows existing information. Click the **Update My Profile** button to begin the process.
- After completion, you will be directed to a confirmation page and an email will also be sent to your registered email in Campus.



Signing Up for EDI versus eFORM

- You will be able to sign-up for a submission method via the **Trading Partner Registration Webform** or the **Amended Trading Partner Registration Webform**.
- If submitting via EDI, there are additional fields that are required for completion.
- Complete all required fields and click **Next** to submit this information.



Transaction History

After navigating to a claim details page, a user can see the transactions that have been submitted to the claim.

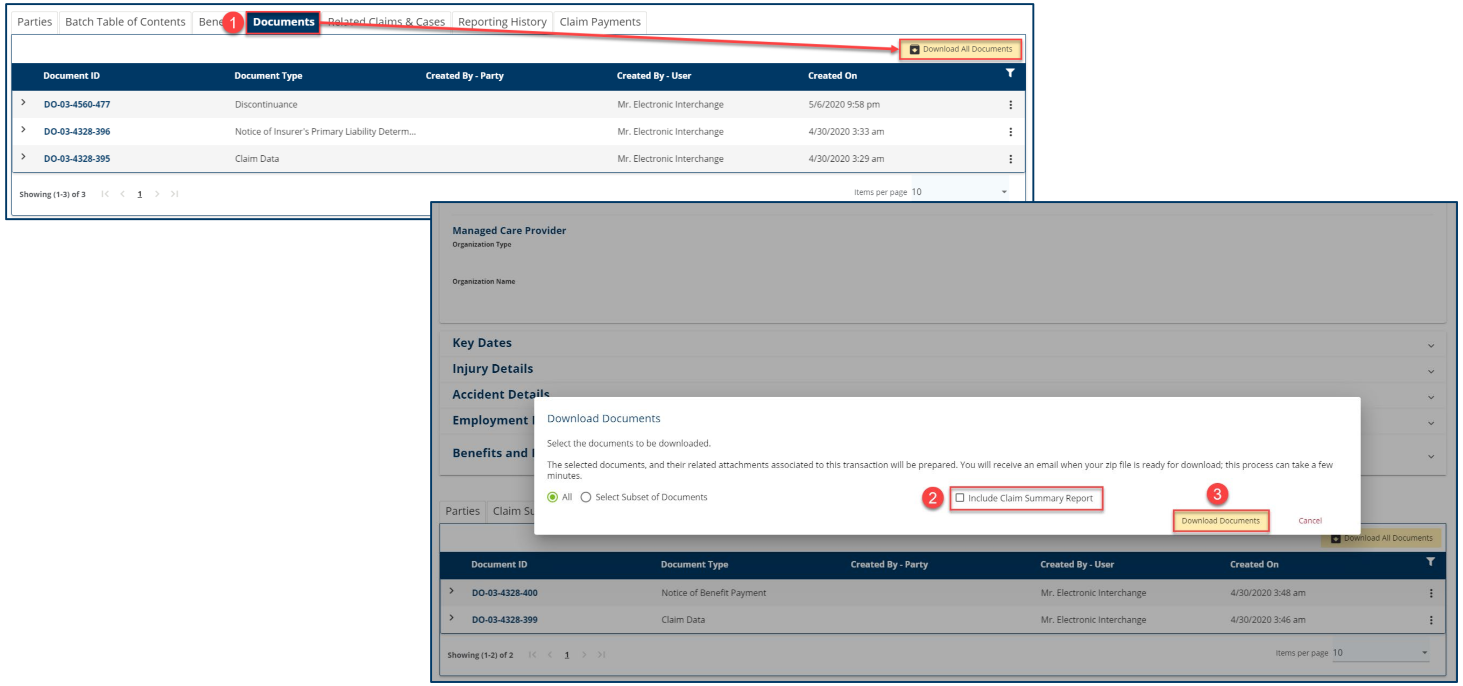
- By clicking the **Reporting History** tab, information such as the transaction type and how the transaction was submitted can be viewed on this screen.
- Note that not all transactions will have a transaction details page.

Trading Partner Overview|

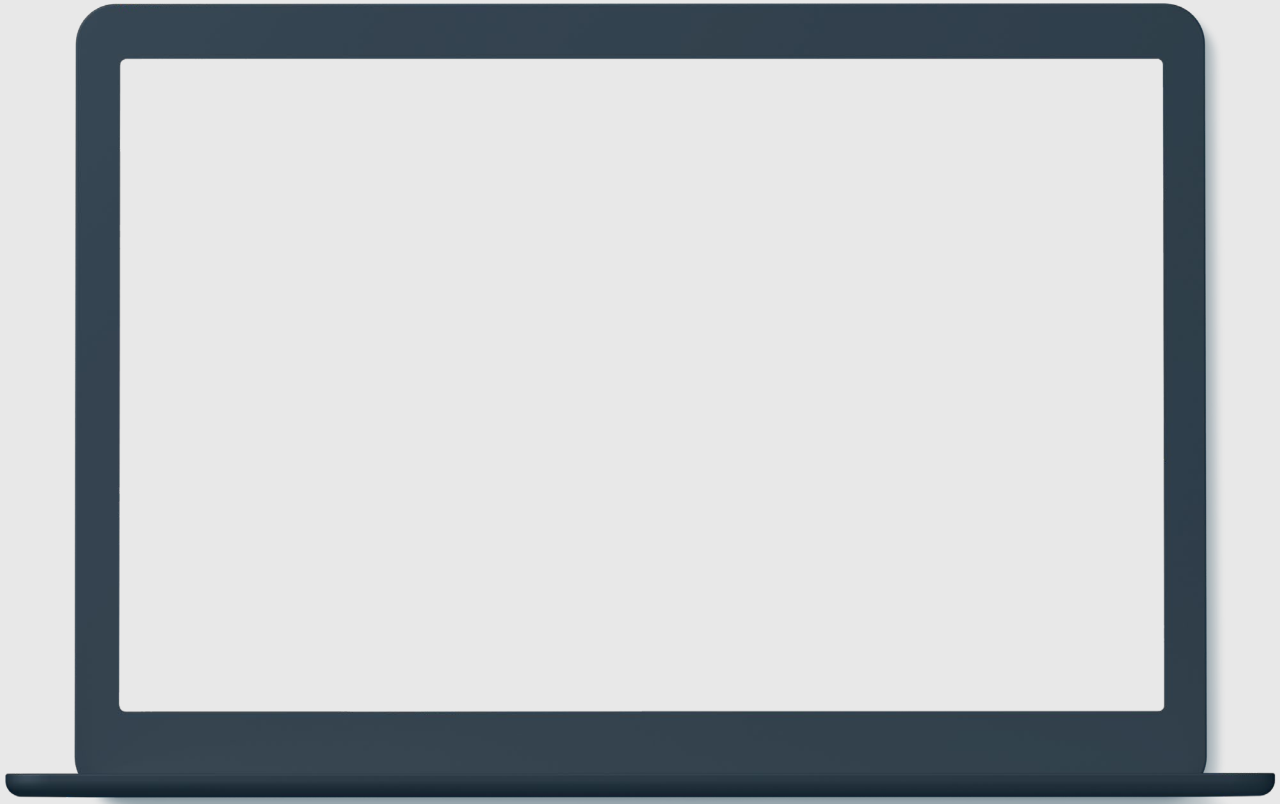
Reporting Capabilities

After navigating to a claim details page, a user can see the transactions that have been submitted to the claim.

- Scroll to the bottom of the Claims Details page and select the **Documents** tab.
- The **Download All Documents** button will take you to the **Download Documents** window.
- After clicking the **Download Documents** button, a zip file will appear, and you will be notified when it is ready to download to your computer.



Demo



In this demo, you will see how to…

- Use the features in the Trading Partner Portal
- Make a Profile Update
- View Transactions and Batch Details page

Agenda

1	Trading Partner Portal	*60 min*
2	Requests for Information	*30 min*
3	Claim Reporting eFORMs	*30 min*

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.

Work Comp Campus: There is a Request for Information Awaiting Your Response Inbox x

Minnesota Department of Labor and Industry <wcmpsystem@mn.gov> Tue, May 26, 3:56 PM (16 hours ago)

to me

Spencer -

A request for information has been sent on Compliance Case: CS-03-4329-220. Click here to respond to the request.

You can also respond to the request through the Submit a Filing drop-down on the Campus homepage using the security code 5159. The security code will expire in 30 calendar days.

Thank you,

Minnesota Department of Labor and Industry

Minnesota Department of Labor and Industry
443 Lafayette Road N., St. Paul, MN 55155
Web: www.dli.mn.gov

Logo

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.

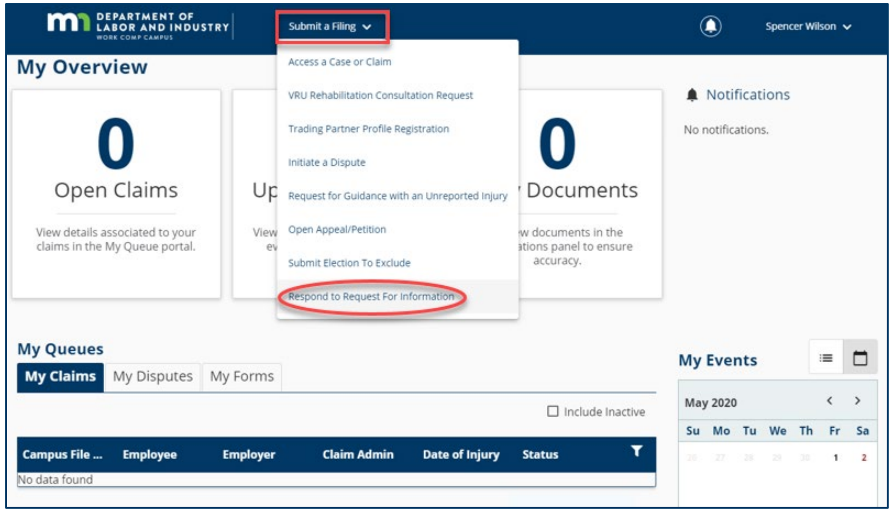
Reply Forward

Request for Information|

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)

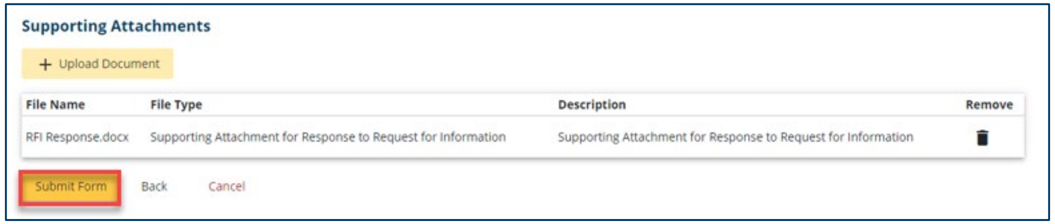


This will prompt to enter a PIN, which will link responses to the correct request for information. Clicking the link in the email, will not require to entering a PIN. The log-in page will display, and from there, directly to the webform submission. If already logged into Campus, the webform will display.

Request for Info Email & Webform

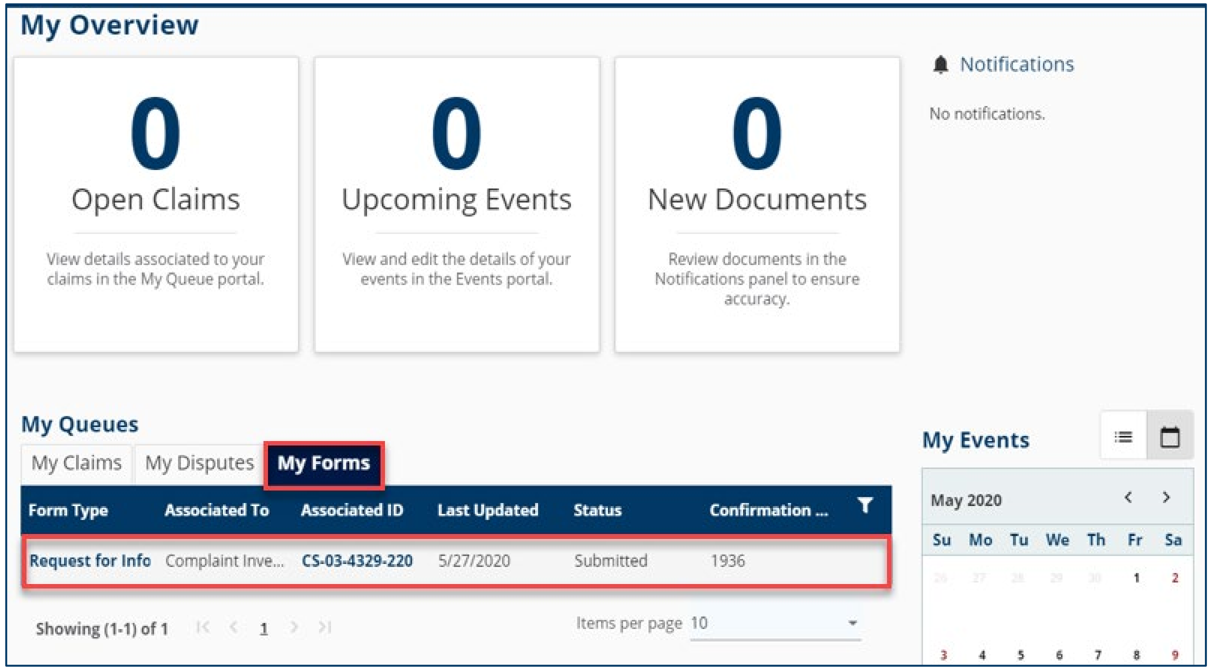
On the next page, there are two buttons: **Download** and **View Document**. The **Download** button will allow the download of the actual request for information, while the **View Document** button will be able to view it in the browser.

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.



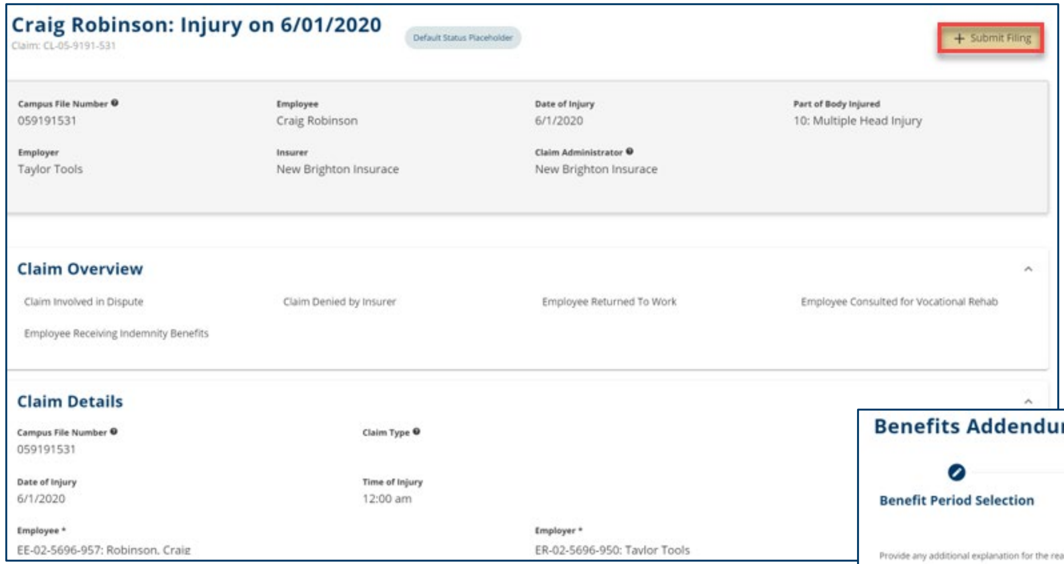
Request for Info Email & Webform

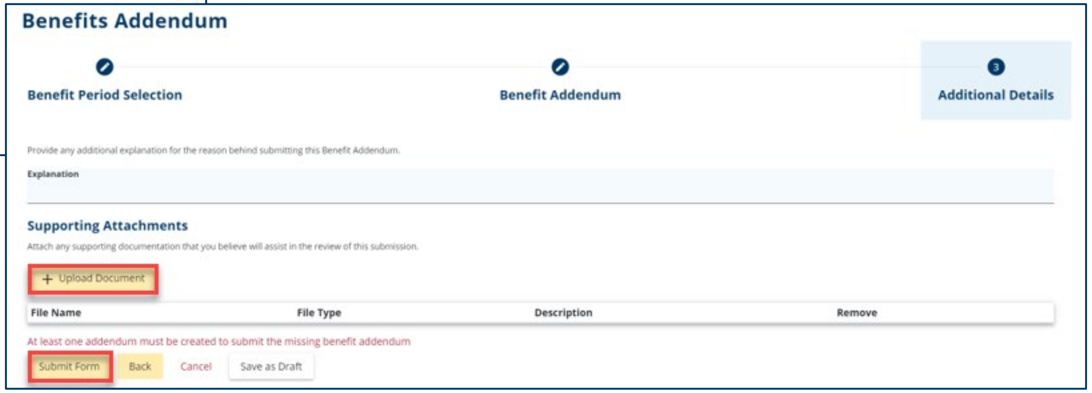
Once a response has been submitted, the process has been completed. The user who submitted the response can view it on the **My Forms Queue** on their dashboard.



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.

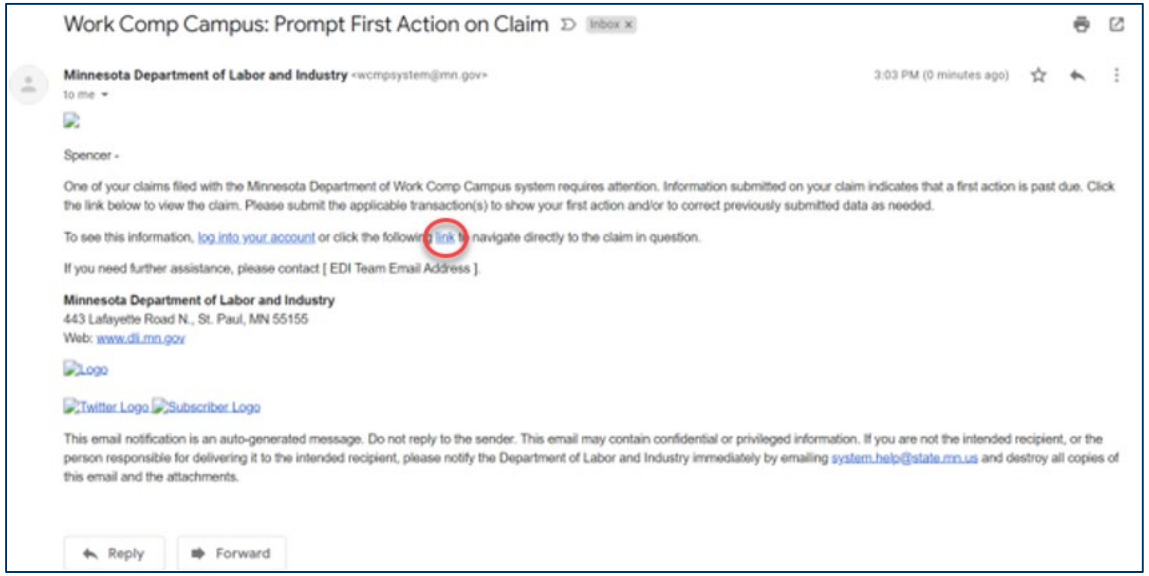




Object to Penalty Webform

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.



Work Comp Campus: Prompt First Action on Claim Inbox ×

Minnesota Department of Labor and Industry <wcmpsystem@mn.gov> 3:03 PM (0 minutes ago)

to me

Spencer -

One of your claims filed with the Minnesota Department of Work Comp Campus system requires attention. Information submitted on your claim indicates that a first action is past due. Click the link below to view the claim. Please submit the applicable transaction(s) to show your first action and/or to correct previously submitted data as needed.

To see this information, log into your account or click the following link to navigate directly to the claim in question.

If you need further assistance, please contact [EDI Team Email Address].

Minnesota Department of Labor and Industry
443 Lafayette Road N., St. Paul, MN 55155
Web: www.dli.mn.gov

Logo

Twitter Logo Subscriber Logo

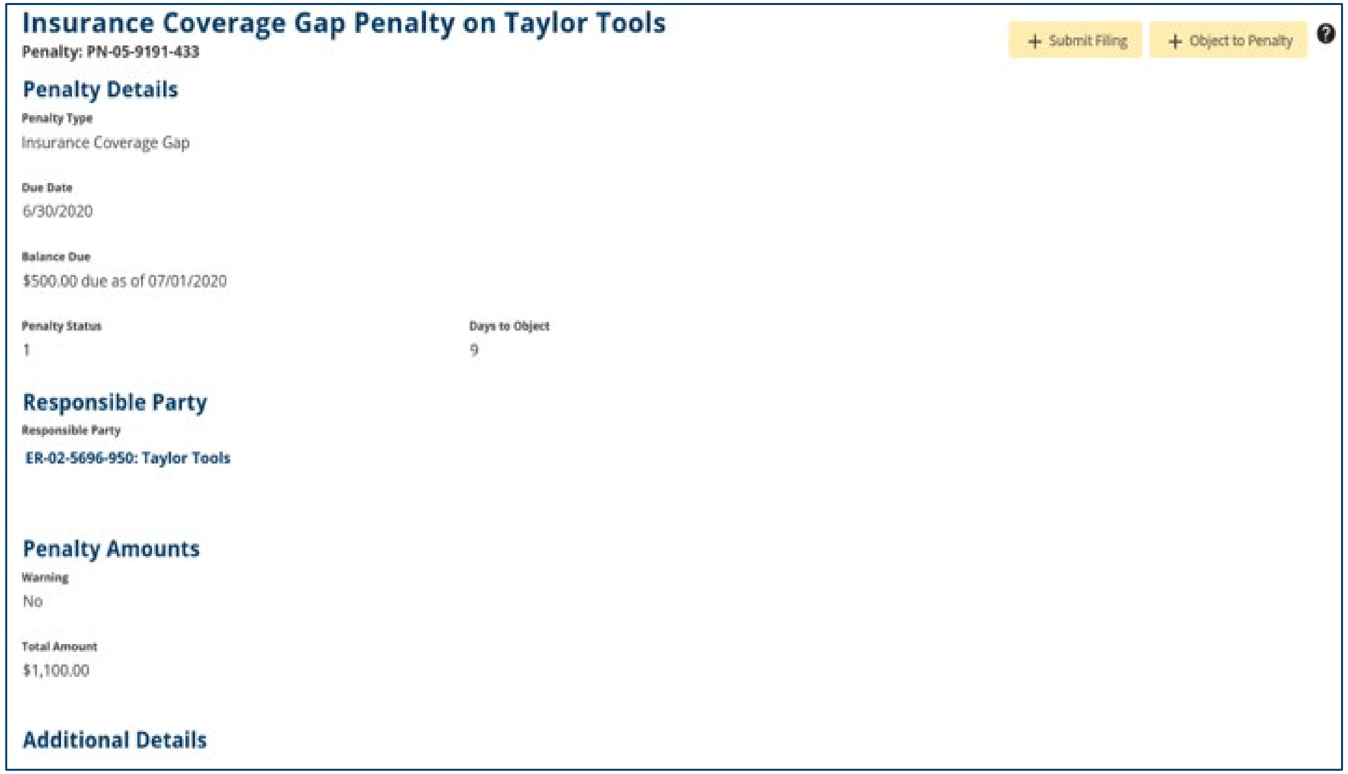
This email notification is an auto-generated message. Do not reply to the sender. This email may contain confidential or privileged information. If you are not the intended recipient, or the person responsible for delivering it to the intended recipient, please notify the Department of Labor and Industry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

Reply Forward

Request for Information |

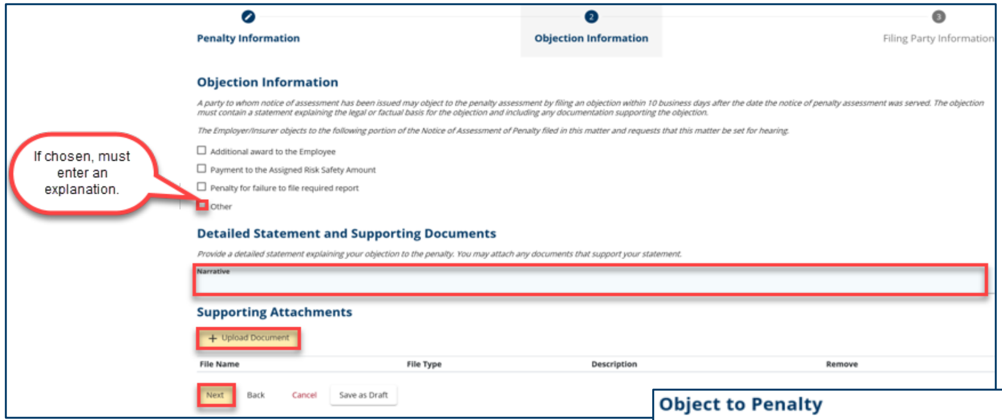
Penalty Details Page

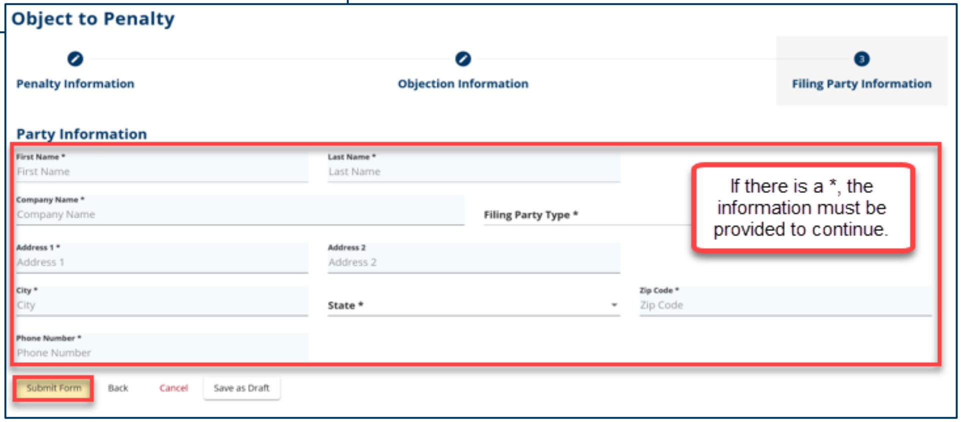
The Penalty Details page is where you can see all pertinent details to a current penalty. Also, you can take appropriate action on a penalty from this page.



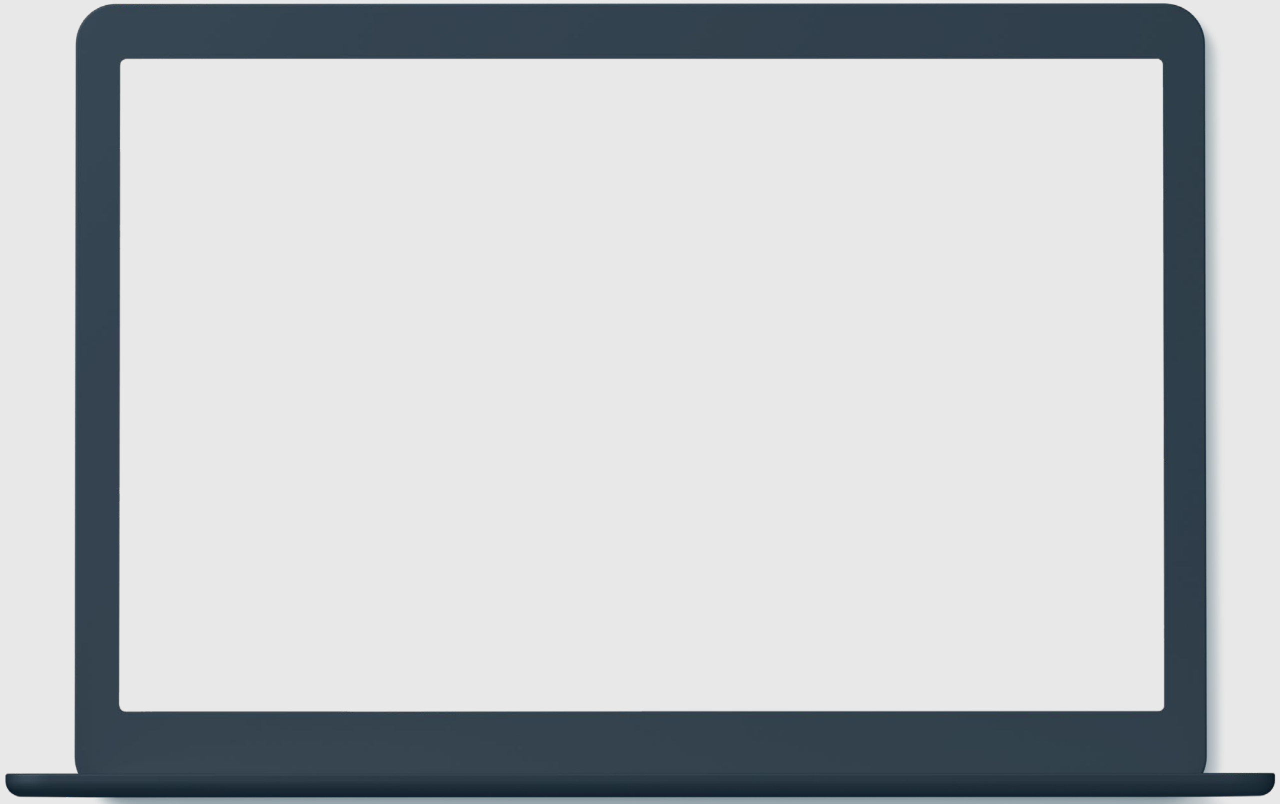
Object to Penalty Webform

- 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.





Demo



In this demo, you will see how to…

- View a Penalty Details Page
- File the Object to Penalty Webform

Agenda

1. **Trading Partner Portal** — *60 min*
2. **Requests for Information** — *30 min*
3. **Claim Reporting eFORMs** — *30 min*

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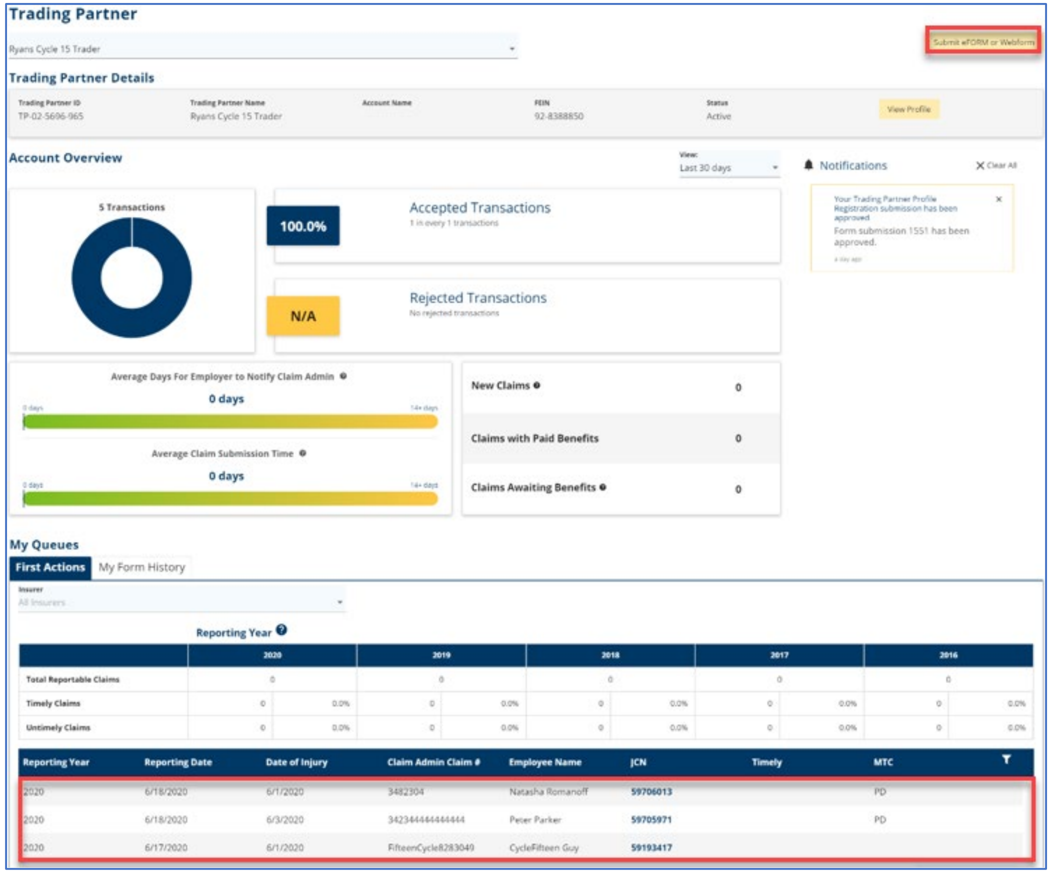
Navigating to eForm

- 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.



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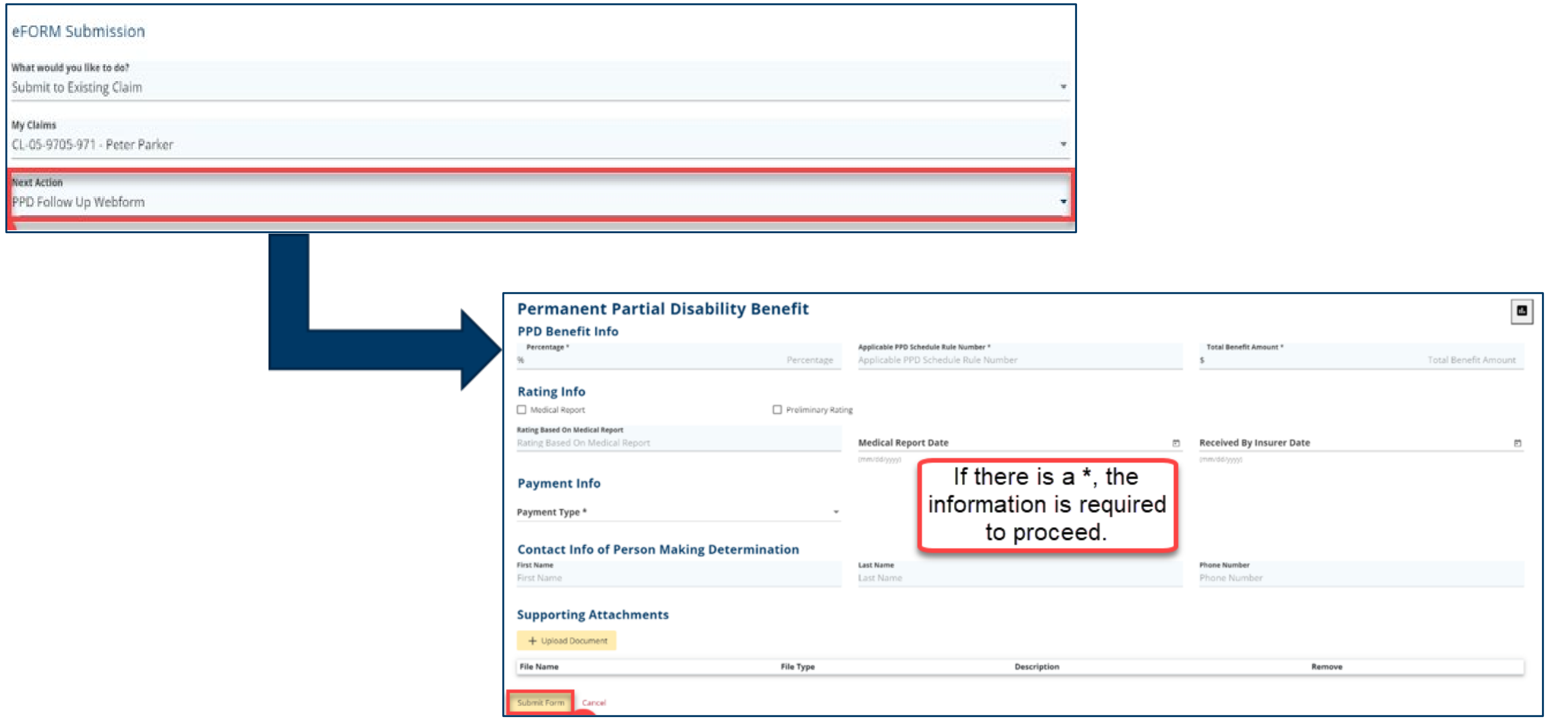
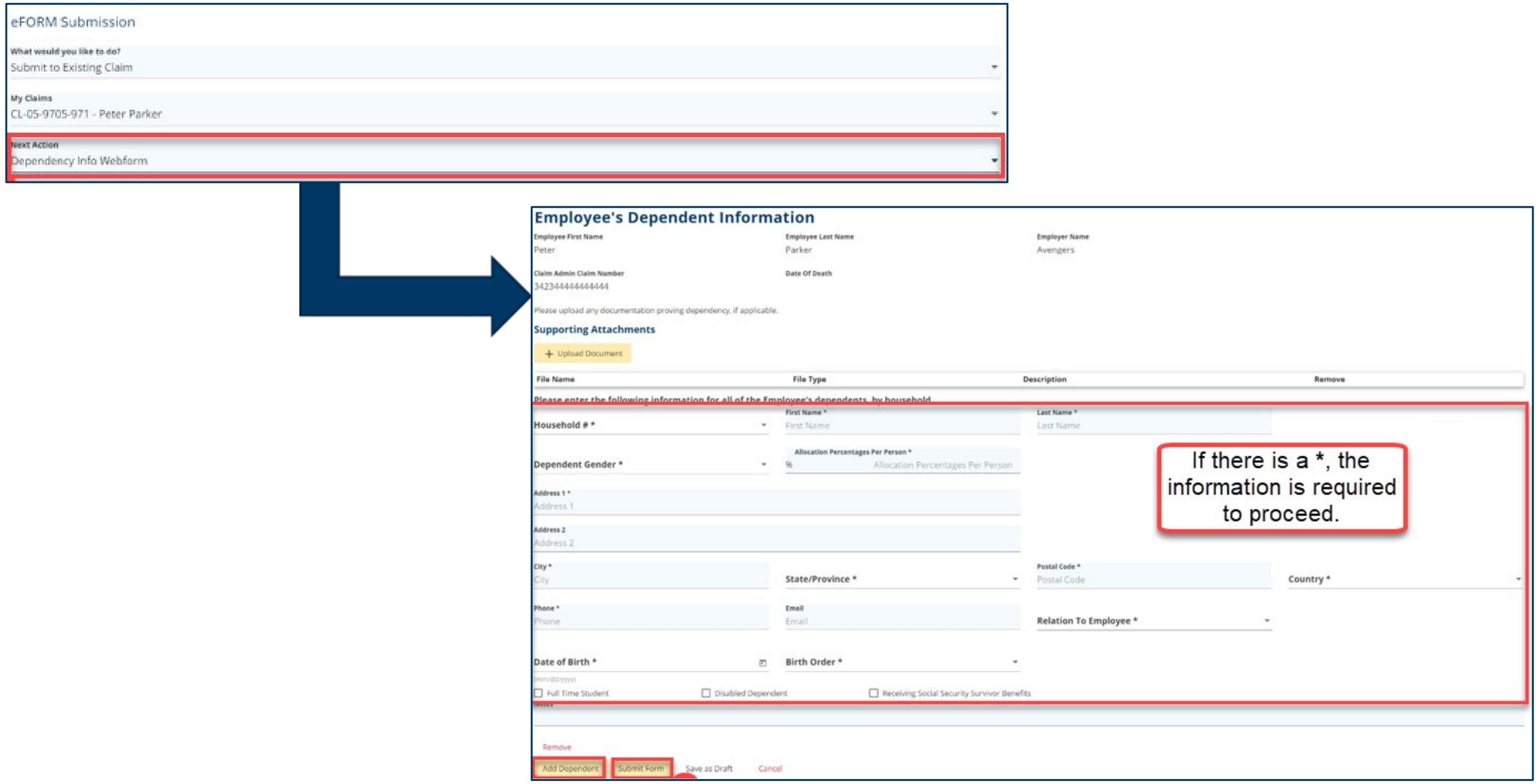
PPD Follow-up Webform

- 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

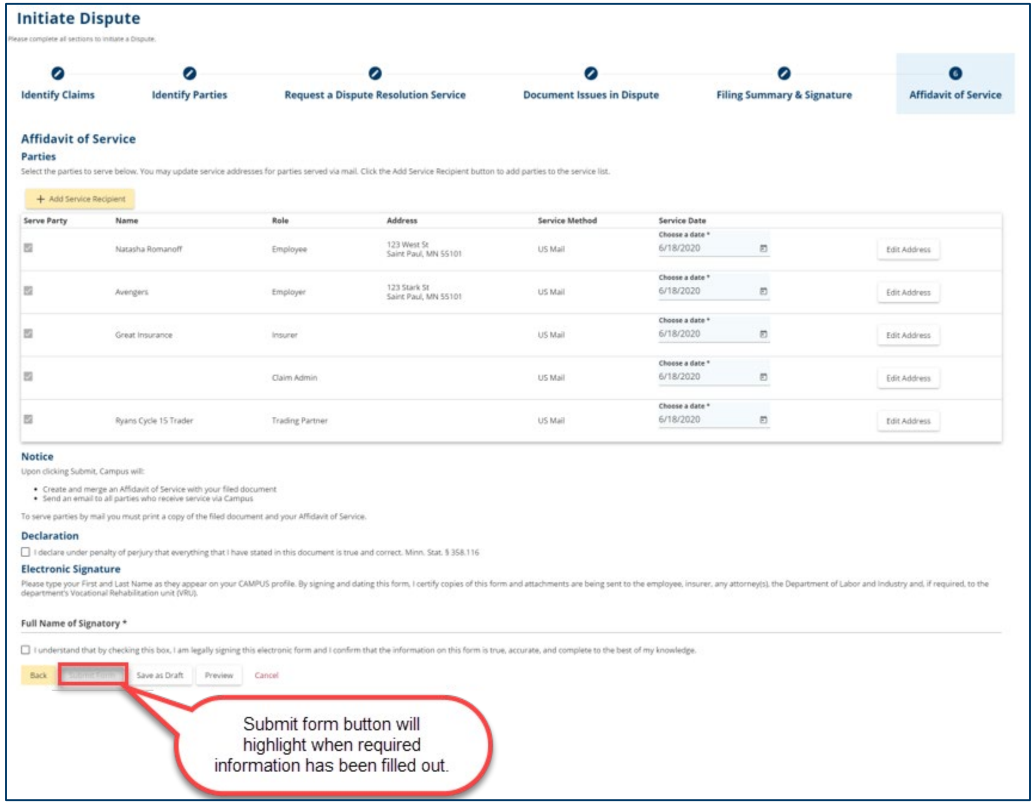
- To access, choose **Dependency Info Webform** from the list on the **eFORM Submission** page.
- The webform will display, just add the required information regarding the employee's dependents and click **Submit Form** to complete.



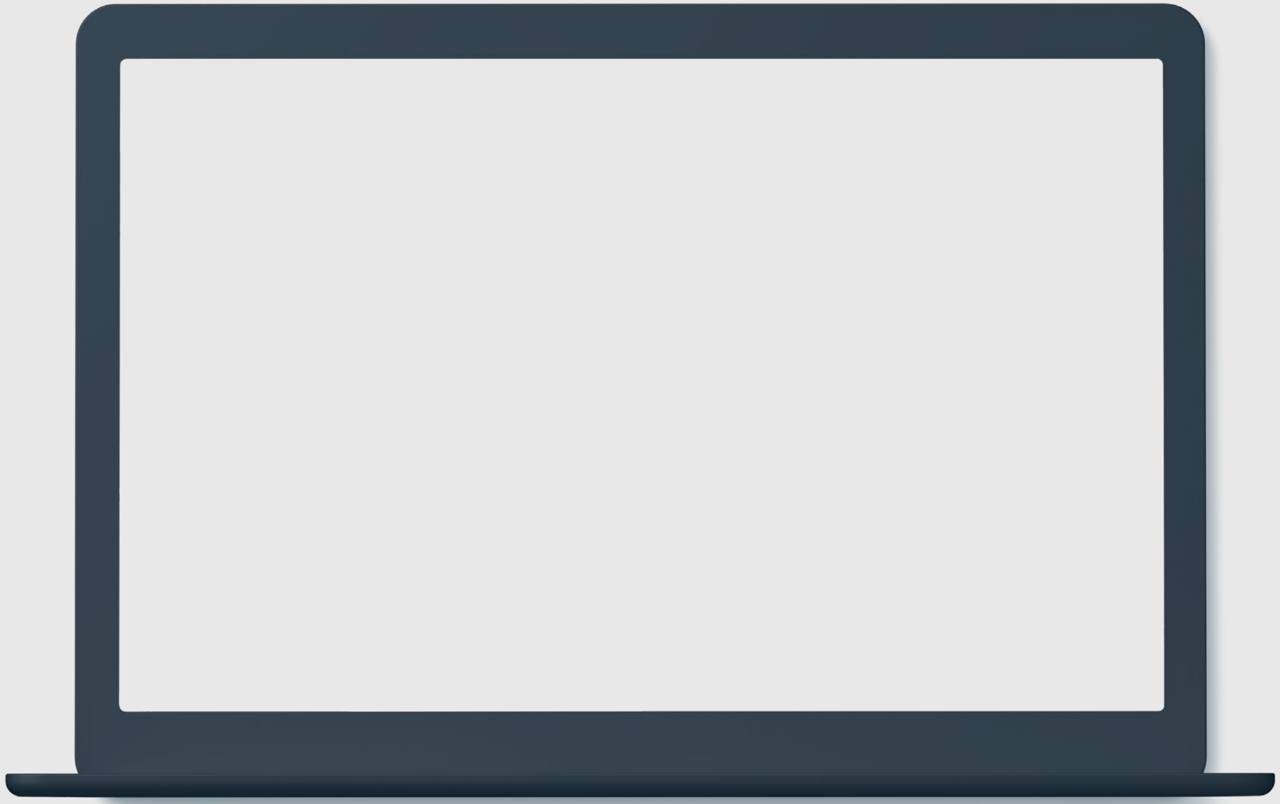
Serving Documents

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.



Demo



In this demo, you will see how to…

- View and understand the Dependency, PPD, Discontinuance and Disability Status webform

Congratulations in completing Trading Partner Overview!

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