

# Bulletin

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## **WORKERS' COMPENSATION BULLETIN 12-4**

**Date: December 2012**

**To:** Workers' Compensation Coordinators

**Subject:** iRISK Update

Thank you for your patience as we transitioned to iRISK, our new Risk Management Information System over the past weeks. Your willingness to learn a new method for reporting workers' compensation injuries is appreciated. We want to share a few updates that we have discovered or have learned from some of you who have provided feedback on iRISK.

- To ensure that you receive all email generated by iRISK, please add iRISK as a safe sender to your Microsoft Outlook. Directions on how to do this are posted on our WebPages. Click on the link "Adding iRISK as a safe sender."

<http://www.admin.state.mn.us/risk/wc/>

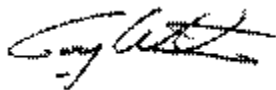
- You probably have not all encountered this yet, but when entering an incident through Self Service for an employee with a hyphenated last name, the reporter must enter the last name exactly how it is spelled in SEMA4. We recommend that the reporter first verify the spelling of the name in SEMA4 prior to entering the employee's name on the Incident Reporting form in Self Service.
- Please know that there is a slight time lag between the Incident Reporting through Self Service and the SEMA4 Look-up that occurs and populates employee specific data in iRISK. If you enter an incident and then immediately log into iRISK to complete the reporting process, you will likely be viewing the incident data in iRISK before the SEMA4 Look-up and transfer of data from SEMA4 has occurred. Please know that the interface will occur and that it occurs on an hourly basis throughout the day.

- We have posted an iRISK Browser Settings Reference Guide on our WebPages. The guide name is called iVOS, which is the same as iRISK. Click on the link titled Internet Explorer Configuration Guide. We encourage you to set your PC to these settings.

<http://www.admin.state.mn.us/risk/wc/>

If you have questions about the initial incident reporting process through Self Service or the completion of the reporting process in iRISK, please review the instructions on our WebPages through the link directly above this paragraph. If you have reviewed the instructions and still have questions, please contact me when you are inputting an incident and I will guide you through the steps.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary Westman".

Gary Westman, Manager  
Workers' Compensation Program  
Risk Management Program  
(651) 201-3030