

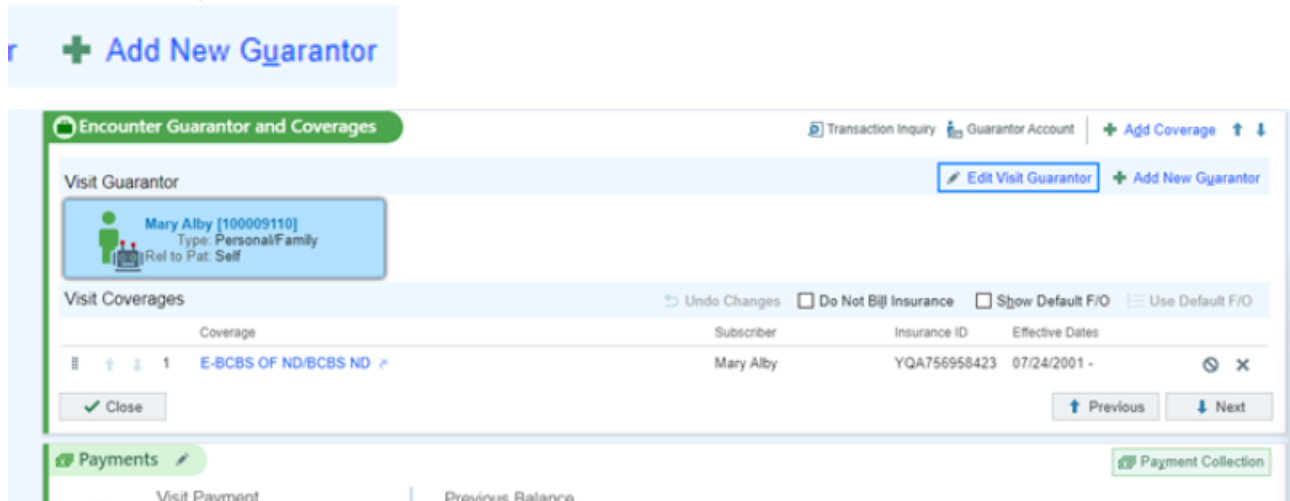
How to create WSI

See also: [Medical Training Guide - Scheduling WSI Visits.](#)

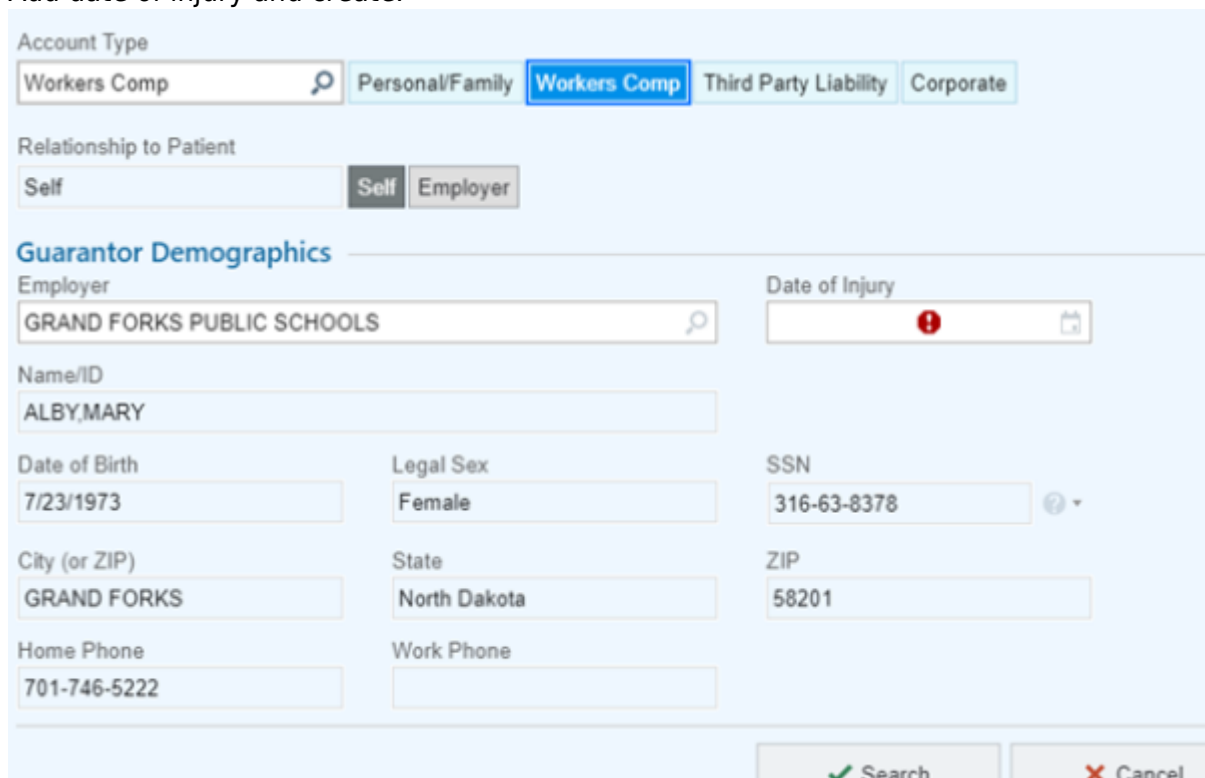
This information has been copied from the document “wsi - copy”

Note: this guide was created using a test environment. No real-world PHI is used in this guide.

1. Create a new guarantor.



2. Select Workers Comp.
3. Add date of injury and create.



4. Make sure the workers' comp guarantor is attached to the visit, then we will add WSI insurance to the visit.

Encounter Guarantor and Coverages

Am05202025grand Forks Public Schools [400000470] **W/C - Self**

- Address same as patient
- 701-746-5222
- Inactive
- Employer: Grand Forks Public Schools - Full Time
- Date of Injury: 5/20/2025

No coverages for this encounter

+ Add Coverage

Add a New or Existing Coverage

Create New Coverage

wsj

Filters

WORKFORCE SAFETY AND INS [401]
WORKFORCE SAFETY AND INSURANCE [276]
PO BOX 5585, BISMARCK, ND 58506-5585

Indemnity Worker's Comp PO BOX 5585, WORK COMP, WSI, ND ...

Member Effective Dates

Effective From	Effective To	Member ID	Verification Status
			New

This coverage is effective for this member for all dates

Subscriber

Subscriber Name: ALBY,MARY SSN: 316-63-8378 Employment Status: Full Time

Sex: Female Date of Birth: 7/23/1973 Subscriber's Patient Record: ALBY,MARY [1012863] Employer: GRAND FORKS PUBLIC SC... Address: EDUCATIONAL CENTER 2400 47TH AVE S

Demographics: Address Linked? No Address: 6597 MAPLE VALLEY DR City (or ZIP): GRAND FORKS State: ND ZIP: 58201 County: GRAND FORKS Country: United States of America

Subscriber ID: Rel to Guarantor: Self Home Phone: 701-746-5222 Occupation: TEACHER City (or ZIP): GRAND FORKS State: ND ZIP: 58201 County: GRAND FORKS Country: USA Phone: 701-746-2200

5. Add the workers comp number for the subscriber ID

Encounter Guarantor and Coverages

Am05202025grand Forks Public Schools [400000470] **W/C - Self**

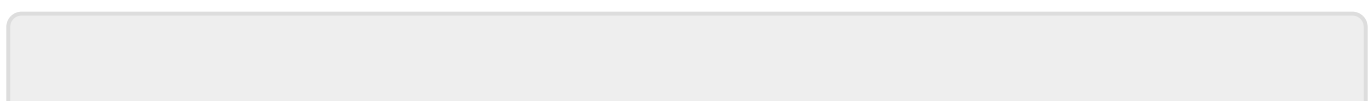
- Address same as patient
- 701-746-5222
- Inactive
- Employer: Grand Forks Public Schools - Full Time
- Date of Injury: 5/20/2025

WORKFORCE SAFETY AND INS [401]/WORKFORCE SAFETY AND INSURANCE [276]

Member ID: 125649235 Group: — Relationship to Subscriber: Self

Subscriber ID: 125649235 Effective for all dates

6. Scan all paperwork into the document center



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