Campus 201 for Insurers and TPAs
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Course Description
CAMPUS 201 Training for Insurers and TPAs will involve the variety of External webforms available to those associated users.

Audience
• Insurers and TPAs

Course Length
1.5 hours

Prerequisites
• Campus 101
Claim Reporting eFORMS 30 min
Requests for Information 30 min
Annual Claim Reimbursements 20 min
Assessments 20 min
Navigating to eForm

- To access, log into Campus with the appropriate external user account. (Ex. A Trading Partner acct)
- Once you have logged in, you will see the Submit eFORM or Webform button in the top right corner of the screen.
- You can choose to use this button for submitting an eFORM or you can choose a specific Claim from your My Queues section and submit an eFORM from the Claim Details page.
PPD Follow-up Webform

- To access, choose **PPD Follow Up Webform** from the list on the **eFORM Submission** page.
- The webform will display, just add the required information and click **Submit Form** to complete.
Dependency Webform

- To access, choose Dependency Info Webform from the list on the eFORM Submission page.
- The webform will display, just add the required information regarding the employee’s dependents and click Submit Form to complete.
Serving Documents
Some of the webforms in Campus have the ability to serve documents to all parties on the Claim through the Affidavit of Service.

- From the **Initiate Dispute** webform, you can access the **Affidavit of Service** webform page.
- To highlight the serving documents functionality, we can see the Affidavit of Service screen and the required information needed to serve parties on the Claim.
Missing Benefits Webform
Campus can be used by external parties to submit missing benefits. To file this, go to the **External Claim Details** page and click the **Submit a Filing** button. Provide any required information, attachments or additional details and **Submit Form** to complete.
Demo

In this demo, you will see how to...

- View, navigate and submit associated webforms
Agenda

1. Claim Reporting eFORMS - 30 min
2. Requests for Information - 30 min
3. Annual Claim Reimbursements - 20 min
4. Assessments - 20 min
Request for Info Email & Webform
When an internal user sends a Request for Information to an external user, they will receive an email with instructions on how to respond, as well as the number of days they are expected to respond within.
Request for Information

Request for Info Email & Webform

Navigation to the response is possible in two ways:

1. Do not navigate from the email link and use the PIN, which was sent in the email.
2. Navigate via the Submit a Filing dropdown in the dashboard. (Screenshot below)

This will prompt to enter a PIN, which will link responses to the correct request for information. Clicking the link in the email, will not require to entering a PIN. The log-in page will display, and from there, directly to the webform submission. If already logged into Campus, the webform will display.
Request for Info Email & Webform

On the next page, there are two buttons: **Download** and **View Document**. The **Download** button will allow the download of the actual request for information, while the **View Document** button will be able to view it in the browser.

The response cannot be submitted without a document uploaded. Once a document or multiple documents have been uploaded, they click **Submit** to complete the response.
Request for Info Email & Webform
Once a response has been submitted, the process has been completed. The user who submitted the response can view it on the My Forms Queue on their dashboard.
Penalty Details Page
When a Party has a penalty associated to them, they have the option to ‘Object to Penalty’ from their external account.
Object to Penalty Webform

DLI can also send alerts to Claim Admins when their first action is past due.

- They will receive an email indicating what is needed and with a link taking them to the associated claim.
- The link in the email will take them directly to the Claim, where they can view the details of the request and take the necessary action.
- Any filing can be done by using the Submit a Filing button and choosing the appropriate submission.
Object to Penalty Webform

- The main focus of the penalty objection webform is to provide the reason for why you are objecting.
- To submit the objection, you also must either attach documents, or provide additional information in the narrative section.
In this demo, you will see how to...

• Submit Requests for Information webforms
<table>
<thead>
<tr>
<th></th>
<th>Agenda</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Claim Reporting eFORMS</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Requests for Information</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Annual Claim Reimbursements</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Assessments</td>
</tr>
</tbody>
</table>
Submit a Filing
Annual Claim Reimbursements will be found on External Claim Details Page -> Submit a Filing Dropdown.

- Structure of webform follows listed order:
  - Choose Benefit Type
  - Choose Claim Status
  - Lump Sum Details
  - Filing Summary
  - Supporting Attachments
  - Electronic signature
- Only available on claim details page, not external homepage
SI vs SB vs Both
In the Choose Benefit Type Step, SI, SB or Both will be options from the dropdown and result in slight variations in the webform

- SI
  - Benefit Details becomes available
- SB
  - Reimbursement Details becomes available
- SI/SB
  - Will result in Both of the associated webforms displaying

SI Selection
Annual Claim for Reimbursement
Please provide the following information

SB Selection
Annual Claim for Reimbursement
Please provide the following information

www.dli.mn.gov
Annual Claim Reimbursements

Internal Approval
Webform submission must be approved by DLI Representative

- Once the submission is completed from the external side, the Incoming Webforms queue will be populated with an item for approval from DLI
- The options follow standard webform approval process:
  - View Submission
  - Approve
  - Reject
  - Send Email

<table>
<thead>
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<th>My Queues</th>
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<tr>
<td><strong>Tasks</strong></td>
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<tr>
<td><strong>Associated ID</strong></td>
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<tr>
<td>CL-05-9930-799</td>
</tr>
<tr>
<td>RP-02-5789-744</td>
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<td>RP-00-0000-102</td>
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<tr>
<td>RP-00-0000-102</td>
</tr>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

This webform submission does not contain attachments.
Following Internal Approval
Annual Claim is generated

- On Internal Site, claim can be viewed through the SCF Claim -> Annual Search
- Using an attribute that you recall from the Annual Claim submission, attempt the search

**Advanced Search**

<table>
<thead>
<tr>
<th>Entities</th>
<th>Transactions</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Type</td>
<td>SCF Claim</td>
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</tr>
<tr>
<td>Search</td>
<td>Annual Claims</td>
<td>Annual Claim Type</td>
</tr>
<tr>
<td>Employee Name</td>
<td>Piano</td>
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<tr>
<td>Employee WID</td>
<td>11-0000000000</td>
<td>Date of Injury</td>
</tr>
<tr>
<td>Preparer Name</td>
<td></td>
<td>Status</td>
</tr>
<tr>
<td>Claim Manager</td>
<td></td>
<td>Additional Status</td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Search Results**

<table>
<thead>
<tr>
<th>ID</th>
<th>Type</th>
<th>Employee</th>
<th>Date of Injury</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC-07-1513-695</td>
<td>SLSB</td>
<td>Christina Piano - EE-02-5776-657</td>
<td>6/1/2020</td>
<td>Final Claim</td>
</tr>
</tbody>
</table>
Annual Claim Reimbursements

Following Internal Approval
Notification is generated for the external user

- Notification will be viewed from the External homepage Dashboard

Trading Partner

Trading Partner ID: TP-CSS-6595-655
Trading Partner Name: Ryan's Cycle 15 Trader
Account Name: Ryan's Cycle 15 Trader
FEIN: 92-8588500
Status: Active

Account Overview

142 Transactions
100.0% Accepted Transactions
1 in every 1 transactions
N/A Rejected Transactions
No Rejected Transactions

Average Days For Employer to Notify Claim Admin: 1 day
Average Claim Submission Time: 543.9 days

New Claims: 14
Claims with Paid Benefits: 14
Claims Awaiting Benefits: 0

Submit eICRM or Refresh
View Profile
Demo

In this demo, you will see how to...

• Create Annual Claim (SI/SB) submissions
Claim Reporting eForms 30 min
Requests for Information 30 min
Annual Claim Reimbursements 20 min
Assessments 20 min
Special Comp Fund Assessment
Used for Insurers reporting benefits from the previous year

- From External Site Insurer Details Page, Insurers can generate their reports
- Once the button is clicked:
  - Button will become unavailable, as this is an annual submission
- Will need to be approved internally
Submit Insurer’s Report
Limited document for reporting

- Indemnity Benefits and Replacement Policy totals for the year have to be reported

Submit Insurer Report
Report the Indemnity amount paid by Demonstration IR during the 12-month reporting period 1/1/2019 - 12/31/2019

Indemnity Benefits
$ Indemnity Benefits

Replacement Policy
$ Replacement Policy

Submit Cancel
My SCF Assessment Reports Tab
Houses all associated Insurers results for Insurers Report

- Following the submission of report listed on prior slide (and internal approval), Reports will populate here
- All insurers for a given External account can be found on ‘My Groups’ Page
In this demo, you will see how to...

- Submission and display of Insurer’s Report
Congratulations in completing Campus 201 for Insurers and TPAs!