

Quick reference guide: Claim details page

Work Comp Campus will be used as the electronic system of records for all existing claims and new claims. A **Claim Details** page is set up to show detailed information about the claim, such as key dates, parties, benefits and payments. Claims will have permission-based access so the information is only visible to those who are given access.

Accessing your claims

If you are assigned to or are a party to any claim, the claim will show in your **My Claims** queue on the dashboard. In the queue, you will see summary information for all claims you are able to access. From the queue, you can click on the **Campus File Number** hyperlink to be taken to the **Claim Details** page.

My Queues						
My Claims	My Disputes	My Forms	My Rehab Cases	My SCF Assessment Reports		
						<input type="checkbox"/> Include Inactive
Campus File Number	Employee	Employer	Claim Admin	Date of Injury	Status	
CL-05-9190-972	Rory Gilmore	TEST INSURER	1Sith Insurer UPDATE	6/15/2020	Default Status Placeholder	
CL-05-9191-531	Craig Robinson	Minnesota Fried Chicken, Taylor Tools	New Brighton Insurance	6/1/2020	Default Status Placeholder	

Claim Details page

The Claim Details Page will show detailed information about the claim.

Dashboard > Claim: CL-05-9191-531

Craig Robinson: Injury on 6/01/2020

Claim: CL-05-9191-531 Default Status Placeholder + Submit Filing

Campus File Number 059191531	Employee Craig Robinson	Date of Injury 6/1/2020	Part of Body Injured 10: Multiple Head Injury
Employer Minnesota Fried Chicken	Insurer New Brighton Insurance	Claim Administrator New Brighton Insurance	

Claim Overview [down arrow]

Claim Details [up arrow]

Campus File Number 059191531	Claim Type
Date of Injury 6/1/2020	Time of Injury 12:00 am
Employee * EE-02-5696-957: Robinson, Craig	Employer * ER-00-0000-056: Minnesota Fried Chicken
Insurer * IR-02-5696-958: New Brighton Insurance	Employer's Insurance Status Insurer

Filing options from the **Claim Details** page include:

- Annual Claim Reimbursement
- Discontinuance
- Initiate a Dispute
- Disability Status Report
- Missing Benefits
- VRU Referrals

The tabs at the bottom of the page will show additional information, such as parties on the claim, documents, and related cases and claims.

Parties Claim Summary Benefits Documents Related Claims & Cases Reporting History Claim Payments Contact Parties

Employee Employer Insurer Claim Admin **File Reviewer**

File Reviewer

ID	Address		Service Method			
No Legal Service Required						
Name	Title	Email	Phone Number	Address	Default Service Method	Status
Spencer Wilson	Other Representative	minivikes@gmail.com	7034819944		Electronic	Active
Tom Bombadil	File Reviewer	DLITestExt1+genera19@gmail.com	1011111111		Electronic	Active

Helpful tips

- There is an **Other Filing** option that allows you to submit any document for the claim that does not fit any of the predefined webforms.
- Spend time looking at what is in each of the tabs. They have a lot of information, especially for related entities and transactions.
- If you do not see a claim in your **My Claims** queue, but you need access, you can request access in Campus by clicking the **Submit a Filing** drop-down menu on the dashboard, selecting **Access a Case or Claim** and then selecting **Request or Redeem an Access Code**.
- All sections (Claim Overview, Claim Details, etc.) can be collapsed and expanded by clicking the down-arrow on the right side of the **Claim Details** page.