# How to create WSI

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**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.

5. Add the workers comp number for the subscriber ID

6. Scan all paperwork into the document center

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