



**MINNESOTA**

WORKERS' COMPENSATION  
MODERNIZATION PROGRAM

Supplemental External Training: Session 1, Access to  
Documents

How to locate, view and save documents in Campus

How to file legal representation and request access for single or multiple claims.

How to request a referral to OAH

**Claims** are specific injury files (a single date of injury)

**Entities** are the **parties that exist** in the system to which transactions can be associated (e.g. employee, employer, insurer, QRC, medical provider)

**Transactions** are the “**things**” that will be worked on (e.g. claim, dispute, event, petition to vacate, reimbursement, penalty, coverage investigation)

# How to Locate, View and Save Documents

A legal representative of a party will be able to see all the claims for which they have access. Claims, Disputes and filed Forms are in separate tabs in the Dashboard and each can be filtered for searching. Documents for a specific Dispute are found in the Documents tab on the Dispute Page. Any document can be downloaded and saved to the user's own computer.

The screenshot shows a navigation bar with four tabs: 'Parties', 'Events', 'Related Cases & Claims', and 'Documents'. The 'Documents' tab is selected and highlighted in dark blue. Below the tabs is a table with the following headers: 'Document ID', 'Document Type', and 'Created'. A single row is visible with the document ID 'DO-02-4408-141' and the type 'Dispute Response (1 Attachment)'.

Document ID	Document Type	Created
> <a href="#">DO-02-4408-141</a>	Dispute Response (1 Attachment)	

## Document: DO-02-4408-141

The screenshot shows a document viewer window displaying a form titled 'Medical Response to Request for Assistance'. The form is from the Department of Labor and Industry, Workers' Compensation Division. It includes fields for 'WID or SSN' (123456789) and 'EMPLOYEE ADDRESS' (General Delivery).

Department of Labor and Industry  
Workers' Compensation Division  
(651) 284-6030 or 1-800-342-6364

WID or SSN 123456789	EMPLOYEE ADDRESS General Delivery
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# How to Locate, View and Save Documents

Multiple documents can be downloaded at one time: Select “Download All Documents.” Choose between downloading all documents in the claim or a set of documents (by type) in the claim. You will receive a notification when the zip file is ready to download.

The screenshot displays a web application interface with a navigation menu at the top: Parties, Claim Summary, Benefits, Documents (highlighted), Related Claims & Cases, Reporting History, and Claim Payments. A yellow button labeled "Download All Documents" is visible in the top right corner of the document list area.

Document ID	Document Type	Created By - Party	Created By - User	Created On	
> <a href="#">DO-02-4408-171</a>	Medical Record	LUMBERMENS UNDERWRITING ALLIANCE	Bill Preston	10/12/2020 1:31 PM	⋮
> <a href="#">DO-02-4408-137</a>	Notice of Representation		Herbert Garrison	10/12/2020 10:15 AM	⋮
> <a href="#">DO-02-4408-126</a>	Notice of Representation		Herbert Garrison		

An overlay dialog box titled "Download Documents" is shown, containing the following text and options:

Select the documents to be downloaded.

The selected documents, and their related attachments associated to this transaction will be prepared. You will receive an email when your zip file is ready for download; this process can take a few minutes.

All  Select Subset of Documents

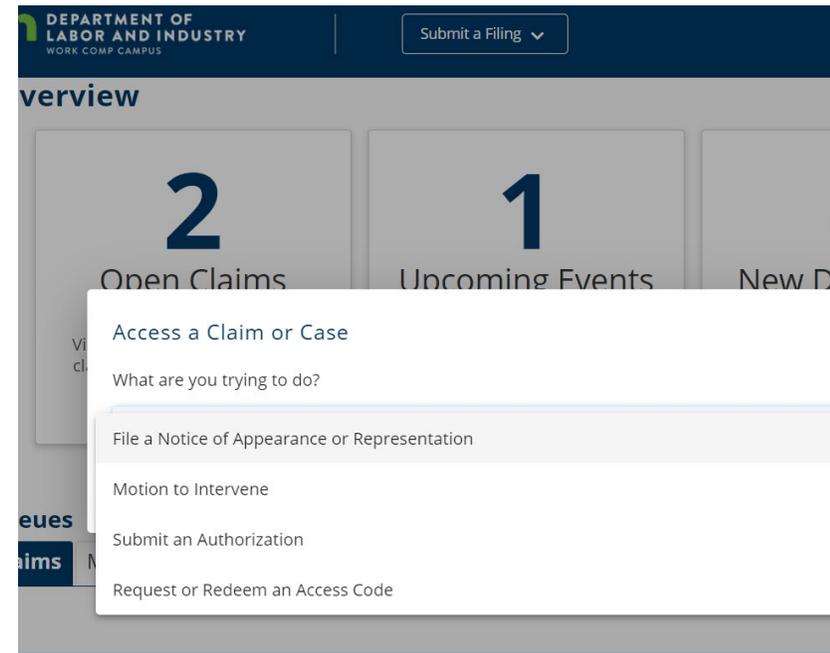
- Claim Access Authorization
- Claim Petition
- Commissioner Ordered
- Coordination RTW same ER
- Correspondence



# How to File Legal Representation and Request Access

## Requesting Access for Parties to the Claim:

In the user's queue, select "Access a Claim or Case." Select "File a Notice of Appearance or Representation." Enter the claim, select the party being represented. If the client is the employee, upload the signed authorization. If the lawyer's client is the employer/insurer, a Notice of Representation will be generated. Electronically sign and submit.





# How to Request Access

## **Requesting Access to a Claim for Which the Lawyer's Client is Not a Party:**

If the client is not a party to the requested claim, select "Submit an Authorization. Upload the signed authorization, specific to the claim for which access is being requested. Electronically sign and submit.

Following approval by DLI staff, the attorney will receive an email advising of the new access to the claim. The claim will be displayed in the My Claims tab of the dashboard.



# How to Request a Referral to OAH

The process of requesting a referral to OAH is unchanged with Campus.

A requesting party can call or send an email to the arbitrator or the DLI team.

The DLI team will then do an electronic referral of the dispute to OAH. As users of Campus, OAH will have access to all the claim documents in Campus.

# Questions

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