iRISK Instructions

Completing the Initial Incident Report and Submitting the Incident to the Workers' Compensation Program

Step 2

June 21, 2013
Completing and Submitting the Initial Incident Report to Workers’ Compensation

The claim information used in these instructions is made up and do not reflect any employee or agency.

Overview

When an incident/first report of injury is reported and saved through the online incident report form (please see Incident Reporting – Internet-based First Report of Injury) an email is sent by iRISK to the designated agency Workers’ Compensation Coordinator (WCC) notifying them that an incident has been reported.

Once an incident is reported, the agency’s Workers’ Compensation Coordinator must access the incident in iRISK to complete the incident details and make a determination as to whether the incident is a potential workers’ compensation claim requiring a determination of liability and management by the Workers’ Compensation Program.

Definitions

Agency Workers’ Compensation Coordinator (WCC) – this is the designated agency representative for workers’ compensation.

Determination of liability – any incident where an employee has missed time from work because of the incident or has sought and received medical care from a provider must be submitted to the Workers’ Compensation Program for a determination of liability.

Incident – any event that has resulted in or could have resulted in personal injury or physical damage or loss.

Workers’ compensation claim – any incident where an employee is claiming that they will miss or will be missing time from work or that they will or have sought medical treatment for a work-related incident.

Requirements

The Agency Workers’ Compensation Coordinator (WCC) must have a valid iRISK login ID and password, computer with internet access, Internet Explorer web browser (version 7.0 or later with applicable settings), and email access. The WCC must also know the claim number of the incident that has been reported (will be provided within an email). For iRISK access, please contact John Sargent via email at john.sargent@state.mn.us. Or call John Sargent at 651-201-3031.
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Procedure Summary

1. Log Into iRISK.
   A. Open Internet Explorer and proceed to: [https://somn.esolutionsclient.com/ivos/login.jsp](https://somn.esolutionsclient.com/ivos/login.jsp).
   B. Type in your Login ID.
   C. Type in your Password.
   D. Hit the Enter key or click on Login.
   E. The iRISK Claimant Search tab will open.

2. Enter the full claim number formatted as WC-xx-xxxxx in the Claim # field.
   **Note:** the claim number field will default with the WC.

3. Click on the Search button. The desired claim will be displayed in the Overview table.
4. Select the desired claim by double clicking on the claim. A new browser window will open with the claimant name. The Claim Tabs will be displayed in the newly opened window.

5. Click on the Claim tab.

6. The Claim tab will open. Click on the “+” sign to expand all of the Claim Tab data fields. Clicking the “-” will collapse the data fields.
8. Assign the 6 character Workers’ Comp Organizational Code.
   Note: you must enter the 6 character Organization Code or you will receive the following error and you will not be able to save the claim.

   Orly Leaf Organizations Can be Selected.

Note: if an incorrect Organization Code has been entered, please contact John Sargent (651) 201-3031: john.sargent@state.mn.us.

A. If you hover your mouse over the in the middle of Insured and Coverage Information section. You will see the current Organization Code assigned to the claim that was entered during the “Incident Reporting - Internet-based First Report of Injury Step 1” process.
B. To select the 6 character Organization Code, click on the button in the middle of Insured and Coverage Information section.

C. You will receive the following Page Tree screen with the Organization Code information that was selected during the Incident Reporting - Internet-based First Report of Injury Step 1 process displayed on the right hand side of the screen.
Note: drag the center scroll bar to the right to view the full Organization Code description in the tree.

D. Use the scroll bar on the left section of the screen and scroll down until you see the Organization Code highlighted in yellow. See following example.

Note: this is the 3 character Organization Code entered during the Incident Reporting - Internet-based First Report of Injury Step 1 process.
E. Click on the + to expand the Organization Code down the tree. Continue to expand the Organization Code tree to the lowest level, which will be when there are no more signs.

F. Click on the proper 6 character Organization Code to highlight it and to populate the right side of the screen. Click the OK button in the upper right of the screen. The Organization Code will populate back into the main screen. Hover your mouse over the enter to confirm your entry.
   A. Click on Body Part link highlighted in the following picture.
B. Click on the drop down menu for the Body Part and select the body part by clicking once on one of the body parts in the menu. You can scroll up or down in the drop down menu using your mouse.

Note: to add multiple Body Parts complete steps C thru F.

C. Click on the drop down menu for the Compensability Decision and select FRI Body Part.
D. Click on the drop down menu for the Primary Diagnosis. This must be set to Yes by selecting that answer using the drop down menu. **Note:** when entering Multiple Parts, you must select this as the Primary Diagnosis before you can add any individual Body Part codes.

E. Click on the drop down menu for the Nature of Injury. Select the most appropriate Nature of Injury code by clicking once on your selection in the menu. You can scroll up or down in the drop down menu using your mouse.
F. To **SAVE** the data that you have entered (Body Part, Compensability Decision, Primary Diagnosis and Nature of Injury), click on the **SAVE** button at the top of the screen. If you do not click on **SAVE**, the data you have entered will not be saved.

G. If **Multiple Parts** was entered, you can now add any additional individual Body Parts. Click on the **Add** button.
**Note:** you only have to complete the Body Part field for each additional Body Part. Click on Save after each Body Part entered.

H. When you have completed the entry of data on the Body Part screen, click on **OK** and you will return to the Claim tab.

10. Assign the incident cause by clicking on the drop down menu for Claim Cause. You can scroll up or down in the menu using your mouse. Click once on the Claim Cause that you want to select.
11. Assign incident source by clicking on the drop down menu for the Source of Injury. You can scroll up or down in the menu using your mouse. Click once on the Source of Injury that you want to select.
12. Enter any Employee Activity (optional). What the employee was doing at the time of the incident.

13. Initial Treatment (optional). If there is no information showing in the Initial Physician and medical treatment displays, you can enter the information. If known during the initial reporting of the incident in iRISK (Incident Reporting – Internet-based First Report of Injury Step 1), it is likely that it will have been entered then. If not, this is another opportunity to enter the information. It is helpful to the claims specialist if you can complete this information.
14. You must click on the **SAVE** button to save the Claim Cause, Claim Source, Employee Activity and Initial Treatment.

**Submitting the Claim**

1. If the Status and Assignment section isn’t expanded, click on the ▼ to expand it.
2. Click on the drop down menu for the Type field and select the appropriate Type.
   A. **Incident Only** - this can be selected if there is No Lost Time or medical treatment as a result of the incident.
   B. **Pending** - all claims entered thru the Incident Reporting - Internet-based First Report of Injury process are assigned this Type. No claim should sit in Pending for more than 3 calendar days with the exception of holiday weekends.
   C. **Submit to Work Comp** - if there is Lost Time or medical treatment caused by the incident then the Type should be changed to Submit to Work Comp.

3. Click on the **Save** button.
   
   *Note: once the Type on the claim is saved with the Submit to Work Comp, most of the tabs and fields will become Read Only. Any fields associated with OSHA recordkeeping, Incident Investigation and tracking will remain active for management by the agency.*
4. Click on Exit Claim in the File drop down on the Tool Bar.
5. Click on iRISK Log Out in the File drop down to exit iRISK.