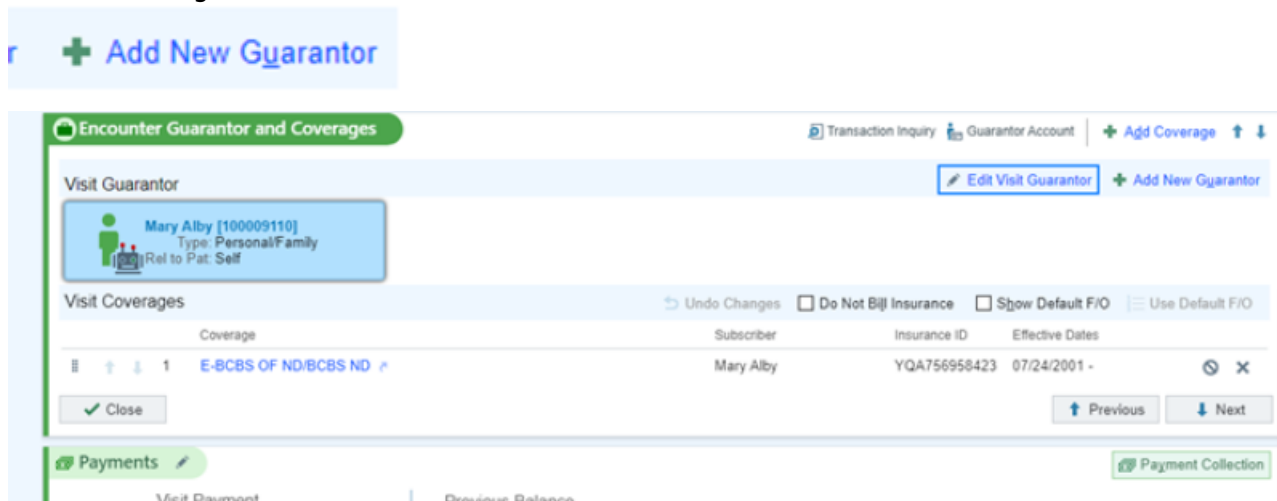


How to create WSI

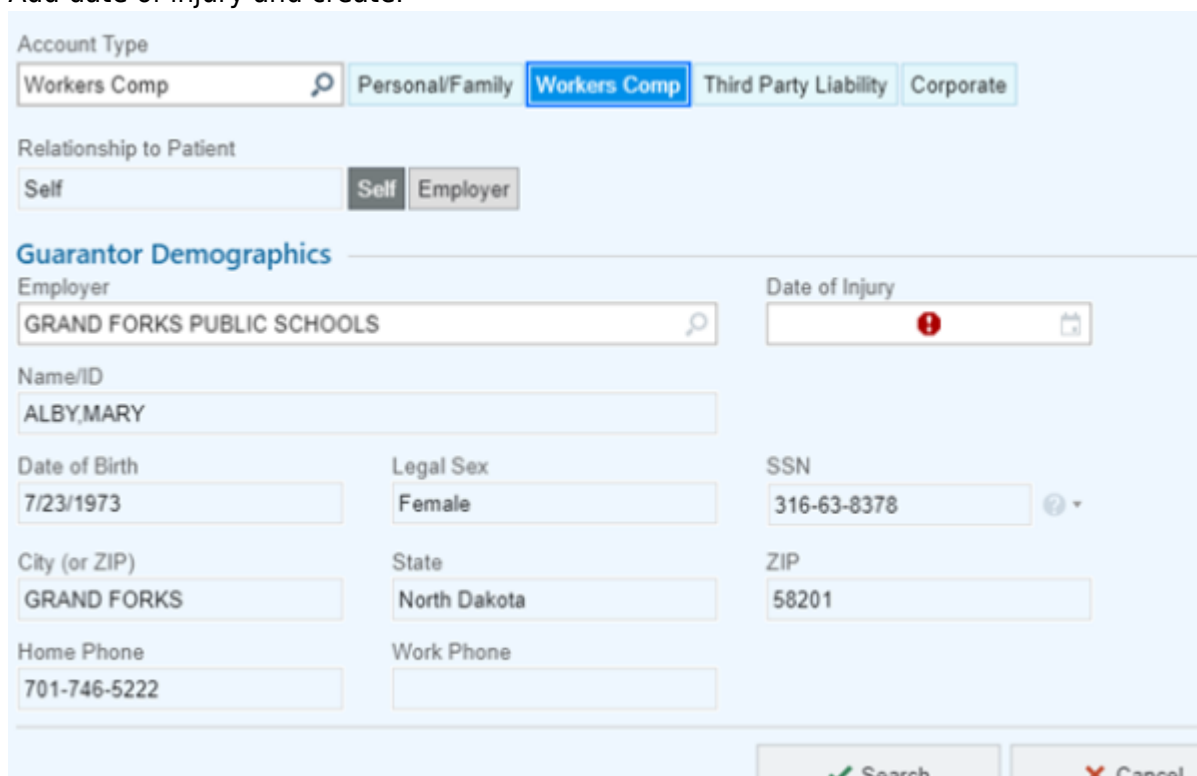
This information has been copied from the document “wsi - copy”

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 Transaction Inquiry Guarantor Account + Add Coverage

Am05202025grand Forks Public Schools [400000470] No coverages for this encounter

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

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 ...
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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 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 ⚠	Employment Date	State ZIP ND 58201
Address 6597 MAPLE VALLEY DR	Rel to Guarantor Self	Employee ID	County Country GRAND FORKS 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] **WORKFORCE SAFETY AND INS [401]/WORKFORCE SAFETY AND INSURANCE [276]**

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

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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