Group Management
Course Description

This course will review general processes for adding and removing users to your groups within Campus, as well as adjusting permissions for users and allocating claim and/or case access.

Audience

• External Campus Users

Course Length

1.5 hours

Prerequisites

None
1. Navigation
2. Roles, Permissions, and Relationships
3. Invitations, Adding, and Removing Users
4. Claim and Case Access
5. Questions
Groups In Campus

My Groups

- The **My Groups** screen lists the group that you are associated with.
- Each group that you are associated with shows the **Permissions**, **Group Admins**, and **Date Joined**.
Groups In Campus

- Groups in Campus allow for users to be associated to claims and cases that they need to access.
- Access to claims and cases will be granted to the Group, and then your membership to that Group will allow you to manage the information as needed.
- If you need to delete a member in this Group, click the Remove Member icon.
Agenda

1. Navigation
2. Roles, Permissions, and Relationships
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Roles, Permissions, and Relationships

- **Group Administrator** - able to add or remove members from the group and assign or revoke group permissions for each group member

- **Service of Process Designee** - receives documents requiring legal service through Campus

- **Designated Contact for Penalties** - receives penalties created and served within Campus

- **Designated Contact for Information Requests from DLI** - receives any requests for information from DLI (similar to the letters sent via mail today)

- **Profile Management** - able to update entity information, such as addresses or entity name

- **Claim Access Administrator** - manages access to specific claims and cases

- **Global Claim Access** – gives access to all claims associated with the group (this is limited to Insurer and TPA entities)
Roles, Permissions, and Relationships

Groups In Campus

- Each group that you are associated with shows the Permissions, Group Admins, and Date Joined.
Roles, Permissions, and Relationships

Groups In Campus

My Groups

- Permissions and roles are flexible, so users can have multiple permissions and/or roles, and multiple users may be assigned to a role.

Manage Group Members

- Group Administrator
  Members with this permission can add and remove group members, change permissions to existing members, and change relationships among members of applications.
- Service of Process Designee
  Members with this permission are included in the list of serviceable participants to be served anytime a filing is added to a claim, case, dispute, or appeal relating to your group.
- Designated Contact for Information Requests from DLI
  Members with this permission are contacted when DLI sends a request to their associated entity and receive a notification to respond to the request.
- Designated Contact for Penalties
  The users in this permission group will receive all communications related to Penalties for the Group.
- Profile Management Designee
  The users in this permission group will have access to the Edit Profile link, and have authority to Edit the profile of the TPA.
- Claim Access Administrator
  The users in this permission group will be able to administer users' access to Claims and Cases within the group.

Selected Items
- None selected.
Roles, Permissions, and Relationships

Groups In Campus

- For certain types of users, relationships can be established. Related users can take certain actions on behalf of others (e.g., paralegals may file on behalf of related attorneys).

△ Lindsey Crawford, Paralegal
All Locations

Permissions
- Group Administrator
- Service of Process Designee
- Designated Contact for Information Requests from DLI
- Profile Management Designee
- Claim Access Administrator

Relationships
- Erin Brockovich, Attorney
Agenda

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Groups In Campus

Manage Group Members

- As a Group Administrator, you have the ability to add users to Campus.
Groups In Campus

Manage Group Members

- You can also invite users to join Campus and/or your established groups.
Removing Group Members

Groups In Campus

Manage Group Members

- You can also remove members from your groups.
- Removing a member does not remove their access to Campus, only their access to your group(s).

Remove Members

Are you sure you want to remove this Member?

If you remove this Member, he/she will no longer be affiliated with this Group in Campus.

Remove Cancel
Agenda

1. Navigation
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Groups In Campus

- Claim and/or access can be granted to any and all members of your group.
- Members of Employer, Insurer, or TPA groups may allocate access to claims and/or cases via the Global Claim Access permission OR by specifically granting access at the claim level.
- Members of Law Firms or Rehab Firms may allocate access to cases, as claim access is assigned via authorizations or specific legal filings.

Aubree Johnson: Injury on 08/01/2020
Claim: CL-07-2921-189

Members with Access
- Angie Andresen
- Rose Scott
Claim and Case Access

Groups In Campus

- Access may be granted individually or in bulk.
1. Navigation
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Congratulations!
You have completed the Campus Group Management Training.

Reach out with any questions to DLI.WCMP@state.mn.us.