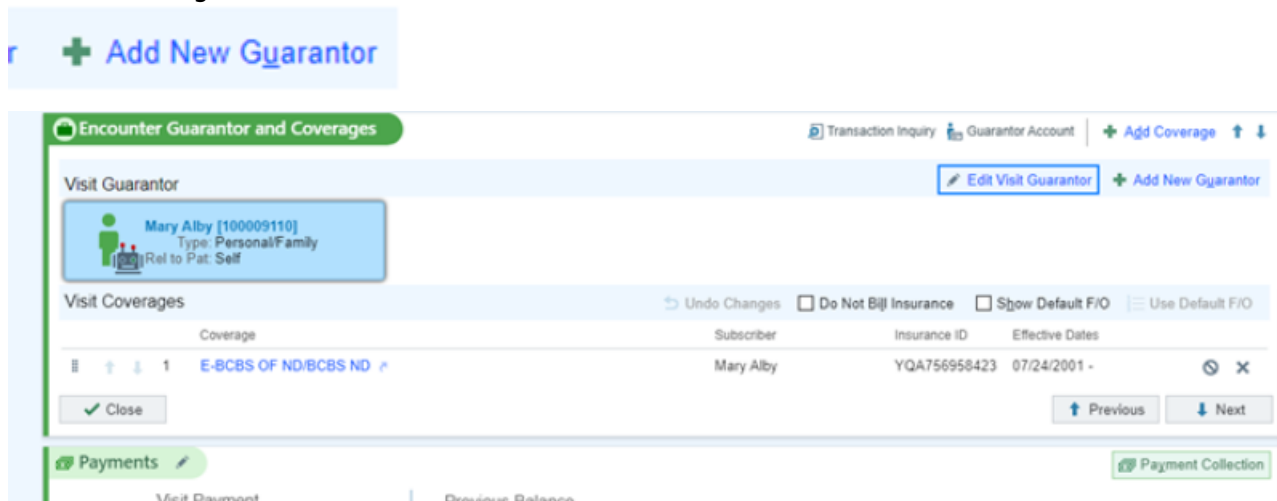


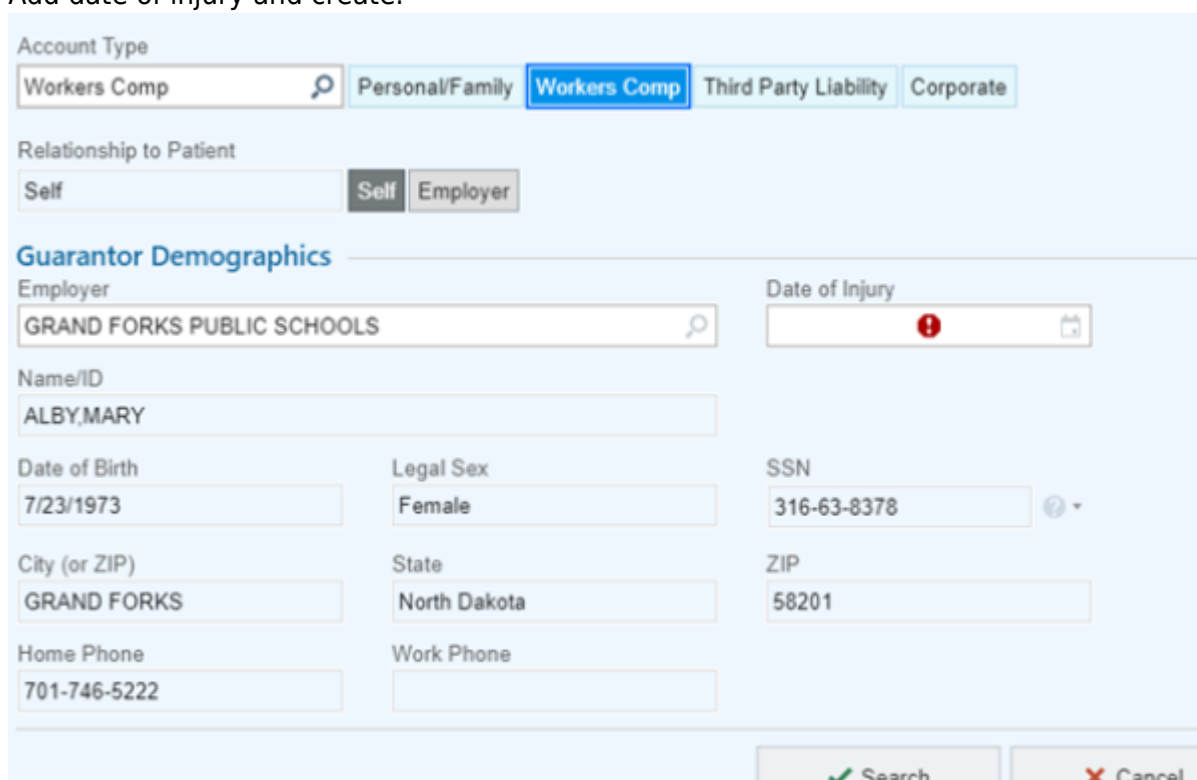
How to create WSI

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.



+ 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

+ Add Effective Date Range

This coverage is effective for this member for all dates

Subscriber

Subscriber Name ALBY,MARY	SSN 316-63-8378	Employment Employment Status Full Time	Address EDUCATIONAL CENTER 2400 47TH AVE S
Sex Female	Date of Birth 7/23/1973	Employer GRAND FORKS PUBLIC SC...	City (or ZIP) GRAND FORKS
Demographics Address Linked? No	Subscriber ID [Warning]	Employment Date	State ZIP ND 58201
Address 6597 MAPLE VALLEY DR	Rel to Guarantor Self	Employee ID	County Country USA
City (or ZIP) GRAND FORKS	Home Phone 701-746-5222	Occupation TEACHER	Phone 701-746-2200
State ZIP ND 58201	Work Phone		Fax
County GRAND FORKS	Fax		
Country United States of America			

5. Add the workers comp number for the subscriber ID

Encounter Guarantor and Coverages

Transaction Inquiry Guarantor Account + Add Coverage

	Am05202025Grand Forks Public Schools [400000470] 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 Subscriber ID: 125649235 Group: — Relationship to Subscriber: Self Effective for all dates
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6. Scan all paperwork into the document center

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