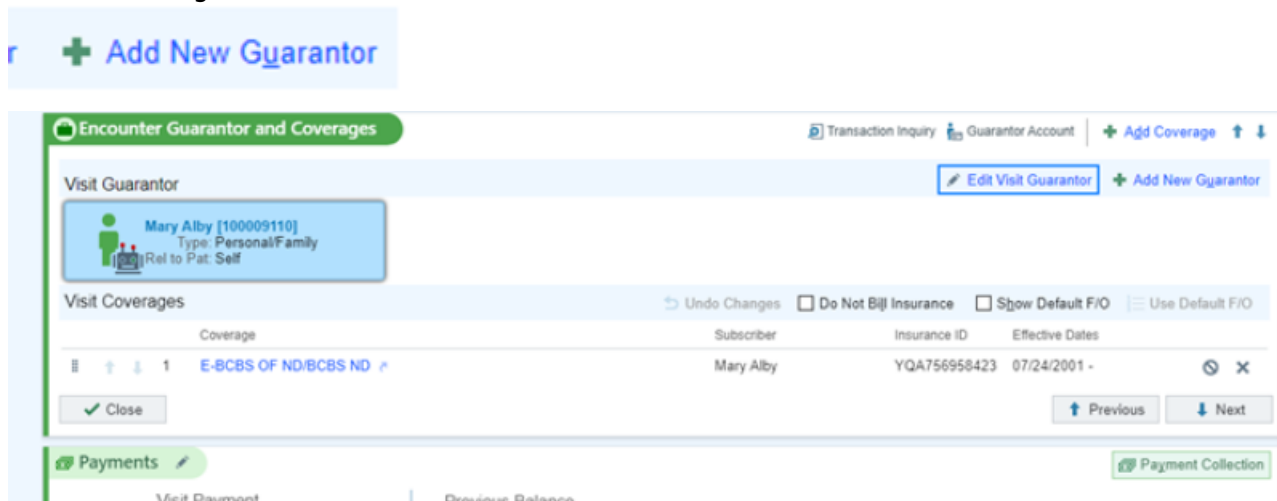


# How to create WSI

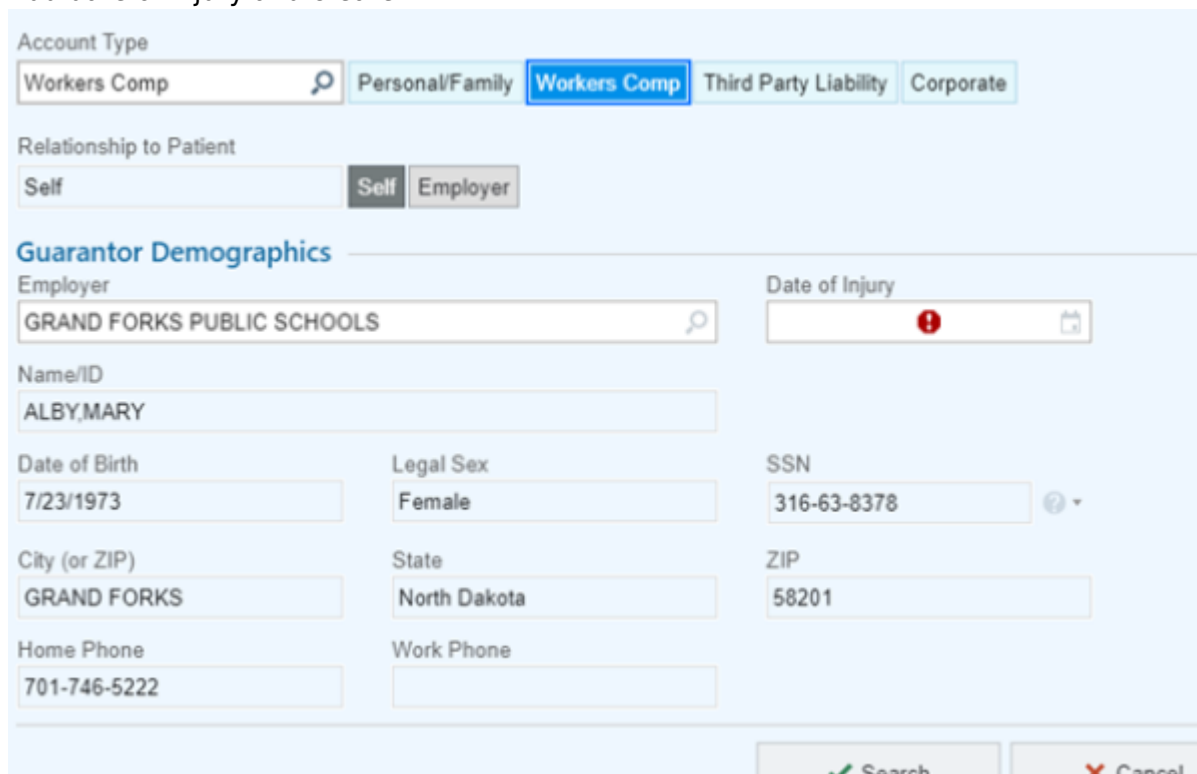
This information was copied from the document “wsi - copy”

**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] ⓘ Transaction Inquiry Guarantor Account + Add Coverage

**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**

Payments Payment Collection

### + 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 + Add Effective Date Range

Effective From	Effective To	Member ID	Verification Status
<span>ⓘ</span>	<span>⚠</span>	<span>⚠</span>	New <span>ⓘ</span>

**This coverage is effective for this member for all dates**

**Subscriber**

Subscriber Name: ALBY, MARY      SSN: 316-63-8378

Sex: Female      Date of Birth: 7/23/1973      Subscriber's Patient Record: ALBY, MARY [1012863] ⓘ Remove

**Demographics**

Address Linked?: No

Address: 6597 MAPLE VALLEY DR

City (or ZIP): GRAND FORKS      State: ND      ZIP: 58201

Country: United States of America

Subscriber ID: ⚠

Rel to Guarantor: Self

Home Phone: 701-746-5222

Work Phone: ⓘ

Fax: ⓘ

**Employment**

Employment Status: Full Time

Employer: GRAND FORKS PUBLIC SC... ⓘ

Employment Date: ⓘ

Employee ID: ⓘ

Occupation: TEACHER

Address: EDUCATIONAL CENTER 2400 47TH AVE S

City (or ZIP): GRAND FORKS

State: ND      ZIP: 58201

County: ⓘ      Country: USA

Phone: 701-746-2200

Fax: ⓘ

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

**W/C - Self**

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

Member ID	Group	Relationship to Subscriber
125649235	—	Self

Subscriber ID: 125649235      Effective for all dates

6. Scan all paperwork into the document center

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