MINNESOTA

WORKERS' COMPENSATION MODERNIZATION PROGRAM

Supplemental External Training: Session 1, Access to Documents

Agenda

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

Terms

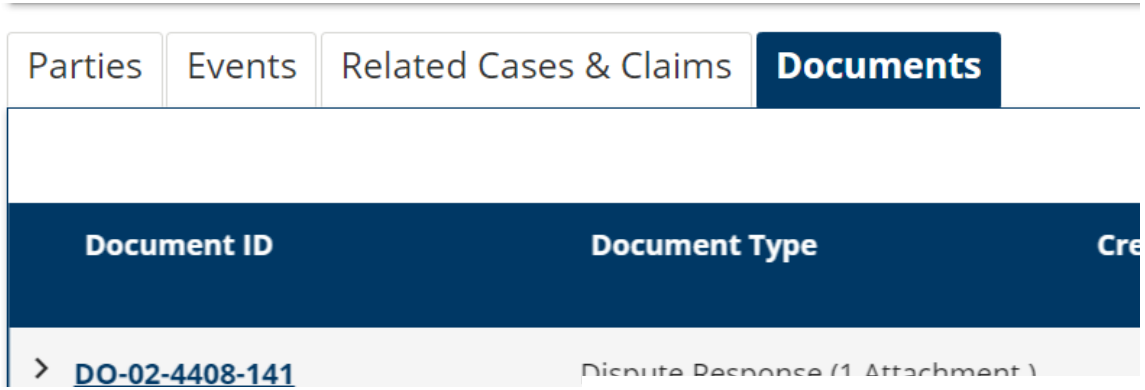
Claims are specific injury files (a single date of injury)

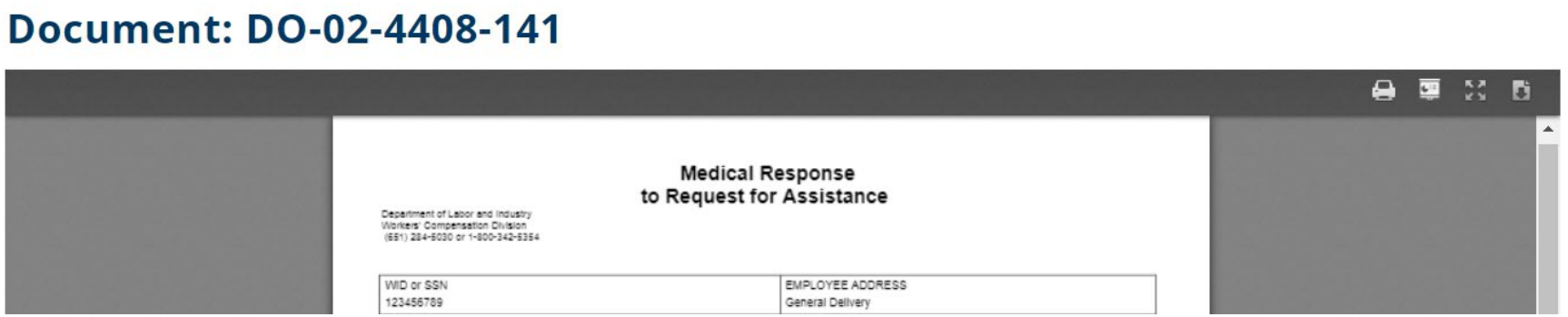
Entities are the **parties that exist** in the system to which transactions can be associated (e.g. employee, employer, insurer, QRC, medical provider)

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

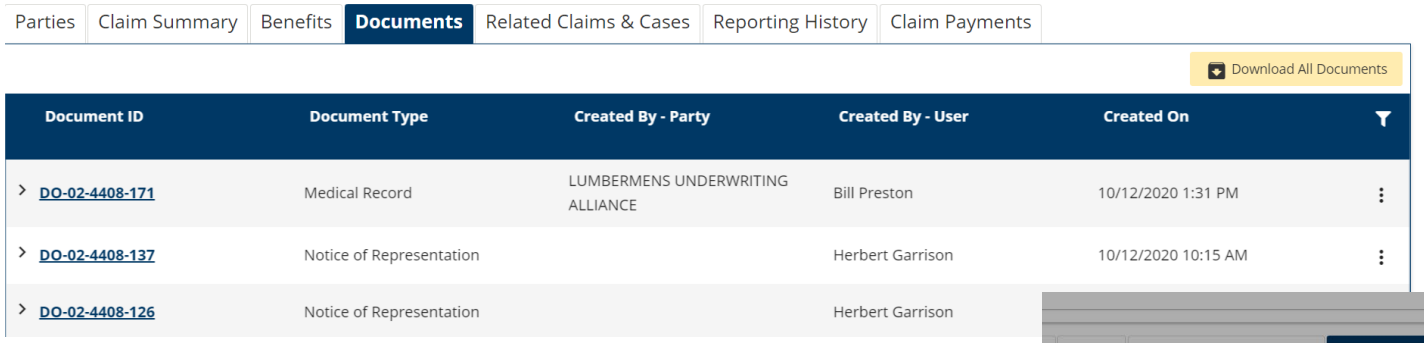
A legal representative of a party will be able to see all the claims for which they have access. Claims, Disputes and filed Forms are in separate tabs in the Dashboard and each can be filtered for searching. Documents for a specific Dispute are found in the Documents tab on the Dispute Page. Any document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

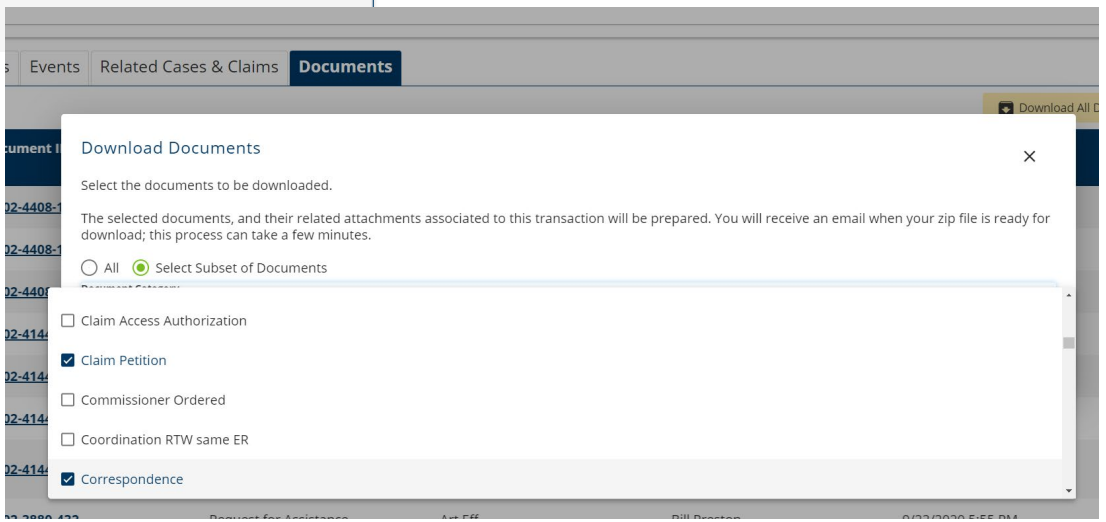




How to Locate, View and Save Documents

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.

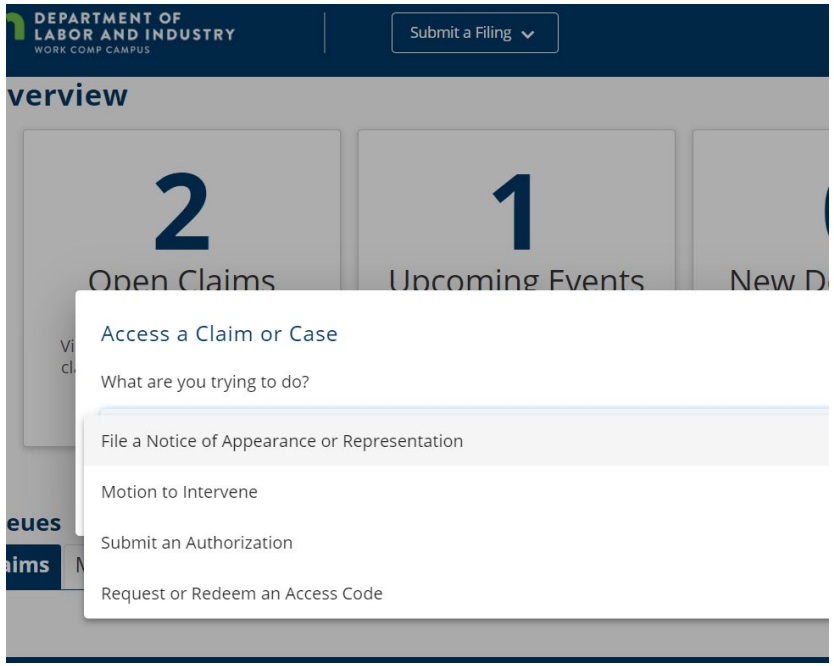




How to File Legal Representation and Request Access

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 bring 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.

DEPARTMENT OF LABOR AND INDUSTRY

Questions

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