

State of Wisconsin
STARSWEB USER'S GUIDE
Worker's Compensation

Created March 2004

Scope: The STARSWeb Worker's Compensation User's Guide will provide the user with standard procedures and definitions as a basis for consistent and accurate data entry into the statewide information system. This manual is to be accompanied by the "Help" button in STARSWeb.

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FORMS

Who Should Be a STARS OR STARSWeb User?

STARS is meant to be used by the Bureau of State Risk Management and delegated risk management offices. Users include risk managers, supervisors, claims managers, and claims support staff.

STARSWeb is meant to be used by all other State Agencies, and campus. STARSWeb is use for:

- Entering worker's compensation and property claims
- Reading worker's compensation and property claims
- Producing and running management information reports on worker's compensation and property claims

Please note that agencies and campuses will only be able to see data for their institutions.

Check List For Technical Access To STARSWeb

The checklist on the next page is recommended for all users prior to training on STARSWeb or attempting to use STARSWeb. The checklist will help indicate the user has sufficient technical capability to successfully access STARSWeb.

Each completed checklist should be retained on file by the agency or campus information technology network unit.

Users experiencing difficulty meeting the requirements or accessing STARSWeb should contact their agency information systems support personnel, particularly networking support.

**STATE OF WISCONSIN
CHECK LIST FOR TECHNICAL ACCESS TO STARSWEB**

The following checklist should identify readiness to access the State's new interactive property, liability, and worker's compensation risk management Internet site, STARSWeb. This checklist should be prepared by, or for, each end user of STARSWeb prior to obtaining access authority for the system.

Please obtain assistance from your agency or campus information technology network staff if you need help in completing this form.

Please complete this checklist and send it to your agency or campus information technology network staff.

Client Workstation Requirements Checklist

1. Browser Support: Microsoft Internet Explorer 6.0 or above, or Netscape 4.5 or above

YES: _____ Specify Version: _____.

2. Cookies are required to maintain session and list of recent claims

YES: _____

3. Explorer must accept ActiveX controls (used by Crystal Reports to view reports via the Internet).

YES: _____

4. Netscape must accept Java Applets (used by Crystal Reports to view reports via the Internet).

YES: _____

NAME: _____ AGENCY: _____ DATE: _____
(print)

INFORMATION TECHNOLOGY APPROVAL: _____ DATE: _____

STARS/STARSWEB Users Agreement

The User Agreement on the next page is required for all users prior to authorization to use STARS or STARSWeb.

The purpose of the agreement is to document each user's commitment and awareness of confidentiality of all state risk management claim documents and materials. This agreement will also register each user and enable the Bureau of State Risk Management and delegated claims management agencies to maintain an up-to-date registry.

Deleting Users

Each agency/campus should notify the Bureau of State Risk Management and delegated claims management agencies when a user is to be deleted from STARS or STARSWeb.

STARS/STARSWEB USER AGREEMENT

The User Agreement authorizes use of the State of Wisconsin's worker's compensation, property, or liability "STARS" risk management information system and/or STARSWeb. This agreement must be signed and approved before the user is issued a user identification and password to STARS and/or STARSWeb.

This agreement is between _____ , hereinafter referred to
(User Name)

as the "user" of the _____ , and the Bureau of State
(Agency/Campus)

Risk Management, Department of Administration hereinafter called the "Department."

"Authorized person" means, any employee of the Bureau of State Risk Management (BSRM) or individual within the agency designated as a "user". Designated users must have an approved user agreement on file.

The user agrees that all information on any claim for State of Wisconsin worker's compensation, property, or liability is completely confidential and shall only be disclosed to authorized persons. Information extends to paper files and any electronic files, and attached videotapes, audiocassettes, photographs and any other material constituting the claim file.

The user shall maintain paper files and electronic files and attachments in a safe and secure manner, protecting such files from exposure to any person other than an authorized person.

User acknowledges disclosure of above claim information to other than authorized persons may result in the user being relieved by the department of access to State claims records. The department may, in its discretion, restrict or deny access to STARSWeb at any time.

User Function: Risk Manager Human Resource Manager

Worker's Compensation Coordinator Property Adjuster

Health & Safety Manager Claims Adjuster: _____

Other: _____

STARS System: STARS STARSWeb (Check as applicable)

User

Approved

By: _____
(Signature)

By: _____
(Supervisor)

Name: _____
(Written Name)

Name: _____
(Written Name)

Title: _____

Title: _____

Date: _____

Date: _____

Agency: _____

Phone Number: _____

E-Mail Address: _____



Received By BSRM: _____ Date: _____

Please complete this agreement and send it to Kathy Hastert, c/o Bureau of State Risk Management, 101 East Wilson Street, 5th Floor, Madison WI.

If you are using U.S. Mail, please send it to PO Box 77008, Madison WI 530707-7008. If you have any questions, please call Kathy Hastert at 608-267-6955, or Hiram Shaw at 608-267-2728.

If you are an employee of the Department of Transportation, please send an additional copy of this Agreement to: Kevin Gehrmann, Risk and Safety Management Services, Department of Transportation, 4802 Sheboygan Avenue, Room 751, P.O. Box 7915, Madison, WI 53707-7915.

If you are an employee of the University of Wisconsin System, or a System campus or unit, please send an additional copy of this Agreement to: Sheri Ackley, Office of Safety and Loss Prevention, University of Wisconsin System, 780 Regent Street, Room 145, P.O. Box 8010, Madison, WI 53708-8010.

A copy of this form, acknowledged by BSRM, will be returned to the user. Each user will be notified when access is made available.

* Each Agency/Campus should notify the Bureau of State Risk Management and delegated claims management agencies when a user is to be deleted from STARS or STARSWeb.

LOGGING INTO STARSWEB

The address for STARSWeb on the Internet is:
HTTPS://STARSWeb.Wisconsin.gov

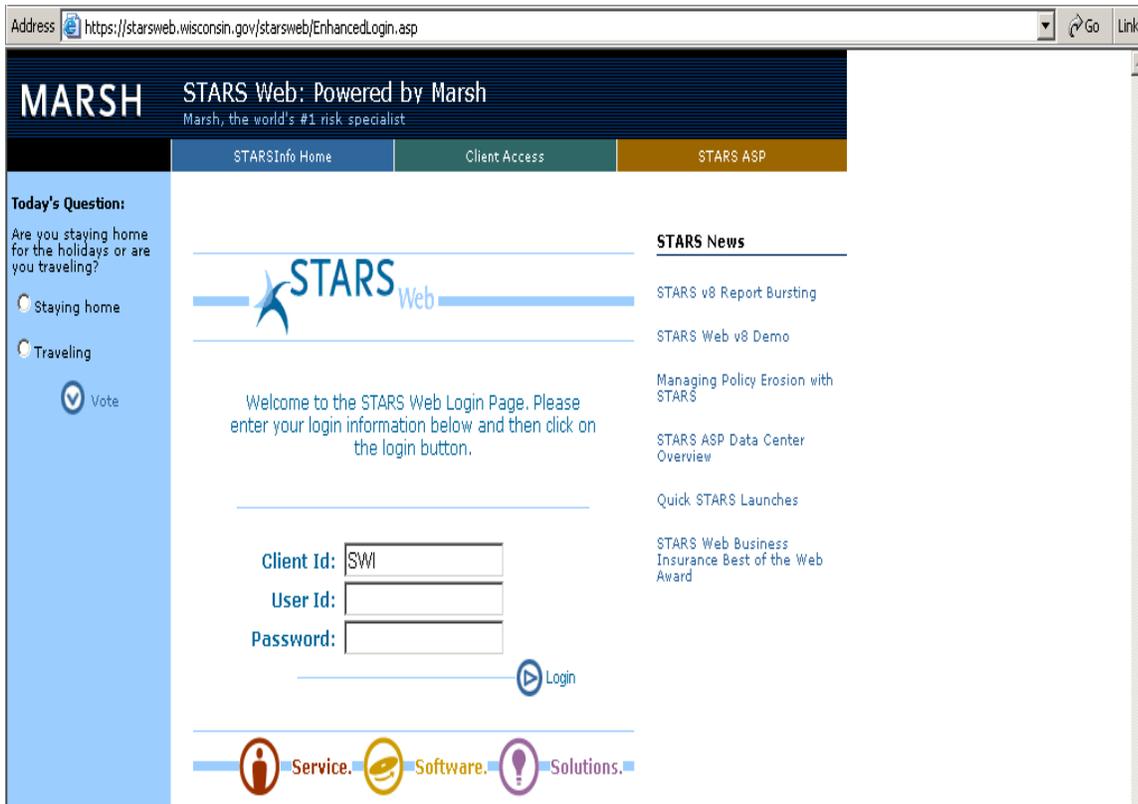
Client ID field: SWI

User ID:

Password:

Click on the Login Button:  Login

Your STARSWeb User ID & Password are assigned to you after you have completed the User Agreement and have been added to the STARS/STARSWeb system. See "Forms" section to sign up for access.



The screenshot shows a web browser window with the address bar displaying <https://starsweb.wisconsin.gov/starsweb/EnhancedLogin.asp>. The page header features the MARSH logo and the text "STARS Web: Powered by Marsh" and "Marsh, the world's #1 risk specialist". Below the header is a navigation bar with three tabs: "STARSInfo Home", "Client Access", and "STARS ASP".

The main content area is divided into three columns. The left column, titled "Today's Question:", contains a poll question: "Are you staying home for the holidays or are you traveling?". There are three radio button options: "Staying home", "Traveling", and "Vote" (which is selected). The middle column contains the "STARS Web" logo and a welcome message: "Welcome to the STARS Web Login Page. Please enter your login information below and then click on the login button." Below this message are three input fields: "Client Id:" with the value "SWI", "User Id:", and "Password:". A "Login" button with a play icon is located below the input fields. The right column, titled "STARS News", lists several news items: "STARS v8 Report Bursting", "STARS Web v8 Demo", "Managing Policy Erosion with STARS", "STARS ASP Data Center Overview", "Quick STARS Launches", and "STARS Web Business Insurance Best of the Web Award".

At the bottom of the page, there is a footer with three icons and text: "Service." (with a person icon), "Software." (with a laptop icon), and "Solutions." (with a lightbulb icon).

Location Based Security

As a STARSWeb user you are able to view claims based on your security level. Generally, you are limited to view and run reports for your agency or campus, only.

MY STARS HOME PAGE

The Home Page of STARSWeb has three sections; "My Tasks & Bulletin Board," "My Links" and "My Reports & Alerts."

My Tasks & Bulletin Board

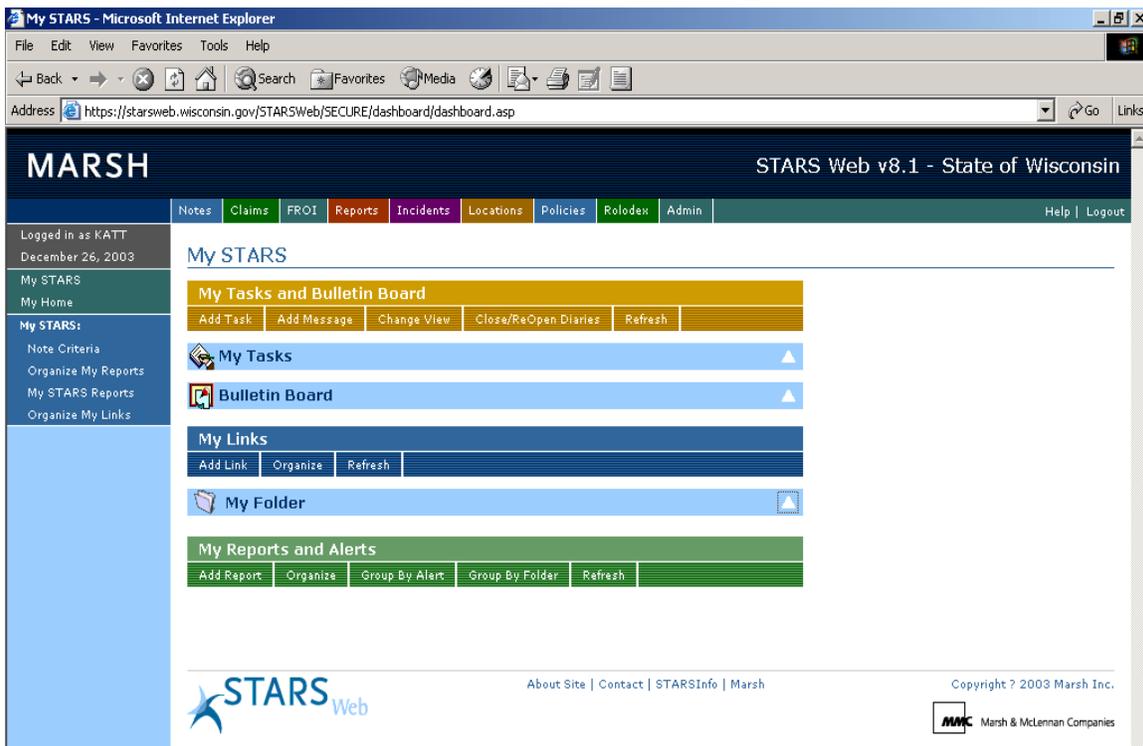
To view new bulletin board messages click on the arrow to open and view any new messages 

My Links

Use this section to create Internet shortcuts. To create a shortcut link you must first create a folder. Click on "Add Link." You will be prompted to create a folder. The first time click "OK." You will be prompted to name your folder then click "OK." Click on "Add Link," and enter the name you wish to display. Enter the web address (URL address). When you want to use the link you have created use the triangle to open your links and click on the name of the link you want.

My Reports & Alerts

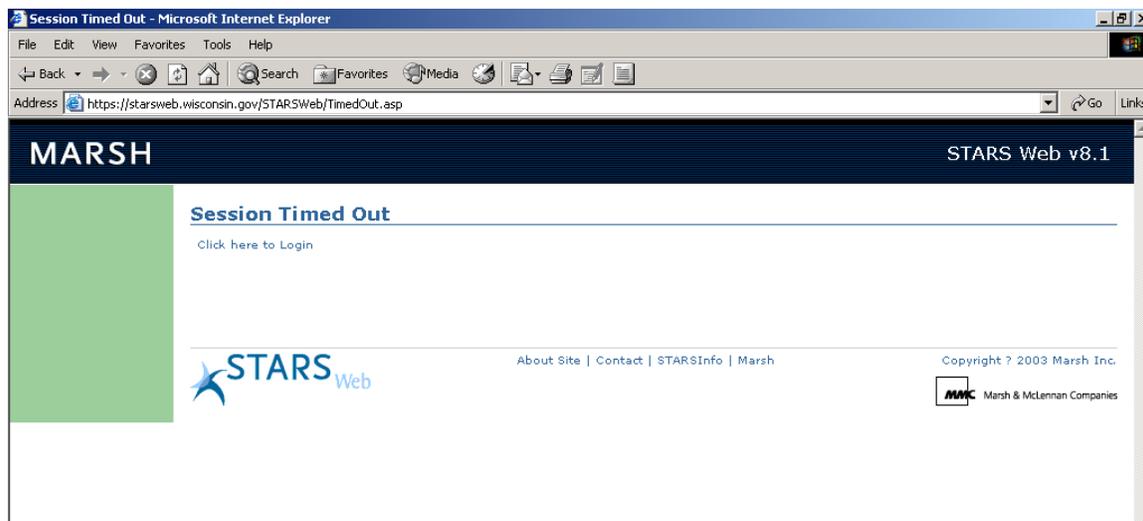
To add a report to the "My Reports" section of STARSWeb click on "Add Report" and locate the report you want to add. Click on the blue star  located on the report search screen. The first time you enter a report to the "My Reports & Alerts" page you will be prompted to create a report group. Enter the name of the report group and click "Save" then you can add reports to your group.



Timing Out

STARSWeb will log you out of the STARSWeb system after 30 minutes, unless you save, search, or refresh your screen. If you do not save, search, or refresh your screen, the server will kick you out. If you do get timed out any unsaved information will be lost and you will need to re-enter lost information.

Follow the log in procedures to get back into STARSWeb.



Changing Your Password

To change your password, highlight "Admin" and click on "Set Password"

Type in your old password, type in your new password and retype your new password. Click on "Change Password" at the bottom of the screen. You will be prompted that your password has been changed.

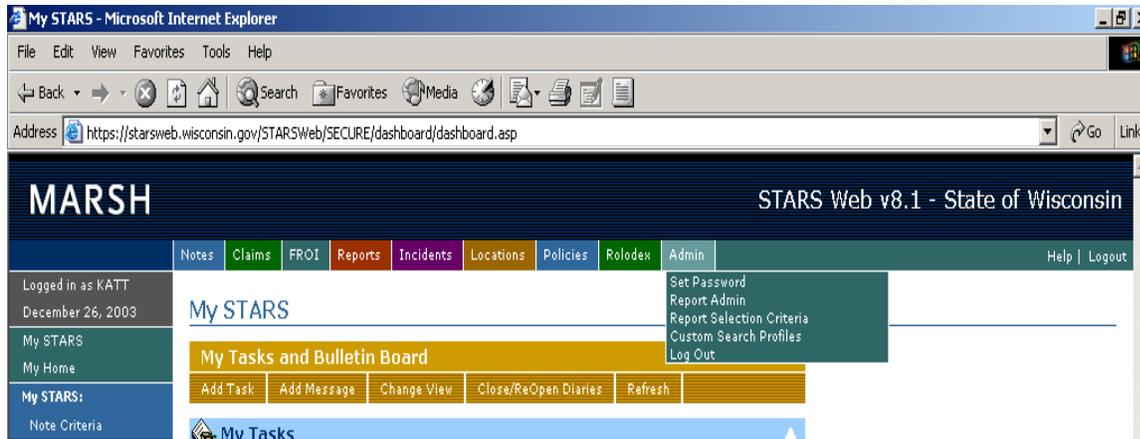
The screenshot shows the MARSH STARS Web v8.1 interface. The header includes the MARSH logo and the text "STARS Web v8.1 - State of Wisconsin". A navigation menu contains links for Notes, Claims, FROI, Reports, Incidents, Locations, Policies, Rolodex, and Admin. The Admin menu is open, showing options: Set Password, Report Admin, Report Selection Criteria, Custom Search Profiles, and Log Out. The user is logged in as KATT on December 26, 2003. The main content area is titled "Change Password" and contains three input fields: "Old Password:", "New Password:", and "Confirm New Password:". A "Change Password" button is located below the fields. The footer includes the STARS Web logo, navigation links (About Site | Contact | STARSInfo | Marsh), and a copyright notice for 2003 Marsh Inc.

The screenshot shows the MARSH STARS Web v8.1 interface after a successful password change. The header and navigation menu are the same as in the previous screenshot. The user is still logged in as KATT on December 26, 2003. The main content area is titled "Change Password" and displays a confirmation message: "Password Change Confirmed" followed by "The next time you login, you'll need to use the new password." The footer includes the STARS Web logo, navigation links (About Site | Contact | STARSInfo | Marsh), and a copyright notice for 2003 Marsh Inc.

Logging Off STARSWeb

To log off STARSWeb do any of the following:

- Click on the “X” in the upper right hand corner of the screen.
- Highlight "Admin" and click on “Log off.”
- Click on "Logout" in the far right corner of the screen.
- Click on “File” then click on “Close” from the internet toolbar.



NAVIGATING IN STARSWEB

Moving Between Pages

- Use the "Back" and "Forward" arrows of your Internet toolbar to go back and forth between STARSWeb screens.
- To move between pages within a claim, use the "Claim" pages on the left side of the page.

The screenshot shows a web browser window displaying the STARSWeb interface. The address bar shows the URL: <https://starsweb.wisconsin.gov/STARSWeb/SECURE/CLAIMS/ClaimViewFolders.asp?Claim=001000159&ClnStatus=8&Action=OpenDoc&ListPage=1&Page=Page1>. The page title is "MARSH STARS Web v8.1 - State of Wisconsin". The user is logged in as KRAJ on February 17, 2004. The main content area is titled "Claim Detail - Claim Number" and shows the claimant name "NEWKIRK, STEPHEN" and the date of injury "1/5/2000 (M/d/yyyy)". The page is categorized as "Injury and Illness". A sidebar on the left contains navigation options like "Quick Search", "Claim List", "Add New Claim", "Add New Incident", "Recently Viewed Claims", "Claim Pages", "Injury and Illness", "FROI (Lost Time Only)", "UDDS", "Financials", "Transactions", "Attachments", and "Related Links". The main content area includes a section for "Agency Use Only" with various fields such as Claim Number, Adjuster, Org Code, Claim Type, Initial Treatment, Cause, Result, Object, Physical Location, Zip Code of Inj Site, OSHA Recordable, Privacy Case, Severity, Injury/Illness, Safety Devices Used, and Obeved Rules.

Sorting Data

Any column of data can be sorted in ascending or descending order by clicking on the column heading. A triangle next to the column heading indicates the sort order.

The screenshot shows a web browser window displaying the STARSWeb interface. The address bar shows the URL: <https://starsweb.wisconsin.gov/STARSWeb/SECURE/REPORTS/ReportRequestListing.asp>. The page title is "Report Request Listing". The user is logged in as KRAJ on February 17, 2004. The main content area shows a form for "Report Name" and "Template Name" (set to "<All Templates>"), and a "Report Group" dropdown menu (set to "STARSWEB") and a "Template Type" dropdown menu (set to "<All Template Types>"). Below the form, it shows "Page: 1 Reports: 1 thru 10 of 121". A table with columns "Actions", "Report Name", "Group", "Type", "Template", and "Heading" is displayed. The first row shows "UDDS Codes- web" under "Report Name", "STARSWEB Codes" under "Group", "Code Listing" under "Template", and "UDDS Code" under "Heading". A black arrow points to the "Report Name" column heading, which has a small downward-pointing triangle next to it, indicating it is sorted in descending order.

Claim Search Screen

To locate or search for a specific claim in STARSWeb, go to the “Claim Search Screen”, highlight “Claim” to get a drop down, and click on “Quick Search” Enter information into any of the search boxes and click on “Search”. (Picture below).

Wild Card

STARS uses a “%” as a wild card.

Example: If you do not know the last name, when searching for a claim and you know the first name is Mary, you would type “%, Mary” and click on “Search”. Your results will give a list of all the claimants with the first name of Mary.

When using the “%” sign, make sure to use the State of Wisconsin format standards. If you need information on standards, click [here](#) or see page18 of this document.

Notes Claims FROI Reports Incidents Locations Policies Rolodex Admin Help | Logout

Logged in as KATT
January 27, 2004
My STARS
My Home

Claims:
Quick Search
Claim List
Add New Claim
Add New Incident
Recently Viewed Claims

Quick Search
Claim List
Add New Claim
Add New Incident
Recently Viewed Claims

Enter: Profile Name: IWC Default Search Customize Create New

Claim Number: Claimant Name:
Ssn: Coverage:
Cause: Org Code:
Loss Date: Date Reported Inj:
Close Date: Paid Total:
Adjuster:

Sort Results By: Paid Total Ascending

Search Clear

Customize Your Search Screen

To search for a claim using a field that is not shown in the “Search Default Screen”, you will need to customize your search screen and add the field you would like to search.

- Click on “Create New” to create your own customized search screen

Claim Quick Search

Enter Search Criteria: Profile Name:

Claim Number: Claimant Name:

Ssn: Coverage:

Cause: Org Code:

Loss Date: to Date Reported Inj: to

Close Date: to Paid Total: to

Adjuster:

- You will be prompted to name your new search setting profile

Custom Search Admin - Microsoft Internet Explorer

Address: https://starsweb.wisconsin.gov/STARSWeb/SECURE/CustomSearch/CustomSearchAdmin.asp?doctype=claim

MARSH STARS Web v8.1 - State of Wisconsin

Create A New Search Setting Profile

Module: Profile Name: Level:

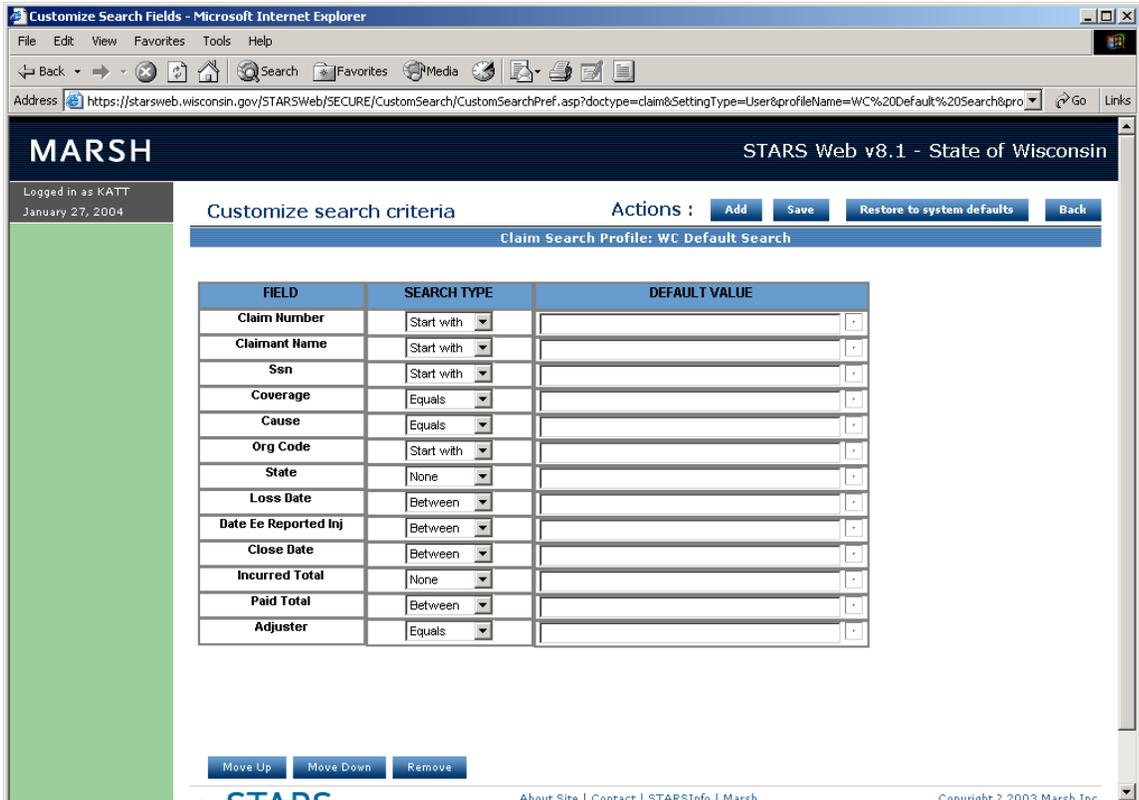
STARS Web

About Site | Contact | STARSInfo | Marsh

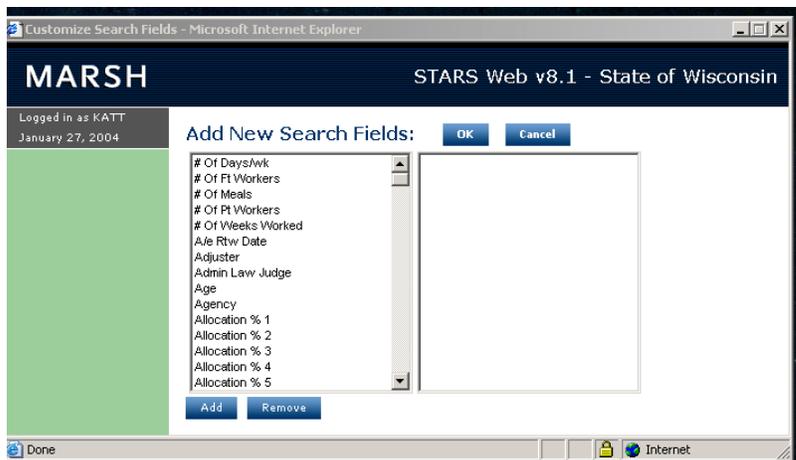
Copyright ? 2003 Marsh Inc.

Marsh & McLennan Companies

- Once you have named your search click on “Create New” and you will get a screen to add fields.



To add a new search field, click on “Add.” From the pop-up window, select the field from the left window and click on “Add” to move the field to the right window. When you have completed adding all the fields you want in your new search click “OK.”



Customized Search View (Continued)

Select a search type for each field as needed. Search types determine how users enter their search criteria to retrieve results.

FIELD	SEARCH TYPE	DEFAULT VALUE
Claim Number	None	
Claimant Name	None Equals Start with Contains none	
Ssn		
Coverage		

Select the relevant cell under the Search Type column. An arrow appears on the right side of the cell. Click the arrow and choose one of the following options from the drop-down menu:

- "None" is the default selection. If left on "None" you will not get the field to choose from at the top of the search screen, but it will be added to the result column at the bottom of the search screen.
- "Equals" is used to enter an exact value in the search field to return a result.
- "Starts With" is used in alphanumeric files. It is easier to use than "Equals" for string variables, such as names or SSN, because it allows the user to type just the first few characters of the field to return a result.
- "Contains," also used in alphanumeric fields, is similar to "Starts With," in that it allows the user to enter a subset of string, however, the location of the subset is unimportant. For example a user who enters "66" in a "Contains" search field will retrieve the number 111-66-1511 as well as 669-01-1234.
- "Between" is used for date and currency fields, and allows the user to search within a range. For example, a user could search for a loss date between 01/01/2001 & 06/31/2002 or for an incurred total between \$80,000 & \$120,000.
- ">, >+, or <" These symbols represent "greater than," "greater than or equal to," "less than". These symbols are options for date and currency fields.
- Enter default values if needed (if you enter a default value, that value will appear with each search)

When you are finished, click on "Save"

*STARS does not return search results in alphabetical or numeric order. This means if a search returns more than the maximum limit (250) it is not guaranteed that the item sought is among the results. If this happens you may need to add more search criteria to narrow your search request.

STATE OF WISCONSIN STANDARDS FOR ENTERING DATA

There will be a number of people from different agencies entering data into STARS, it is important that information is added in a consistent manner.

Case Sensitive- USE ALL CAPS

The STARSWeb system is case sensitive, USE ALL CAPITAL LETTERS when setting up and adding information in STARS.

Name Format

Below is a list of examples to refer to when entering a name into STARSWeb

- JONES JR, JAMES L
- JONES III, JAMES N
- JONES, JAMES
- Do not leave spaces in the last name.
EXAMPLE: SANFELIPPO rather than SAN FELIPPO.
- Hyphenated names can stay hyphenated.
EXAMPLE: SMITH-JONES entered as SMITH-JONES
- Remove the apostrophes from names such as O'MALEY.
EXAMPLE: O'MALEY is entered as OMALEY

Claimant's Name & Address Changes:

If the claimant's name or address changes, notify the claims handler to make these changes. The claims handler will have to change the address in the STARS Rolodex.

Time Entry

Entered as military time. There is a dropdown table to make this easier.

GPR Entry

Entered as a straight number. No decimals or percents signs will be accepted when trying to save the claim.

Completeness of Entry

When entering a claim, make sure to complete as much as possible. The better the data going into the system the better your reports and loss data will be.

OSHA Updating:

Each agency is responsible for updating their claim OSHA information.

CLAIM PAGES

STARSWeb claim data is organized into claim pages. The claim pages are listed on the left side of the screen. Clicking on the page name access the claim pages. The claim pages for Worker's Compensation are as follows:

Injury and Illness Page

(Also referred to as the claim detail screen).

This is the first screen you will see whenever you open a claim. It shows details on the claim and OSHA information.

MARSH STARS Web v8.1 - State of Wisconsin

Notes Claims FROI Reports Incidents Locations Policies Rolodex Admin Help | Logout

Logged in as HARGR
December 26, 2003

My STARS
My Home

Claims:
Quick Search
Claim List
Add New Claim
Add New Incident
Recently Viewed Claims

Claim Pages:
Injury and Illness
FROI (Lost Time Only)
UPDS
Financials
Transactions
Attachments

Claim Detail - Claim Number: AutoGenerated

Save Cancel

Claimant Name: _____ Date of Injury: (M/d/yyyy)

Injury and Illness

Agency Use Only

*Claim Number: AutoGenerated

* Adjuster:

* Org Code:

* Claim Type:

Initial Treatment:

* Cause:

* Result:

* Object:

Right, Left or Both:

* State:

Physical Location:

* Zip Code of Inj Site:

OSHA Recordable:

Privacy Case:

Severity:

Injury/Illness:

Safety Devices Used?:

Obeyed Rules?:

OSHA Lost Days: 0 Actual Estimate

FROI (LOST TIME ONLY) Page

The FROI, First Report Of Injury screen shows you information on the wage, work schedule and TTD, Temporary Total Disability rate. The State of Wisconsin was unable to store this information on previous claim systems, so older claims do not have this information. As we move forward this screen will help to electronically send data to the Department of Workforce Development.

MARSH STARS Web v8.1 - State of Wisconsin

Notes Claims **FROI** Reports Incidents Locations Policies Rolodex Admin Help | Logout

Logged in as HARGR
December 26, 2003

My STARS
My Home

Claim Detail - Claim Number: AutoGenerated

Save Cancel

Claimant Name: **FROI (Lost Time Only)** Date of Injury: (M/d/yyyy)

Wage

Wage: 0.00

Wage Type: [Search]

UW Wage Type: [Search]

Meals?: [Search]

of Meals: 0.00

Tips?: [Search]

Avg Weekly Tips: 0.00

Paid for Overtime?: [Search]

For Past 52 Week Period,

of Weeks Worked: 0.00

Gross Amount Earned: 0.00

Piece - # of Hours: 0.00

Work Schedule

Start Time: [Search]

Hrs/Day: 0.00

Hrs/Wk: 0.00

Rest. Start Time: [Search]

Rest. Max/Day: 0.00

UDDS Page – Used only by University of Wisconsin)

MARSH STARS Web v8.1 - State of Wisconsin

Notes Claims FROI Reports Incidents Locations Policies Rolodex Admin Help | Logout

Logged in as HARGR
December 26, 2003

My STARS
My Home

Claim Detail - Claim Number: AutoGenerated

Save Cancel

Claimant Name: **UDDS** Date of Injury: (M/d/yyyy)

UDDS

UDDS 1: [Search]
Fund 1: [Search]
Allocation % 1: 0.00

UDDS 2: [Search]
Fund 2: [Search]
Allocation % 2: 0.00

UDDS 3: [Search]
Fund 3: [Search]
Allocation % 3: 0.00

UDDS 4: [Search]
Fund 4: [Search]
Allocation % 4: 0.00

UDDS 5: [Search]
Fund 5: [Search]
Allocation % 5: 0.00

UDDS 6: [Search]
Fund 6: [Search]
Allocation % 6: 0.00

Financials Page

Financials, Transactions and Attachments are only available after the claim has been saved.

The financial screen show a breakdown of the dollars paid, reserved, and incurred on the claim. To view what has been paid on the claim as of a specific date, select "Prior" and indicate the date you would like to see. Click "OK". To change back, click on "Current" button and click "OK". To see the difference you must first select the "Prior" and then click on "Difference".

The Custom Incurred Formula used by the State of Wisconsin is Medical + Expense + Indemnity + Perm – Recovery

MARSH STARS Web v8.1 - State of Wisconsin

Logged in as HARGR
December 26, 2003

My STARS
My Home

Claims: Quick Search, Claim List, Add New Claim, Add New Incident, Recently Viewed Claims

Claim Pages: Injury and Illness, FROI (Lost Time Only), UDDS, Financials, Transactions, Attachments

Notes Claims FROI Reports Incidents Locations Policies Rolodex Admin Help | Logout

Claim Detail - Claim Number: 001-001905 -

Claimant Name: SCHENIAN, SCOTT L Date of Injury: 3/27/2000 (M/d/yyyy)

Custom Incurred Formula: State of WI Currency: USD

	Incurred	Paid	Outstanding	Reserve	True O/S
+ Medical	0.00	0.00	0.00	500.00	not available
+ Expense	0.00	0.00	0.00	150.00	not available
+ Indemnity	0.00	0.00	0.00	0.00	not available
- Recovery	0.00	0.00	0.00	0.00	not available
Deductible	0.00	0.00	0.00	0.00	not available
Legal	0.00	0.00	0.00	0.00	not available
+ Perm	0.00	0.00	0.00	0.00	not available
Total:	0.00	0.00	0.00	650.00	not available

Occurrence Valuation: Current Prior Difference (M/d/yyyy) OK

Current Total
Claim was closed on 9/26/2000*.
Last Financial Activity on 9/26/2000* by KATT

*All dates are formatted as (M/d/yyyy)

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Transaction Page

Financials, Transactions and Attachments are only available after the claim has been saved.

To open and view the transaction detail click on the "Transaction Date"

Any column in the transaction screen can be sorted in ascending or descending order by clicking on the heading of the column

MARSH STARS Web v8.1 - State of Wisconsin

Notes Claims FROI Reports Incidents Locations Policies Rolodex Admin Help | Logout

Logged in as HARGR
December 26, 2003

My STARS
My Home

Claims:
Quick Search
Claim List
Add New Claim
Add New Incident
Recently Viewed Claims

Claim Pages:
Injury and Illness
FROI (Lost Time Only)
UDDS
Financials
Transactions
Attachments

Claim Detail - Claim Number: 001-007652 -

New Payment

Claimant Name: SEKORSKI, NANCY M **Date of Injury: 12/6/2000 (M/d/yyyy)**

Transactions

Page: 1 Transactions: 1 thru 10 of 17

Action	Transaction Date*	Type/Code	Amount	Status	Payee
X	5/9/2002	Medical Payment	0.00	Final	
X	3/7/2002	Perm Reserve	3,910.00	Open	
X	3/7/2002	Perm Payment	3,910.00	Open	
X	5/31/2001	Medical Payment	2,818.00	Open	
X	5/31/2001	Medical Payment	2,480.65	Open	
X	5/31/2001	Medical Payment	249.30	Open	
X	5/11/2001	Indemnity Payment	264.68	Open	
X	5/7/2001	Medical Payment	1,222.65	Open	
X	4/27/2001	Indemnity Payment	253.88	Open	
X	4/27/2001	Indemnity Payment	294.08	Open	

Page: 1 2
Next

*All dates are formatted as (M/d/yyyy)

Refresh List

STARS Web

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Transaction Detail Page

Financials, Transactions and Attachments are only available after the claim has been saved.

Transaction Detail shows the check number, payment type, address to where the payment was sent, and date of service. There is other information on this page you may find helpful

Notes	Claims	FROI	Reports	Incidents	Locations	Policies	Rolodex	Admin	Help Logout
Logged in as HARGR December 26, 2003									
Claim Detail - Claim Number: 001-007652 -									
My STARS My Home									
Claims:									
Quick Search Claim List Add New Claim Add New Incident Recently Viewed Claims									
Claim Pages:									
Injury and Illness FROI (Lost Time Only) UDDS Financials Transactions Detail Attachments Attachments									
Claimant Name: SEKORSKI, NANCY M									
Date of Injury: 12/6/2000 (M/d/yyyy)									
Transaction Detail									
*Financial Type: Payment *Financial Bucket: Medical *Transaction Code: 1POM Other Medical *Transaction Date: 5/7/2001 (M/d/yyyy) *Amount: 1,222.65 Currency: USD Original Amount: 0.00 Original Currency: Exchange Rate: 1 *Status: Open Service from: 4/10/2001 (M/d/yyyy) Service to: 4/10/2001 (M/d/yyyy) chk #: 00000882									
Payee									
<input type="checkbox"/> Use link to Rolodex <input type="checkbox"/> Payee is a Company Vendor ID: 391330887 Payee Name:									
Additional Info									
Single Check: Mail Code: Check Stock: CORV Paid by Corvel Sent to WISMART: Corvel Control #: 39WI11923602 Reference #: 391330887 Payee Address: PO BOX 88063 Payee City/ST/Zip: WAUSAU,WI 53288 Entry Date: 5/11/2001 (M/d/yyyy) By: OWNER Added by: Tape									
*Required Data									

Attachment Page

"Financials", "Transactions" and "Attachments" are only available to view after the claim has been saved. "Attachments" include rolodex entries, notes and word documents.

Web users can create an attachment or note allowing them to provide additional claim information to the examiner, however, attachments cannot not be viewed by web users, as confidentiality issues prohibit access.

The screenshot displays the MARSH STARS Web v8.1 interface for the State of Wisconsin. The user is logged in as HARGR on December 26, 2003. The main navigation menu includes Notes, Claims, FROI, Reports, Incidents, Locations, Policies, Rolodex, and Admin. The current page is titled "Claim Detail - Claim Number: 001-007652 -".

The claimant is identified as SEKORSKI, NANCY M, with a date of injury of 12/6/2000. The page shows a list of 10 claim attachments out of a total of 18. Each attachment entry includes an action (marked with a red 'X'), a type (document icon), a description, the date it was attached, the user who modified it, and the modification date.

Action	Type	Description	Attached*	Modified By	Modified Date*
X		2001/02/19- 1ST REPORT	2/19/2001	GRAS	4/27/2001
X		2001/02/19- DOS 1/12/01	2/19/2001	KATT	2/19/2001
X		2001/03/12 - DOS 2/15/01- MRI	3/12/2001	KATT	3/12/2001
X		2001/03/12 - DOS 2/07/01	3/12/2001	KATT	3/12/2001
X		2001/03/20 - DOS 2/19/01- MRI REVIEW	3/20/2001	KATT	3/20/2001
X		2001/03/22 - LOST TIME	3/22/2001	KATT	3/22/2001
X		2001/03/22 Ee to have knee surgery	3/22/2001	GRAS	3/22/2001
X		2001/03/22 Surgery scheduled 04/04/01	3/22/2001	GRAS	3/22/2001
X		2001/03/28 Reserves	3/28/2001	GRAS	3/28/2001
X		2001/03/28 EE still working	3/28/2001	GRAS	4/27/2001

Page: 1 2
 Next
 *All dates are formatted as (M/d/yyyy)

STARS Web logo is visible at the bottom left, and copyright information for Marsh & McLennan Companies is at the bottom right.

Creating Attachments

After you have saved a claim you can enter a note on the "Attachments" page. You may choose to enter a note to inform the worker's compensation adjuster of any additional information relevant to the claim.

- Click on "Attachments" on the left toolbar.
- Click on "Attach New."
- Enter "Description" field, beginning with the date in the following format: yyyy/mm/dd, followed by a short description.
- Enter "Category" of "WEB" by either typing it in or using the drop down to select.
- Do not enter a "Diary Date."
- Enter your note in the text box.
- At the end of your note type your name.
- Click on "Save."

It is not required at this time to complete the "Assigned Users" section. If you chose to complete this section select from the "unassigned user" list from the right window and click on the arrow to move the user name into the "Assigned to" window on the left.

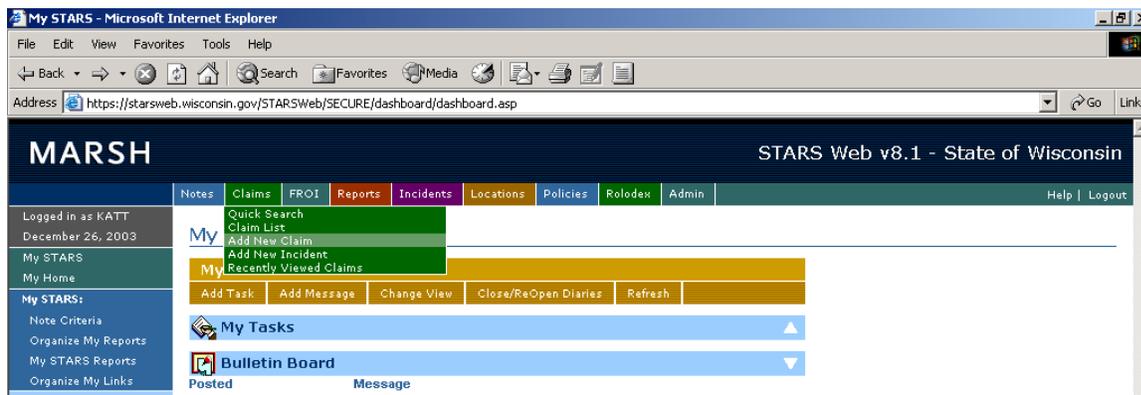
State of Wisconsin cannot allow access to the attachments for confidentiality reasons. Currently STARS does not have the ability to separate access to the attachments, so once your note has been saved you cannot open it again.

The screenshot shows the 'New Claim Note Attachment' form in the STARS system. The form is titled 'Claim Detail - Claim Number: 012-011930' and includes a 'Save' button and a 'Cancel' button. The 'Claimant Name' is 'TEST CLAIM' and the 'Date of Injury' is '5/10/2004 (M/d/yyyy)'. The form has several sections: 'Description' with a text box containing '2004/05/10', 'Category' with a dropdown menu set to 'WEB', and '*Diary Date' with a date picker. Below these is a large text area for the note, containing the text: 'This is a test note - type any injury information or claimant information that you feel is pertinent to the claims adjuster. Finish the note by putting your name at the end.' and 'Web Users Name'. There are checkboxes for 'Critical' (unchecked) and 'Shareable' (checked). At the bottom, there are fields for '*Created:' (5/10/2004), '*Modified:' (5/10/2004), and '*Complete:' with a date picker. The 'Assigned Users' section shows a list with 'KRAUSE, JOANNE- Done Date: None'. The 'Unassigned Users' section is empty with a 'LOAD' button. Navigation arrows are located between the two user lists.

CREATING A NEW CLAIM

STARS 8.1 Auto-generates each new claim number after the claim has been saved. Once the claim has been entered to STARSWeb you will click on the “Save” button the fields will no longer be entry fields, and the claim number will appear in the claim number field. As soon as you save the claim it is in the STARS data base and anyone with access to the agency will be able to view the claim.

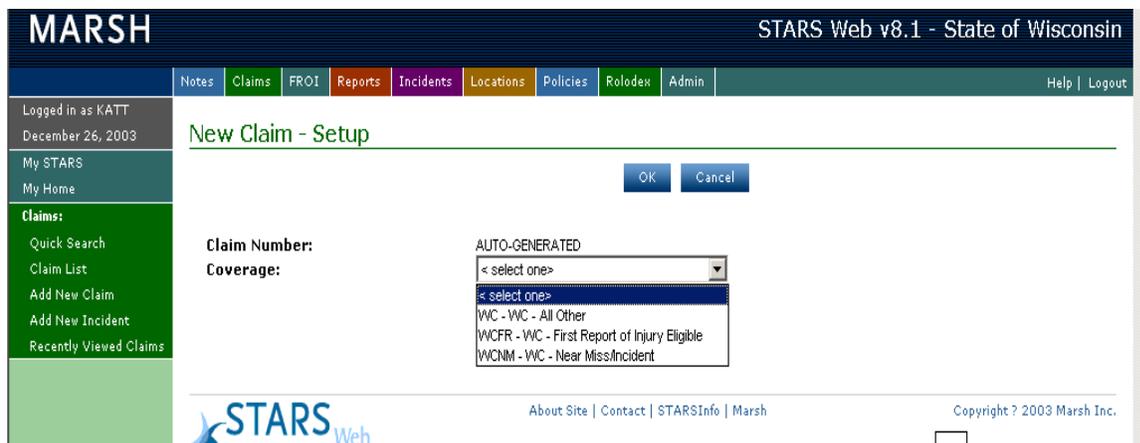
To add a new claim, highlight “Claims” tab, and click on “Add New Claim”



Select the "Coverage" shown below and click “Ok”.

Claim Coverage Field:

- WC-All Others : Medical Only - less than 4 days lost from work
- WCFR : Lost Time or HAZ Duty - 4 or more days lost from work
- WCNM: Incident or Near Miss - no medical treatment or no injury



Complete Claim Detail and the Claim Entry Page(s)

This is where you input your claim information. Once you have filled in all the blanks you can save the claim.

- Only complete the first page of information for Incident only, Near Miss and Medical Only claims.
- For Lost Time claims, complete the FROI, Lost Time Only page.

Required fields are marked with a red asterisk *****, although we ask that you fill all boxes with accurate information.

Once you have completed all fields click on the “Save” button on the top left side of the screen

The screenshot displays the MARSH STARS Web v8.1 - State of Wisconsin interface. The top navigation bar includes links for Notes, Claims, FROI, Reports, Incidents, Locations, Policies, Rolodex, and Admin. The user is logged in as HARGR on December 26, 2003. The main content area is titled "Claim Detail - Claim Number: AutoGenerated" and features a "Save" button and a "Cancel" button. The form includes the following fields:

- Claimant Name: [Text Field]
- Date of Injury: (M/d/yyyy) [Text Field]
- Agency Use Only [Section Header]
- *Claim Number: AutoGenerated [Text Field]
- *Adjuster: [Text Field]
- *Org Code: [Text Field]
- *Claim Type: [Text Field]
- Initial Treatment: [Text Field]
- *Cause: [Text Field]
- *Result: [Text Field]
- *Object: [Text Field]
- Right, Left or Both: [Text Field]
- *State: [Text Field]
- Physical Location: [Text Field]
- *Zip Code of Inj Site: [Text Field]
- OSHA Recordable: [Text Field]
- Privacy Case: [Text Field]
- Severity: [Text Field]
- Injury / Illness: [Text Field]
- Safety Devices Used?: [Text Field]
- Obeyed Rules?: [Text Field]
- OSHA Lost Days: 0 [Text Field]

At the bottom of the form, there are radio buttons for "Actual" and "Estimate". The Windows taskbar at the bottom shows several open applications, including "STARs Admini...", "Inbox - Micros...", "Microsoft Word", "Microsoft Offic...", "Overdue - Mb...", and "Claim Detail ...". The system clock shows 1:40 PM.

STARs 8.1 Auto-generates each new claim number after the claim has been saved.

RECENTLY VIEWED CLAIMS

Your computer stores your history in “cookies” which allows you to view the past 250 claims you have worked on.

To view a list of your recently viewed claims, highlight “Claims” and click on “Recently Viewed Claims”.

The screenshot displays the MARSH STARS Web v8.1 interface. At the top, the MARSH logo is on the left and 'STARS Web v8.1 - Stat' is on the right. A navigation bar includes links for Notes, Claims, FROI, Reports, Incidents, Locations, Policies, Rolodex, and Admin. The 'Claims' link is highlighted in green. Below the navigation bar, a user status box shows 'Logged in as KATT' and 'January 27, 2004'. A sidebar on the left lists 'My STARS' and 'My Home' options, with a 'Claims:' section containing 'Quick Search', 'Claim List', 'Add New Claim', 'Add New Incident', and 'Recently Viewed Claims'. The main content area features a search form with fields for Claim Number, Claimant Name, Ssn, Coverage, Cause, Org Code, Loss Date, Date Reported Inj, Close Date, Paid Total, and Adjuster. A 'Profile Name' dropdown is set to 'MVC Default Search'. Below the search fields, there are 'Sort Results By:' dropdowns for 'Paid Total' and 'Ascending'. 'Search' and 'Clear' buttons are at the bottom of the form. A footer note states '*All dates are formatted as (M/d/yyyy)'. The bottom of the page includes the STARS logo, 'About Site | Contact | STARSInfo | Marsh', and 'Copyr'.

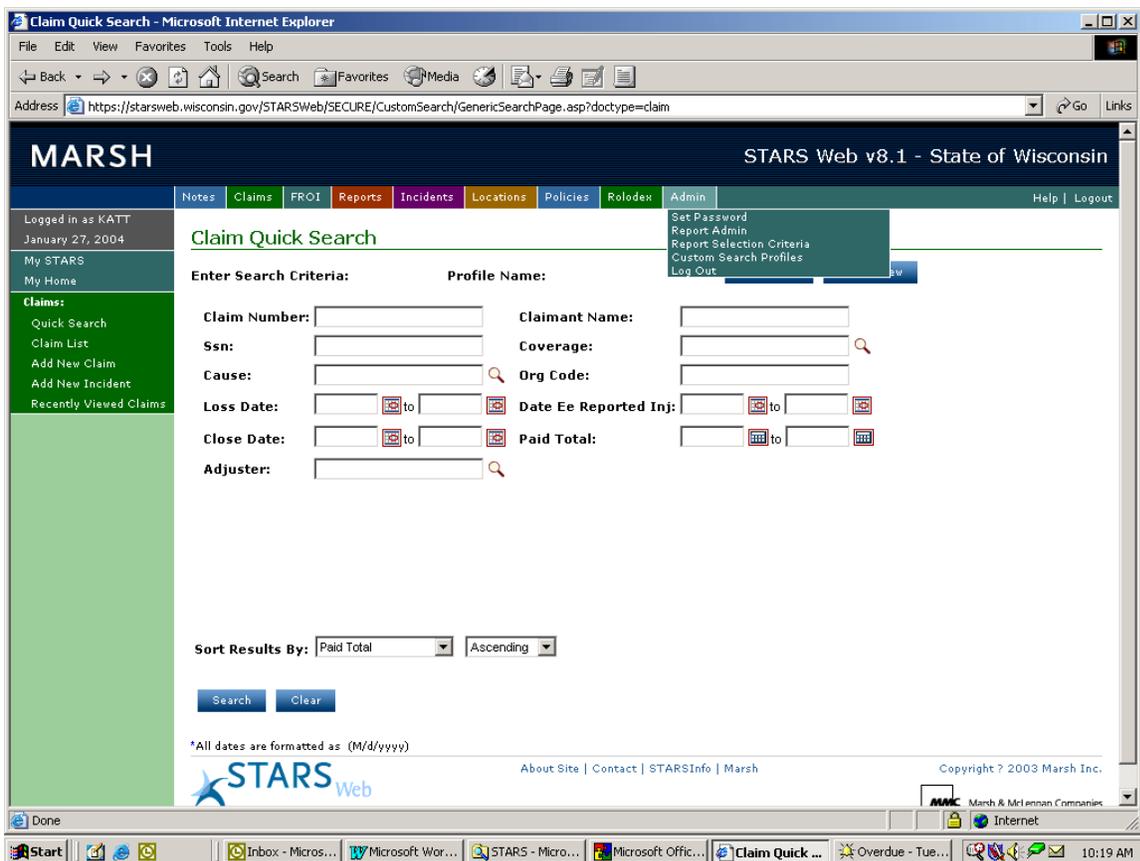
ADMINISTRATOR MENU

You can change your password, log out of STARS or look at your custom search profile by highlighting the “Admin” tab and click on the drop down selection of your choice.

To change password – [See Changing Password page 5](#)

To log out of STARS – [See Logging out of STARS page 6](#)

To review custom search – [See Custom Search page 9](#)



ERRORS

Time Out

When your system is idle more than 30 minutes, your system times out. Since the actual data and work is done at the server located in DOA's office you must search, refresh, or enter "touch the server" to reset your time. Each time you "touch the server" you reset STARS and have another 30 minutes on the system.

GPR Field Error

Occurs if you enter any alpha or character fields other than a number in the GPR field. When you try to save the claim you will get a fatal error, lose all your data entered, and the claim will have to be reentered to STARSWeb.

Data Entry Error

All data entry errors except the GPR Field Error will prompt you to correct the error before the claim can be saved.

Other Errors

If you get an error not listed above please contact your help staff. Verify your computer meets the STARSWeb system requirements.

If your system does meet the STARSWeb requirements and you are getting an error contact your agency STARS contact person with the following information:

- Screen print of error
- Name of person who received the error
- What the person was doing when the error occurred
- Where you were in the system when the error occurred
- What time the error occurred

Please try to be as specific as possible so we are able to re-create, troubleshoot and correct, or notify you of why the error occurred.

AGENCY CONTACTS

All Agencies not listed should contact Kathy Hastert from DOA

Agency	STARS Contact	Phone	Email
DOA	Kathy Hastert	608-267-6955	Kathryn.hastert@doa.state.wi.us
DOA/back up	Hiram Shaw	608-267-2728	Hiram.shaw@doa.state.wi.us
DOC	Joyce Hinds	608-240-5452	Joyce.hinds@doc.state.wi.us

DOT	Kevin Gehrman	608-266-0705	Kevin.gehrman@doa.state.wi.us
UWS	Dawn Holt	608-265-4658	Dholt@uwsa.edu
UWM	Dawn Holt	608-265-4658	Dholt@uwsa.edu

STARS CODES

Occupation Codes

PRIM CODE #	PRIMARY (PRIM) CODE DESCRIPTOR	SEC CODE #	SECONDARY (SEC) CODE DESCRIPTOR
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0100 ADMINISTRATION

This category is illustrative of the following job titles:

[Administrative Officer](#)
[Agency Secretary](#)
[Bureau Director](#)
[Business Director](#)
[Chancellor \(All, Associate, Assistant\)](#)
[Dean \(All, Assistant\)](#)
[Deputy Secretary](#)
[Division Administrator](#)
[Executive Assistant](#)
[Field Supervisor](#)
[Governor](#)
[Lab Supervisor](#)
[Legislator \(All\)](#)
[Office Supervisor](#)
[President \(All, Vice\)](#)
[Program Manager](#)
[Section Chief](#)
[Superintendent \(All, Assistant\)](#)
[Supervision](#)
[Warden \(All, Deputy\)](#)

0200 ADMINISTRATIVE SUPPORT

This category is illustrative of the following job titles:

[Clerical Assistant](#)
[Data Entry Operator](#)
[Educational Loan Collector](#)
[Employment Security Assistant](#)

**0200 ADMINISTRATIVE
SUPPORT (continued)**

Financial Staff (Clerk, Specialist)
Institution Registrar
Job Service Associate
Legal Assistant
Legal Secretary
Library Services Assistant
Motor Vehicle Representative
Payroll & Benefits Staff (Assistant, Specialist)
Program Assistant (All)
Sales Representative
Secretary
Stenographic Reporter
Student Status Examiner
Tax Representative Assistant
Tax Return Examiner
Technical Typist
Telephone Operator
Tourist Information Assistant
Trust Funds Assistant
Typesetting Systems Input Operator
Typist
Typographic Composer
Unemployment Comp. Associate
Word Processing Operator
Worker's Compensation Assistant

0301 BLUE COLLAR AND NON-BUILDING TRADES

This category is illustrative of the following job titles:

Automotive Equipment Technician
Binder Worker
Biotron Operator
Body and Fender Repair Worker
Exterminator
Forest Fire Equipment Technician
Guide
Locksmith
Lottery Storekeeper
Motor Vehicle Dispatcher
Office Machine Mechanic
Offset Press Operator
Parking Staff (Attendant, Assistant)
PE Sports Equipment Coordinator
Property Assessment Staff (Clerk, Worker)
Seamstress
Traffic Signal Mechanic

0302 Custodian Maintenance Staff

This category is illustrative of the following job titles:
Facilities Repair Worker
Gardener (All, Produce, Research)

**BLUE COLLAR AND
NON-BUILDING
TRADES
Continued**

- 0303 **Food Service Worker**
This category is illustrative of the following job titles:
Groundskeeper
HVAC Specialist
Lawn Care Worker
Maintenance Mechanic
Recreation Room Attendant
Tree Pruner
- 0304 **Laundry Worker**
This category is illustrative of the following job titles:
Baker
Cook
Food Service Staff (Worker, Laborer, Assistant)
Meat Cutter
- 0305 **Laborer**
This category is illustrative of the following job titles:
Laundry Services Staff (Assistant, Worker)
- 0306 **Power Plant Operator**
This category is illustrative of the following job titles:
Corps Member
Crew Leader
Dairy Plant Worker
Experimental Farm Laborer
Experimental Herd Assistant
Farm Staff (Worker, Lead Worker, Equipment Operator)
Game Farm Assistant
Laboratory Helper
Laborer (All, Lead, Special)
Natural Resources Assistant
Poultry Worker
Rubbish Truck Assistant
Upholsterer
- 0307 **Shipping Stock Clerk**
This category is illustrative of the following job titles:
Power Plant Staff (Helper, Operator)
Utility Plant Operator
- 0307 **Shipping Stock Clerk**
This category is illustrative of the following job titles:
Book and Film Member
Federal Property Assistant
Industries Specialist
Records Center Staff (Clerk, Coordinator)
Shipping and Mailing Clerk
Stock Clerk
Storekeeper
Typographer

- 0308 Motorized Equipment Operator**
This category is illustrative of the following job titles:
Feed Mill Operator
Interstate Transportation Driver
Motor Vehicle Operator
Patrol Boat Engineer
Semi Driver
- 0309 Resident Care Technician**
This category is illustrative of the following job titles:
Resident Care Supervisor
Resident Care Technician
- 0310 Psychiatric Care Technician**
This category is illustrative of the following job titles:
Psychological Services Technician

0401 BUILDING TRADES

This category is illustrative of the following job titles:

- 0401 Building Trades**
- 0402 Asbestos Worker**
- 0403 Bricklayer**
- 0404 Carpenter**
- 0405 Electrician**
- 0406 Painter**
- 0407 Plasterer**
- 0408 Plumber**
- 0409 Steamfitter**
- 0410 Tile Setter**
- 0411 Welder**

0500 EDUCATION PROFESSIONALS

This category is illustrative of the following job titles:

- Aviation Consultant
- Education Staff (Coordinator, Consultant, Director)
- Library Staff (Librarian, Associate)
- Professor (All, Full, Associate)
- Teacher
- Training Officer

0600 ENGINEERING PROFESSIONALS

This category is illustrative of the following job titles:

- Air Management Engineer
- Civil Engineer (All)
- Construction Representative
- Electrical Engineer
- Electronic Engineer
- Engineering Consultant (All)

Engineering Specialist (All)
Environmental Civil Engineer
Environmental Engineering Spec.
Facilities Designer
Hydrologist
Manufacturing Engineer
Mechanical Engineer
Natural Resources Engineer
Nuclear Engineer
Public Service Engineer
Radiation Engineering Specialist
Specification Writer
Surveyor
Waste Management Engineer
Water Regulation Engineer
Water Resource Engineer
Water Supply Engineer
Zoning Engineer

0700 FISCAL AND PROCUREMENT PROFESSIONALS

This category is illustrative of the following job titles:

Accountant
Agriculture Auditor
Auditor
Budget & Management Analyst
Budget & Policy Analyst
Budget System Coordinator
Business Enterprise Specialist
Business Manager
Financial Examiner
Fiscal Specialist
Fuel Tax Auditor
Procurement Specialist
Purchasing Agent
Purchasing Manager
Revenue Agent
Revenue Auditor
Revenue Tax Specialist
Tax Conferee

0801 HEALTH CARE

This category is illustrative of the following job titles:

0801 Health Care

Dental Staff (All, Dentist, Assistant, Hygienist)
Developmentally Disability Specialist

Diagnostic Radiological Technician
Medical Assistant
Medical Lab Technician
Medical Records Staff (All, Librarian, Technician)
Nursing Staff (All, RN, LPN Assistant, Clinician,
Consultant, Instructor, Specialist)
Nursing Supervisor
Occupational Therapist
Pharmacist (All, Consultant)
Physical Therapist
Physical Therapy Assistant
Physician
Physician Assistant
Psychiatrist
Psychologist
Radiotherapy Technician
Respiratory Therapist
Speech Therapist

0802 Nursing Assistant

0900 PROFESSIONAL STAFF SERVICES

This category is illustrative of the following job titles:

Actuary
Administrative Assistant
Archeologist
Architect
Archivist
Area Services Specialist
Attorney (All, District, Assistant)
Chaplain
Chaplain Education Coordinator
Children's Hearing Specialist
Claims Examiner
Client Rights Facilitator
Client Services Assistant
Commodity Distribution Specialist
Community Services Specialist
Community Treatment Specialist
Conservator
Consumer Specialist
Corrections Complain Examiner
Court Liaison
Crime Victims Claims Specialist
Crisis Intervention Worker
Curator
Dietician
Dietician Technician
Disability Determination Specialist
Economic Opportunity Specialist

**0900 PROFESSIONAL
STAFF SERVICES
(continued)**

Economist
Emergency Government Specialist
Employee Assistant Specialist
Employment Relations Specialist
Environmental Coordinator
Equal Opportunity Specialist
Excise Tax Staff (Agent, Representative,
Investigator)
Federal Property Specialist
Graphic Artist
Health Care Rate Analyst
Hospital Administration Consultant
Industry & Labor Training Staff (Coordinator,
Representative)
Insurance Analyst
Insurance Examiner
Investment Analyst
Job Service Staff (Analyst, Specialist)
Labor Market Analyst
Loan Analyst
Management Information Specialist
Motor Vehicle Program Specialist
Offender Classification Specialist
Paddock Judge
Parole Commission Member
Payroll & Benefits Systems Coordinator
Personnel Staff (Manager, Specialist)
Printing Technician
Probation and Parole Agent
Professional Social Services
Program and Planning Analyst
Program Coordinator
Program Production Coordinator
Program Writer-Producer
Property Assessment Specialist
Public Defender Investigator
Public Information Officer
Public Utility Staff (Analyst, Auditor)
Real Estate Specialist
Safety Coordinator
Sales and Marketing Specialist
Securities Examiner
Social Services Collection Staff (All, Coordinator,
Specialist)
Special Agent
Tourist Promotional Representative
Trade Practices Analyst
Trust Fund Specialist
Unemployment Benefits Counselor
Unemployment Benefits Staff (Analyst, Specialist)
Unemployment Contribution Specialist

University Benefit Specialist
Veterans Benefits Specialist
Vocational Rehab. Staff (Counselor, Specialist)
Volunteer Coordinator
Worker's Compensation Analyst
Youth Services Specialist

1000 SCIENCE PROFESSIONALS

This category is illustrative of the following job titles:

Agriculture Marketing Consultant
Air Management Specialist
Biologist
Chemist
Cytologist (All)
Environmental Analyst
Environmental Enforcement Spec.
Environmental Health Specialist
Environmental Toxicologist
Fisheries Biologist
Food Scientist
Forensic Scientist
Forester
Forestry Specialist
Health Physicist
Hydrogeologist
Medical Technologist
Meteorologist
Microbiologist
Natural Resources Educator
Natural Resources Research Scientist
Parks and Recreation Specialist
Plant & Disease Specialist
Plant Pest and Disease Specialist
Public Health Sanitarian
Soil Scientist
State Patrol Chemist
Veterinarian
Waste Management Specialist
Wastewater Specialist
Water Regulation Specialist
Water Resources Management Spec.
Water Supply Specialist
Water Zoning Specialist
Wildlife Biologist

1101 SECURITY AND PUBLIC SAFETY

This category is illustrative of the following job titles:

1101 Security and Public Safety

Agrichemical Specialist
Aircraft Pilot 1

**1001 SECURITY AND
PUBLIC
SAFETY
(continued)**

Animal Health Consultant
Chemical Test Coordinator
Consumer Specialist
Environmental Health Engineer
Food Safety Consultant
Forest Ranger
Lifesaving Station Operator
Marketing Inspector
Meat Safety Consultant
Migrant Labor Consultant
Motor Vehicle Services Specialist
Multiple Product Grader
Occupational Safety Consultant
Plumbing Consultant
Police Communications Operator
Plumbing Consultant
Traffic Safety Representative
Unit Supervisor

1102 Law Enforcement Officer

This category is illustrative of the following job titles:

Conservation Warden
Environmental Warden
Police Detective
Police Officer
State Patrol Inspector
State Patrol Trooper

1103 Correctional Officer

This category is illustrative of the following job titles:

Correctional Supervisor
Detention Facilities Specialist
Enforcement Cadet
Safety Specialist Warden
Special Investigative Warden
Youth Counselor

1104 Security Officer

This category is illustrative of the following job titles:

Security Director

1105 Firefighter

This category is illustrative of the following job titles:

Fire Crash Rescue Specialist

1106 Safety Inspector (Define)

This category is illustrative of the following job

titles:

Animal Health Inspector
Boiler Safety Inspector
Building Inspector
Elevator Safety Inspector
Fire Safety Inspector
Flammable Liquid Inspector
Food Safety Inspector
Meat Safety Inspector
Migrant Labor Inspector
Mining Safety Inspector
Occupational Safety Inspector
Produce Inspector
Regulation Compliance Investigator
Weights & Measures Inspector

1200 TECHNICAL

This category is illustrative of the following job titles.

Agriculture Lab Technician
Aircraft Mechanic
Aircraft Pilot 2
Audiovisual Production Staff (Assistant, Specialist)
Audiovisual Services Staff (Assistant, Coordinator)
Barber
Beautician
CADD Specialist
Cast Technician
Cereal Chemist
Chemical Lab Technician
Child Care Counselor
Communications Technician
Coordinator-Photo Services
Data Processing Operator Technician
DNA Technician
Drafter
Electronics Technician
Engineering Aid
Engineering Technician
Environmental Lab Technician
Equipment Fabricator
Exhibits Technician
Fingerprint Class. Technician
Fire Control Dispatcher
Fish Propagation Technician
Fisheries Management Technician
Food and Meat Sampling Technician
Forestry Technician

**1200 TECHNICAL
(Continued)**

Glass Technician
Grain Inspector
Grain Technician
Graphic Staff (All, Designer Technician)
Herd Improvement Technician
Histology Technician
Home Health Care Equipment Tech.
Horticulture Technician
Instruction Lab Technician
Instruction Shop Coordinator
Instrument Maker
Laboratory Animal Caretaker
Laboratory Prep. Technician
Management Information Tech.
Material Reprocessing Assistant
Meat and Animal Procurement Tech.
Mechanician
Media Technician
Microbiologist Technician
Microfilm Technician
Mortician
Musical Instrument Technician
Natural Resource Equipment Operator
Natural Resource Research Tech.
Necropsy Technician
Nuclear Medicine Technician
Orthopedic Appliance Technician
Perfusionist Staff (Assistant, Technician)
Peripheral Equipment Operator
Pharmacy Staff (Assistant, Technician)
Phlebotomist
Photographer
Plumbing Consultant
Plumbing Plan Reviewer
Printing Assistant
Private Sewage Plan Reviewer
Property Assessment Technician
PSL Support Group Coordinator
PSL Ultra High Vacuum Specialist
Real Estate Technician
Recreation Assistant
Research Technician
Seed Analyst
Soil Technician
Teacher Assistant
Theater Maintenance Coordinator
Ultrasound Technician
Veterinary Care Technician
Weather Technician
Wildlife Technician

Result Codes

Please indicate the 4-digit code which best corresponds to the primary diagnosis that was a result of the injury.

1000	Other	
2000	Specific Injury	The primary substantial diagnosis that was a result of the injury
2010	Abrasion	Scraping injury to outer layer of skin
2020	Amputation	Cutting off limb/appendage - surgical
2021	Severance	Traumatic amputation – non-surgical
2022	Angina Pectoris	Pain resulting from insufficient blood flow to the heart (myocardial ischemia). Usually felt in chest, typically aching or crushing sensation
2030	Asphyxiation	Respiratory interference or suffocation
2040	Avulsion	Forcible pulling away of part
2060	Blister	Collection of fluid under skin due to pressure or injury
2080	Burn	Injury to tissue of skin as a result of exposure to:
		- chemical
		- radiation, other
		- thermal
2090	Coma	State of abnormal unconsciousness from which a person cannot respond to external stimuli due to illness or injury functions resulting from violent shock or blow to the head
2100	Concussion	Partial or complete losses of bodily functions resulting from violent shock or blow to the head.
2120	Contusion/Bruise	Injury produced by impact without skin breakage, causing blood vessels to rupture, discoloring surrounding tissue
		- internal
		- skin surface
2130	Crushed	Crushing of body part
2135	Cut/laceration	Slice or jagged tear
2140	De-gloving	Rolling of skin/flesh off of hand
2150	Disc injury	Any injury to a disc of the vertebra
2160	Disfigurement	Injury marring the appearance of a body part, particularly face, or other exposed body parts
2170	Dislocation/ Derangement	Movement out of joint or position

2000	Specific Injury (Continued...)	
2180	Electric Shock	Sudden debilitating disturbance of bodily function induced by electric shock
2190	Fatality	Cease of all bodily functions; death
2200	Food Poisoning	
		Ingestion of toxin or bacterial origin e.g. botulism & staphylococcal food poisoning, chemical contaminant of food (e.g. cleaning chemical), poisonous food item (e.g. mushrooms), or allergenic agents (e.g. sulfites & MSG).
		Viral, bacterial, or protozoa food- borne illness infection (e.g. Hepatitis A virus, Salmonella, E-coli, & Cryptosporidium)
		Unidentified gastrointestinal illness of food origin
2210	Fracture	Break or rupture, especially in a bone
2220	Frostbite	Damage occurring by freezing part of the body, causing numbness
2230	Gunshot Wound	Any wound caused by gunshot
2250	Hernia	Protrusion of part or all of an organ through the cavity wall that encloses it; rupture
2270	Physical Stress/Exhaustion, including heat/cold stress	Physical stress/exhaustion, including stress caused by heat or cold
2300	Inflammation	Tissue/organ reaction to injury/irritation characterized by pain, heat, swelling, redness and possible loss of function, could include hemorrhoid
2350	Myocardial Infarction	Sudden decrease in the flow of blood to the heart muscle resulting in impaired heart functioning
2370	Pain Syndrome	More or less localized sensation of discomfort, distress, or agony, resulting from the stimulation of specialized nerve endings.
2371	- Post Traumatic	Pain suffered as the result of a traumatic incident
2372	- Reflex Sympathetic Dystrophy	RSD: chronic pain induced by soft tissue or bone injury. Pain is associated with autonomic changes (e.g., sweating or vessel abnormalities) and/or trophic changes (e.g., skin or bone atrophy, hair loss, joint contractures).
2373	- Myofascial Pain Syndrome	Pain in the cheek area, caused by grinding of teeth at night. Type of fibromyalgia.
2380	Spinal Cord Injury	Any injury
2420	Puncture	A hole/wound made by a sharp, pointed device
2430	Rupture	Tearing apart, as of an organ
2435	Sliver	Thin, sharp object piercing and often under the skin.

2000 Specific Injury Continued...		
2440	Sprain/Strain	The wrenching of a joint without producing dislocation; over extension/over stretching of musculature
2450	Tear	Eliminate specific codes, include in definition
2460	Traumatic Sensory Loss	Loss of hearing, sight, feeling, smell, or taste due to traumatic incident.

3000	Occupational Disease/Illness	A condition caused by an appreciable period of work place exposure, that is either the sole cause of the condition, or at least a material contributing causative factor in the condition's onset or progression
3020	Allergic Reaction	Result of exposure to a substance inducing hypersensitivity
3040	Bloodborne	Diseases transmitted through or found in the blood, including AIDS, HIV, Lyme Disease, Hepatitis B, C, and other than A
3050	Cancer	Malignant tumor, neoplasm, sarcoma or carcinoma characterized by abnormal growth of cells which spread to other tissues (includes mesothelioma)
3060	Degenerative Disc Disease	Degeneration of vertebral discs.
3080	Infectious & Parasitic Diseases	Disease caused by infection or parasites.
3081	- Hepatitis A potential and diagnosed	Inflammation of the liver
3090	Mental Disorders	
3091	- Mental Stress	Any adverse stimulus that tends to disturb the homeostasis of an organism, such as physical, mental, or emotional stress
3092	- Post Traumatic Stress	Mental stress or condition directly related to a physical injury or event
3100	Occupational Sensory Loss	Loss of feeling, hearing, smell, taste, vision due to occupational (versus traumatic) injury.
3110	Poison - Systemic	Organic poisoning; pesticide poisoning.
3120	Radiation Syndrome	An illness due to exposure of a body part to ionizing radiation from radioactive substances marked by anorexia, headache, nausea
3130	Cumulative Trauma Disorders and Compression Neuropathies	Includes carpal tunnel syndrome, epicondylitis, synovitis, tendonitis, tenosynovitis, VTD related diseases, and any other cumulative trauma illness.
3131	Nerve Compression Syndromes	Includes carpal tunnel syndrome and other nerve entrapment
3132	Tendon disorders	Includes tendinitis, epicondylitis, tenosynovitis, deQuervain's disease, ganglion cysts, etc.
3133	Vascular disorders	Raynaud's phenomenon, white finger, thoracic outlet syndrome

3140	Occupational Airway Diseases	Includes asbestosis, black lung (bituminosis), bronchitis, dust disease, and other bacterial or viral airway diseases.
3141	Occupational Asthma	Asthma caused by a specific allergen encountered in the workplace.
3142	Pulmonary Tuberculosis	Tuberculosis of the lungs.
3143	Other Chronic Obstructive Pulmonary Disease	Other diseases of the lungs.
3150	Allergic/irritant dermatitis	Skin irritations or allergies.
3160	Stress-Induced Myocardial Infarction	Chronic, cumulative stress-induced heart failure.
3170	Reproductive Disorders	Reproductive disorders.

Object Codes

Please use the 3-digit code, which best corresponds to the part of body injured.

HEAD	
110	Skull/scalp/head
120	Brain
130	Ear
140	Eye
150	Nose
160	Teeth
170	Mouth
180	Jaw/facial bones
NECK	
210	Cervical
230	Soft Tissue
240	Trachea/Throat/Larynx
UPPER EXTREMITIES	
310	Shoulder
320	Upper Arm
330	Elbow

TRUNK	
410	Upper Back/Thoracic
420	Low Back/Lumbar/Lumbo-Sacral/Sacrum/Coccyx
430	Chest/Ribs, Sternum, Soft Tissue
450	Pelvis
460	Abdomen
465	Internal Organs
LOWER EXTREMITIES	
510	Buttocks
520	Groin
530	Hip
540	Thigh
550	Knee
560	Lower Leg
570	Ankle
580	Foot
590	Toe(s) (other than Great)
591	Great Toe

UPPER EXTREMITIES Continued	
340	Lower Arm
350	Wrist
360	Hand
380	Finger(s)
390	Thumb

BODY SYSTEMS Continued	
600	Cardiovascular (includes the Heart)
610	Respiratory
620	Gastrointestinal
630	Skin
640	Psycho/Mental/Stress
650	Immune
660	Hematological
670	Reproductive
680	Nervous
690	Endocrine
700	Other/Undeterminable
701	No physical injury/near miss

OBJECT CODES CONT.

Body System Definitions

600 Cardiovascular	Consisting of the heart and blood vessels, through which the blood circulates
610 Respiratory	The airway consisting of the nasal cavity, pharynx, larynx, trachea, bronchi and lungs
620 Gastrointestinal	The organs associated with the ingestion, digestion and absorption of food, including the stomach, small intestine, large intestine and pancreas
630 Skin	The skin and its appendages, including both the hair and nails
640 Psycho/Mental/Stress	Pertaining to the mind, psyche
650 Immune	Complex system of cellular and molecular components with the primary function of distinguishing self from non self and defense against foreign organisms or substances; the primary cellular components are lymphocytes and macrophages, and the primary molecular components are antibodies and lymphokines
660 Hematological	The tissues concerned in production of blood, including bone marrow and lymphatic tissue
670 Reproductive	The organs concerned with reproduction
680 Nervous	Comprises the central and peripheral nervous system, composed of the brain and spinal cord and the nerves and ganglia outside the brain and spinal cord
690 Endocrine	Organs which influence metabolism and other body processes, including the hypothalamus, pituitary, thyroid, parathyroid, and adrenal glands, the gonads, the pancreas, the paraganglia, and perhaps the pineal body

Cause/Occurrence Code-Summary List

0100	Animal(s)
0200	Machinery
0300	Motorized Equipment
0400	Object
0500	Person(s)
0600	Vehicle
0700	Sharps Injury
0800	Hazardous Substances (Not Sharps Injury)
0900	Physical Hazards
1000	Plants or Animals
1100	Fire or Explosion
Motion	
1200	Lifting, Moving or Restraining Load
1300	Motion of Individual
1400	Repetitive Motion
1500	Slip, Trip or Fall
Physiological Event...	
1600	Physiological Event
Tool Related ...	
1700	Use of a Tool
1800	Psychological Event
1900	Unsafe Act
2000	Horseplay
0000	Other

Cause/Occurrence Codes

Please indicate the 4-digit code which best corresponds to the action, occurrence or event that resulted in the cause of the accident, injury or exposure.

0100	Animal(s) The event causing the injury is primarily due to the action or movement of animal(s). This does not include bodily reactions to venomous animal(s) or insect bites.
0110	- Kicked, stepped on, or struck by animal(s)
0120	- Trampled or crushed by animal(s)
0130	- Bitten by animal(s)
0140	- Scratched or mauled by animal(s)
0200	Machinery This includes any event where a person was injured by the action or motion of a machine (e.g. table saw, drill press, milling machine). This does not include events involving vehicles, motorized equipment, or hand tools.
0210	-Caught In
0211	- Caught In (operator injury)
0220	- Crushed By
0221	- Crushed By (operator injury)
0230	- Struck By
0231	- Struck By (operator injury)
0232	- mechanical failure including faulty wiring/electrical deficiency
0233	- Person/equipment interface (inappropriate fit)
0300	Motorized Equipment Includes any event where a person was injured by the action or motion of a piece of motorized equipment (e.g. forklift, "Cushman," tractor, hay baler, bulldozer, back-hoe). This does not include events involving vehicles used primarily for transportation
0310	- Caught in, Under or Between
0311	- Caught In, Under or Between (operator injury)
0320	- Crushed By
0321	- Crushed By (operator injury)
0330	- Struck By
0331	- Struck By (operator injury)
0340	- Thrown From
0341	- Thrown From (operator injury)
0400	Object An encounter with a physical structure, object, or projectile (where no vehicle, machine or heavy equipment is involved) is the primary event that results in injury.
0410	- Struck By or Against Door or Door Frame
0420	- Struck By or Against Tree or Branches
0430	- Struck by or against other object
0440	- Struck by projectile

0450	- Caught in, under or between
0500	Person(s) An encounter with a person(s) where there is no vehicle involved that results in an injury.
0510	- Struck By Other Person(s)
0520	- Struck with object or weapon wielded by other person (except gunshot)
0530	- Pushed or pulled by another person(s)
0540	- Crushed, pinned or caught within a crowd
0550	- Gunshot
0560	- verbal abuse
0570	- pursuit of suspect
0600	Vehicle/Other miscellaneous modes of transportation An event where a person is injured during a vehicle accident, whether the person is inside or outside of the vehicle. A “vehicle” is used primarily for transportation and does not include motorized equipment.
0610	- Truck or Auto
0611	- Truck or Auto (Driver Injury)
0620	- Bicycle
0621	- Bicycle (Driver Injury)
0630	- Motorcycle or Moped
0631	- Motorcycle or Moped (Driver Injury)
0632	- Boat
0633	- ATV
0634	- Airplane
0635	- Snowmobile
0636	- Farm Equipment
0700	Sharps Injury The primary event is a potential exposure to a substance by injection due to an injury with a contaminated object that penetrates the skin, mucous membrane, or eyes.
0710	- Needlestick
0720	- Glassware (e.g. pipette, capillary tube, vial)
0730	- Blade (e.g. lance, scalpel, surgical scissors)
0740	-Human Bite
0750	- Other Sharp

0800	Hazardous Substance (Not Sharps Injury) The primary event is that the person is exposed to a possibly harmful substance, and the route of exposure is not via a sharp injury.
0810	- Inhalation
0820	<input type="checkbox"/> <input type="checkbox"/> Splash, Particulate or Other Direct Contact to Skin or Eye
0830	<input type="checkbox"/> Ingestion
0840	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Multiple Routes
0900	Exposure to Physical Hazards The primary event possibly leading to injury or illness is an exposure to a physical hazard, or a hazard inherent in the working environment.
0910	- Heat
0920	- Cold
0930	- Noise
0940	- Electrical Hazard
0950	- Source of Ionizing Radiation
0960	- Other Source of Radiation (e.g. UV Light)
0970	- (Drowning or Near-Drowning)
0980	- Workplace Lighting
0990	- Workplace Ventilation
0995	- Workplace Layout/Design
1000	Plants or Animals The primary event leading to the need for medical attention is the body's physiological reaction to a plant or animal derived substance.
1010	- Reaction to Contact with Animal or Animal Dander
1020	- Reaction to Insect or Animal Venom
1030	- Reaction to Contact with Plant
1100	Fire or Explosive This would apply where a person's involvement in a fire or explosion leads to injuries. This does not apply where the nature of the involvement is limited to smoke inhalation.
1200	Lifting, Moving or Restraining Load The person exerts a force against a load that results in injury.
1210	- Lifting Person
1220	- Lifting Other Load
1230	- Restraining Person
1240	- Restraining Animal
1250	- Restraining Other Load
1260	- Pushing/pulling a person
1270	- Pushing/pulling a load
1280	- Pushing/pulling an animal
1300	Motion of Individual - The person engages in bodily motion that in it self causes an injury.

1310	- Running, Jumping or Walking
1320	- Climbing
1330	- Stepping Up or Down
1340	- Bending or Reaching
1400	Repetitive Motion The primary event believed to be resulting in injury is a duty that involves repetitive motion.
1410	- Computer Keyboard Tasks or duties involving extended use of a computer keyboard (e.g. data entry, word processing)
1420	- Materials Sorting or Handling Tasks involving repeated handling of similar materials using the same or similar motion (e.g. mail sorting)
1430	- Food Prep, Handling and Clean-up Tasks typical of food service organizations (e.g. scooping potatoes, cutting vegetables, dish washing) using the same or similar motion for extended periods
1440	- Work With Tools or Equipment Tasks requiring extended use of the same tool or piece of equipment using the same or similar motion (e.g. jack hammering, using a screwdriver, turning a wrench). Does not include tools used in food prep, handling or clean-up
1450	- Musical Instrument Work involves extended use of a musical instrument such as a piano, violin, or guitar requiring the same or similar motion
	MOTION ...
1500	Slip, Trip or Fall The primary event is a loss of balance, perhaps due to a slip, trip or stumble that leads to a fall or near fall.
1510	- Slip/Trip/Stumble; No Fall There was no fall, and the event itself caused an injury
1520	- Fall; Same Level The person loses balance and falls on a surface that is substantially on the same plane
1530	- Fall; Different Level The person falls on a surface that is on a different plane (between one and four feet higher/lower than the original plane)
1540	Slippery Surface, water, ice, grease
1600	Physiological Event – The primary event leading to the injury is a physiological reaction or event
1610	- Allergic Reaction
1620	- Epileptic Seizure
	TOOL RELATED ...
1700	Use of a Tool - The event leading to injury results primarily from the use of a hand-held tool, and the tool was directly involved in the injury. This

	does not include use of stationary power tools such as a press nor does it include injuries due to repetitive motion.
1800	Psychological: Mental Stress , mental only, including one or more anxiety type stress disorders, except post-traumatic stress disorder. No physical injury.
1801	Psychological: Post-traumatic stress disorder, development of symptoms following exposure to an extreme traumatic stressor (e.g., experiencing or witnessing extremely violent actions). May be related to physical and/or mental stressors.
1802	Psychological: Mental stress, mental/physical , mental condition leading to physical injury or disease
1803	Psychological: Mental stress, physical mental , mental condition resulting from physical injury or disease
1900	UNSAFE ACT
2000	HORSEPLAY
2100	OTHER/Unidentifiable occurrence

Location Codes

Please indicate the 3-digit code which best corresponds to the physical location where the incident or injury occurred.

Inside Buildings	
101	Office
102	Classroom
103	Conference Room
104	Library
105	School
110	Mail Room
111	Restroom
112	Shower
113	Workout Room/Gym/Pool
114	Break Room
115	Student Union
116	Auditorium/Theater
120	Maintenance/Work Shop
121	Power Plant
122	Sign Shop
123	Garage
124	Warehouse
125	Shipping/Receiving
126	Loading Dock
127	Basement
128	Dumpster/Trash Area
129	Other Service Areas
130	Hallways
131	Steps/Stairwell
132	Service Tunnels
133	Elevators/Escalators
140	Food Service Area
141	Cafeteria
150	Patient/Resident Living Area
151	Inmate Living Quarters
152	Dorms/Lodging
153	Segregation Unit
154	Temporary Lockup
155	Day Care Center
156	Clinical Services
157	Health Services
160	Hospital

Outside Buildings	
210	Grounds
211	Walkways
212	Steps
213	Parking Areas
214	Streets
215	Curbs
220	Tower
221	Bridge
222	Roof
230	Farms
231	Tank/Silo/Confined Space
240	Athletic Field/Area/Pool
250	Firing Range
260	Away From Premises
261	Lakes/Streams
262	Pier/Dock
263	Research/Service Vessel
264	Wooded Areas
265	Park
266	Nursery
267	Hatchery
268	Other Outside Terrain
270	Scale
280	Vehicle - Inside
281	Vehicle - On
282	Vehicle - Under
290	Work Zone - On Road
291	Work Zone - On Shoulder
292	Work Zone Off Road
293	Home residence - outside
294	Cemetery
299	Undetermined/Other

170	Dental Room
171	Laundry Room
	Inside Buildings (Continued)
172	Time Out Room
173	Radio Room
174	Firing Range
175	Armory
176	Security Gates
177	Art Studio/Arts and Crafts
178	Hazardous Chem. Storage Area
180	Lab
181	Lab - Chemical
182	Lab - Material
183	Lab - Clinical/Medical
190	Field Station
191	Field Office
192	Field Testing Station
193	Field Scale
194	Stores/Bookstores
195	Lobby
196	Print Shop/Media Center
197	Home residence - inside
199	Undetermined/Other

Payment Codes

1PCH	Chiropractor
1PCL	Close Claim Transaction
1PCO	Compromise-Medical
1PDG	Prescription Drug
1PDN	Dental
1PDO	DWD Order- Medical
1PHC	Health Club
1PHO	Hospital
1PMS	Medical Supplies
1POM	Other Medical
1PPH	Physician
1PPT	Physical Therapy
1PRE	Re-Open Claim Transaction
1PTV	Travel
1PVO	Vocational Rehabilitation
1R1R	Med/BI/Comp Reserve
2P10	Unidentified Expense
2PCR	Chiropractic Review
2PCY	Copy Charges
2PDS	Medical Dispute Resolution Fee
2PIM	Independent Medical Evaluation
2PIV	Investigation
2PLV	LOEC Evaluation
2PMM	Medical Case Management
2POT	Other
2PPR	Peer Review/File Review/2nd Opinion
2PTC	Tele-Case Management
2PUR	Utilization Review
2R2R	Expense Reserve
3P10	Unidentified Indemnity
3PBF	Bad Faith/Malice
3PCM	Compromise-Indemnity
3PDO	DWD Order-Indemnity
3PDP	Delay in Payment Fine
3PES	Employer Safety Violation
3PFE	Attorney Fees
3PLE	Loss of Earning Capacity
3PTD	Temp. Total Disability
3PTP	Temp. Partial Disability
3PVD	Vocational Temp. Disability
3R3R	Ind/PD/Coll Reserve
4P10	Unidentified Medical Recovery
4P20	Unidentified Expense Recovery
4P30	Unidentified Indemnity Recovery
4P70	Unidentified Permanency Recovery

4PAT Attorney - Permanency Recovery
 4PBF Bad Faith/Malice - Indemnity
 Recovery
 4PCH Chiropractor - Medical Recovery
 4PCM Compromise - Indemnity Recovery
 4PCO Compromise-Medical Recovery
 4PCP Compromise-Perm Recovery
 4PCR Chiropractic Review - Expense
 Recovery
 4PCY Copy Charges - Expense Recovery
 4PDB Death Benefit - Permanency Recovery
 4PDD DWD Order-Perm Recovery
 4PDG Prescription Drug - Medical Recovery
 4PDN Dental - Medical Recovery
 4PDO DWD Order-Medical Recovery
 4PDP Delay in Payment Fine - Indemnity
 Recov.
 4PDS Med Dispute Resolution Fee - Exp
 Recovey
 4PDW DWD Order-Ind. Recovery
 4PES Employer Safety Violation - Indem
 Recov
 4PFE Attorney Fees - Indemnity Recovery
 4PHC Health Club - Medical Recovery
 4PHO Hospital - Medical Recovery
 4PIM Independent Med Evaluation - Exp
 Recovey
 4PIV Investigation - Expense Recovery
 4PLE Loss of Earning Capacity - Indem
 Recov.
 4PLV LOEC Evaluation - Expense Recovery
 4PMM Medical Case Management - Expense
 Recov.
 4POM Other Medical - Medical Recovery
 4POT Other - Expense Recovery
 4PPD Perm. Total Disability - Perm Recovery
 4PPH Physician - Medical Recovery
 4PPP Perm. Partial Disability - Perm
 Recovery
 4PPR Peer/File Review/2nd Opinion - Exp
 Recov
 4PPT Physical Therapy - Medical Recovery
 4PTD Temp. Total Disability - Indemnity
 Recov
 4PTP Temp. Partial Disability - Indem Recov
 4PTV Travel - Medical Recovery
 4PUR Utilization Review - Expense Recovery
 4PVD Vocational Temp Disability - Indem
 Recov
 4PVO Vocational Rehab - Medical Recovery

4R4R	Recovery Reserve
7P10	Unidentified Permanent
7PAT	Attorney
7PCO	Compromise-Perm
7PDB	Death Benefit
7PDO	DWD Order-Perm
7PPD	Perm. Total Disability
7PPP	Perm. Partial Disability
7R7R	Other Reserve

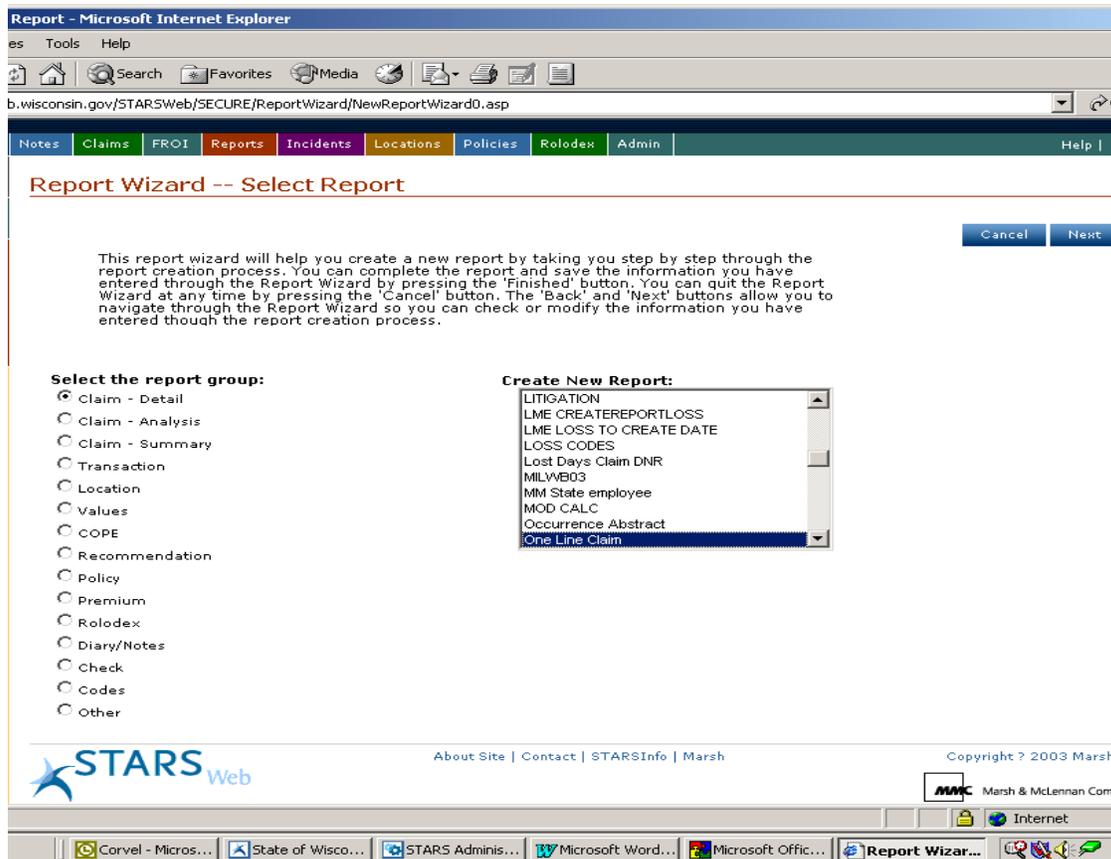
REPORTS

The report menu gives five options:

- **Add New Report:** to create a new report from scratch
- **Available Reports:** to view report groups and reports that have already been created
- **Report Status;** to show a list of reports you have ran and what their status is
- **Completed Reports;** a list of all reports you have ran that are complete
- **Report Schedules:** a list of reports you have on schedules

Add New Report

Highlight the Report tab and click on “Create New Report”, Select the Report Group and Template and click on “Next”



Enter the name of your new report – SWI Standard is to put your initials prior to the name of the report.

Select the Report Group you would like the report to reside in.

Heading 1 & Heading 2 print out on the finished report. It is suggested that Heading 1 should be identical to the Report Name field to make locating the report at future date easier.

Click on “Next”

Complete the “Select Data” screen to narrow down the select criteria for your report- Click on “Next”

Complete the Sort Data screen and click on “Finish”

Once you click on “Finish” you will be prompted that the Report Saved. At this point you will be able to view the report details, run the report, or set up the schedule on the report.

Field	Group Sort	Group Order	Group Date by	Page Total	Reset Break	Page #	Group Header
1) Claim Number	No	Asc	Year	No	No	No	Claim Number

Searching for an Existing Report

To locate reports that have been created on STARSWeb highlight the “Report tab” and click on “Available Reports”

Enter as much information as possible in the search screen – this will help to narrow your search and find the report easier.

The screenshot shows the MARSH STARS Web v8.1 interface. The top navigation bar includes tabs for Notes, Claims, FROI, Reports, Incidents, Locations, Policies, Rolodex, and Admin. The left sidebar contains a 'Reports' section with options like 'Add New Report', 'Available Reports', 'Report Status', 'Completed Reports Folder', and 'Report Schedules'. The main content area is titled 'Report Request Listing' and features a search form with fields for 'Report Name' (containing 'KMH TEST %'), 'Report Group' (containing 'KMH'), and 'Template Type' (containing '<All Template Types>'). Below the search form, there is a table of reports with the following data:

Actions	Report Name	Group	Type	Template	Heading
<input type="checkbox"/>	KMH TEST	KMH	Diary/Notes	Long Form	Long Form (Diary / Notes)
<input type="checkbox"/>	KMH TEST 12/15/03	KMH	Detail	One Line Claim	One Line Claim (Detail)
<input checked="" type="checkbox"/>	KMH TEST FOR DAWN	KMH	Transaction	Financial Trans. Detail	UW Stevens Point

Below the table, there is a 'Run this report now' button. At the bottom of the page, there are buttons for 'Schedule Report' and 'Run Report Now', and a 'Refresh List' button. The footer includes the STARS Web logo, navigation links (About Site, Contact, STARSInfo, Marsh), and a copyright notice for 2003 Marsh Inc.

To view the “Report Detail” information, click on the name of the report.

To run a report, put a check mark in the box to the left of the name and click on the “Running Man” icon. To run several reports put check marks in boxes of the reports you wish to run and click on “Run Reports Now” button at the bottom left of the screen.

To schedule a report put a check mark in the box to the left of the name and click on the “Calendar” icon”. To schedule several reports at the same time put a check mark in the box of each report you wish to schedule and click on “Schedule Reports Now” button at the bottom left of the screen.

**State of Wisconsin Worker's Compensation
Coordinator**

STARS - OSHA TAB GUIDE

**Updated STARS Definitions In Accordance With
OSHA/Dept of Commerce**

2-18-04

INTRODUCTION

This section has been created to help Worker's Compensation Coordinators standardize STARS reporting according to OSHA reporting guidelines. This document covers everything that you need to classify injuries or illnesses as work-related or not, and to note the extent and severity of each case. When an injury/illness occurs, use this document to record specific details about what happened and how it happened.

OSHA RECORDABLE SECTION

Definition of Work Related

An injury or illness is considered work-related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition. Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the workplace, unless an exception specifically applies. For a list of exceptions, see the non-recordable section.. The work environment includes the establishment and other locations where one or more employees are working or are present as a condition of their employment.

What to record?

Recordable - (General Recording Criteria)

Recordable work-related injuries and illnesses are those that result in one or more of the following:

1. Death
2. Days away from work
3. Restricted work
 - a. Restricted work occurs when, as the result of a work-related injury or illness:
 - b. You keep the employee from performing one or more of the routine functions of his or her job, or from working the full workday that he or she would otherwise have been scheduled to work; or
 - c. A physician or other licensed health care professional recommends that the employee not perform one or more of the routine functions of his or her job, or not work the full workday that he or she would otherwise have been scheduled to work.

- d. Transfer to another job
- e. Medical treatment beyond first aid
- f. Loss of consciousness, or
- g. Diagnosis of a significant injury or illness.

Additional Criteria

You must record the following conditions if they are work related:

1. Any needlestick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material (refer to the Privacy Case section in this document).
2. Any case requiring an employee to be medically removed under the requirements of an OSHA health standard.
3. Tuberculosis infection as evidenced by a positive skin test or diagnosis by a physician or other licensed health care professional after exposure to a known case of active tuberculosis.

Non-Recordable – (Non Work Related Injuries/Illness)

You are not required to record injuries and illnesses if –

1. At the time of the injury or illness, the employee was present in the work environment as a member of the general public rather than as an employee.
2. The injury or illness involves signs or symptoms solely from a non-work-related event or exposure.
3. The injury or illness results solely from voluntary participation in a wellness program or in a medical, fitness, or recreational activity such as blood donation, physical examination, flu shot, exercise class, racquetball, or baseball.
4. The injury or illness is solely the result of an employee eating, drinking, or preparing food or drink for personal consumption (whether bought on the employer's premises or brought in). For example, if choking on a sandwich while in the employer's establishment injures the employee, the case would not be considered work-related.

Note: If the employee is made ill by ingesting food contaminated by workplace contaminants (such as lead), or gets food poisoning from food supplied by the employer, the case would be considered work-related.

5. The injury or illness is solely the result of an employee doing personal tasks (unrelated to their employment) at the establishment outside of the employee's assigned working hours.
6. The injury or illness is solely the result of personal grooming, self-medication for a non-work-related condition, or is intentionally self-inflicted.
7. The injury or illness is caused by a motor vehicle accident and occurs on a company parking lot or company access road while the employee is commuting to or from work.
8. The illness is the common cold or flu (Note: contagious diseases such as tuberculosis, brucellosis, hepatitis A, or plague are considered work-related if the employee is infected at work).
9. The illness is a mental illness unless the employee voluntarily provides the employer with an opinion from a physician or other licensed health care professional with stating that the employee has a mental illness that is work-related.

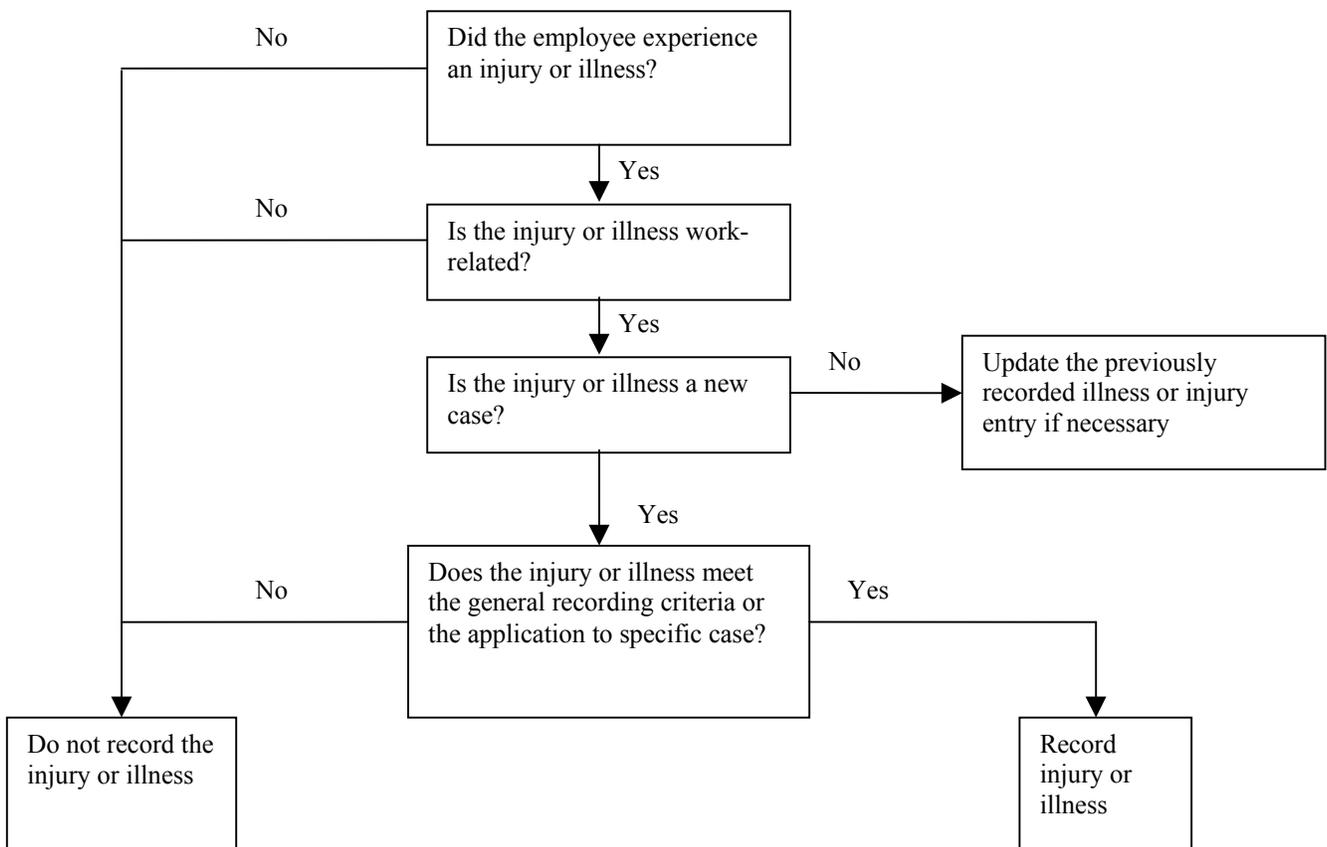
NEW CASE

You must consider an injury or illness to be a "new case" if:

1. The employee has not previously experienced a recorded injury or illness of the same type that affects the same part of the body, or
2. The employee previously experienced a recorded injury or illness of the same type that affected the same part of the body but had recovered completely (all signs and symptoms had disappeared) from the previous injury or illness and an event or exposure in the work environment caused the signs or symptoms to reappear.

How to decide whether a particular injury or illness is recordable?

The decision tree for recording work-related injuries and illnesses below shows the steps involved in making this determination.



PRIVACY CASE SECTION

You must consider the following types of injuries or illnesses to be private concern cases:

1. An injury or illness to an intimate body part or to the reproductive system
2. An injury or illness resulting from a sexual assault
3. A mental illness
4. A case of HIV infection, hepatitis, or tuberculosis
5. A needlestick injury or cut from a sharp object that is contaminated with blood or other potentially infectious material
6. Other illnesses if the employee independently and voluntarily requests that his or her name not be entered on the log.

For such cases you must NOT enter the employee's name. Instead, enter 'privacy case' in the space provided for the employee's name.

- a. Keep a separate confidential list of the case numbers and employee names for the establishment's privacy concern cases so that you can update cases and provide information to authorized personnel if asked to do so.
- b. If the information describing the privacy concern case may be personally identifiable even though the employee's name has been omitted, you may use discretion in describing the injury or illness.
- c. Enter enough information to identify the cause of the incident and the general severity of the injury or illness, but you do not need to include details of an intimate or private nature.

INJURY/ILLNESS SECTION

Injury

An injury is any wound or damage to the body resulting from an event in the work environment. Injuries include cases such as, but not limited to - a cut, puncture, laceration, bruise, contusion, fracture, chipped tooth, insect bite, electrocution, amputation, or a thermal, chemical, electrical, or radiation burn. Sprain and strain injuries to muscles, joints and connective tissues are classified as injuries when they result from a slip, trip, fall, or other similar accidents.

Illnesses

Illnesses include both acute and chronic illnesses, such as, but not limited to, a skin disease, respiratory disorder, or poisoning.

Skin Disorder

Skin diseases or disorders are illnesses involving the worker's skin that are caused by work exposure to chemicals, plants, or other substances.

Examples:

- a. contact dermatitis,
- b. exzema,
- c. rash caused by primary irritants and sensitizers,
- d. rash caused by poisonous plants,
- e. oil acne,
- f. friction blisters,
- g. chrome ulcers,
- h. Inflammation of the skin.

Respiratory Condition

Respiratory conditions are illnesses associated with breathing hazardous biological agents, chemicals, dust, gas vapors, or fumes at work.

Examples:

- a. silicosis, asbestosis, pneumonitis, pharyngitis, rhinitis or acute congestion,
- b. farmers lung,
- c. beryllium disease
- d. tuberculosis,
- e. occupational asthma,
- f. reactive airways dysfunctional syndrome (RADS),
- g. chronic obstructive pulmonary disease (COPD),
- h. hypersensitivity pneumonitis,
- i. toxic inhalation injury such as metal fume fever,
- j. chronic obstructive bronchitis, and
- k. other pneumoconioses.

Poisoning

Poisoning includes disorders evidenced by abnormal concentrations of toxic substances in blood, other tissues, other bodily fluids, or the breath that are caused by the ingestion or absorption of toxic substances into the body.

Examples:

- a. Metals - poisoning by lead, mercury, cadmium, arsenic, or other Metals;
- b. Gases - poisoning by carbon monoxide, hydrogen sulfide, or other Gases;
- c. Organic solvents - poisoning by benzene, benzol, carbon tetrachloride, or other organic solvents;
- d. Poisoning by insecticide sprays, such as parathion or lead arsenate; and
- e. Poisoning by other chemicals, such as formaldehyde.

All Other Illnesses

Heatstroke, sunstroke, heat exhaustion, heat stress, and other effects of environmental heat; freezing, frostbite, and other effects of exposure to low temperatures; decompression sickness; effects of ionizing radiation (isotopes, x-rays, radium); effects of nonionizing radiation (welding flash, ultra-violet rays, lasers); anthrax; bloodborne pathogenic diseases, such as AIDS, HIV, hepatitis B or hepatitis C, brucellosis, malignant or benign tumors; histoplasmosis; or coccidioimycosis.

(Note: Injuries and illnesses are recordable only if they are new, work-related cases that meet one or more of the recording criteria.)

SEVERITY SECTION

When classify codes in the severity section remember to select the most serious outcome of the injury or illness. For example a case could have both days away from work and restricted work activity. The severity hierarchy is:

Most serious	Death
	Days away from work
	Restricted work activity or job transfer
	Loss of consciousness
	Medical treatment beyond first aid
Least serious	First aid

First Aid

First aid means only the following treatments (any treatment **NOT** included in this list is not considered first aid for recordkeeping purposes):

1. Using a nonprescription medication at nonprescription strength;
2. Administering tetanus immunizations;
3. Cleaning, flushing or soaking wounds on the surface of the skin;
4. Using wound coverings such as bandages, Band-Aids, gauze pads, etc.; or using butterfly bandages or Steri-Strips;
5. Using hot or cold therapy;
6. Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.;
7. Using temporary immobilization devices while transporting an accident victim;
8. Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;
9. Using eye patches;
10. Removing foreign bodies from the eye using only irrigation or a cotton swab;
11. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;

12. Using finger guards;
13. Using massages; or
14. Drinking fluids for relief of heat stress.

Medical Treatment Beyond First Aid

Medical treatment means the management and care of a patient to combat disease or disorder.

For recordkeeping purposes, it does not include

1. Visits to a physician or other licensed health care professional solely for observation or counseling;
2. Diagnostic procedures such as x-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes (e.g., eyedrops to dilate pupils); or
3. Any treatment contained on the list of first-aid treatments.

Loss of Consciousness

You must record a work-related injury or illness if the worker becomes unconscious, regardless of the length of time the employee remains unconscious.

Days Away From Work

1. Count the number of calendar days the employee was away from work as a result of the recordable injury or illness.
2. Do not count the day on which the injury or illness occurred in this number. Begin counting days from the day after the incident occurs.
3. If a single injury or illness involved both days away from work and days of restricted work activity, enter the total number of days for each.
4. You may stop counting days of restricted work activity or days away from work once the total of either or the combination of both reaches 180 days.

Restricted Work Activities

Restricted work activities occurs when, as the results of a work-related injury or illness, an employer or health care professional keeps, or recommends keeping, an employee from doing the routine functions of his or her job or from working the full workday that the employee would have been scheduled to work before the injury or illness occurred.

1. Count the number of calendar days the employee was on restricted work activity as a result of the recordable injury or illness.
2. Do not count the day on which the injury or illness occurred in this number. Begin counting days from the day after the incident occurs.
3. If a single injury or illness involved both restricted work activity and days away from work, enter the total number of days for each.
4. You may stop counting days of restricted work activity or days away from work once the total of either or the combination of both reaches 180 days.

Transfer to Another Job

If an injured or ill employee was assigned to a job other than his or her regular job for part of the day, the case involves transfer to another job. This does not include the day on which the injury or illness occurred. You count days of job transfer or restriction in the same way you count days away from work. If you permanently assign the injured or ill employee to a job that has been modified or permanently changed you may stop the day count when the modification or change is made permanent.

Death

Each fatality or multiple hospitalization incidents that occurs within thirty (30) days of an incident are recordable.

PROCEDURES

Use of STARSWeb and Claims Procedures

Adherence to the procedures described below will vary depending on access to a computer, to Internet, and to the version of Internet that enables communicating on STARSWeb. Some forms will undoubtedly continue to be completed and processed manually.

Claims Process

1. Claims Process: Injured employee notifies supervisor

Injured employee notifies supervisor of injury and completes a DOA-6058 "Employee's Report of Injury or Illness." The DOA 6058 is available and can be completed in the following ways:

- a. Obtain hard copy from supervisor, or by downloading from BSRM Web Site, filling in the form manually, and sending it to Supervisor.
- b. Go to BSRM Web Site, <http://www.doa.state.wi.us/dsas/risk>, fill in the form, and send it via email to Supervisor.

(DOA employees may access the form on the "S" drive).

2. Claims Process: Supervisor notifies Worker's Compensation Coordinator

Supervisor completes a WKC-12 "Employer's First Report of Injury or Disease" within 24 hours of the injury, or notice of the injury. The form is completed and sent, along with the DOA 6058, to the Worker's Compensation Coordinator. If the DOA 6058 is not yet received from the employee, the Supervisor immediately sends the WKC-12 by itself and sends the DOA 6058 as soon as possible.

- a. Obtain hard copy from Worker's Compensation Coordinator, by downloading from BSRM Web Site, or by downloading from DWD site. Supervisor fills in the form manually, and sends it to Worker's Compensation Coordinator.
- b. Go to BSRM Web Site, fill in the form, and send it via email to Worker's Compensation Coordinator.
- c. Go to DWD Web Site, download and fill in the form, and send it via email to Worker's Compensation Coordinator.

3. Claims Process: Worker's Compensation Coordinator notifies Claims Adjuster

The Worker's Compensation Coordinator is responsible for obtaining and forwarding the following to the Claims Adjuster:

- a. DOA 6058 "Employee's Report of Injury or Illness"
- b. WKC-12 "Employer's First Report of Injury or Disease"
- c. DOA 6733 "Employee Funding and Coding"
- d. DOA 6437 "Accident Analysis and Prevention Report" (Supervisor's Analysis)
- e. DOA 6437 "Safety Coordinator's Review"
- f. DOA 6436 "Material handling Injury Accident Analysis Report"
- g. DOA 6436 "Repetitive Motion Injury Accident Analysis Report"

The WKC-12 and the DOA 6733 information must be sent to the Claims Adjuster within 24 hours of the injury, or notice of the injury. This will be accomplished in the following ways:

- a. The Worker's Compensation Coordinator accesses STARSWeb and completes the Claims Entry process.

The DOA 6058 must be sent to the Claims Adjuster as soon as possible after the injury. This will be accomplished in the following ways:

- a. Forward the DOA 6058 via email.
- b. Fax the DOA 6058.

Remaining forms must be faxed to the Claims Adjuster as soon as possible after the injury. Coordinators should also fax printed copies of the WKC-12 and DOA 6733 to the Claims Adjuster until further notice (see #4 below).

Maintaining and Sending Printed Copies

4. Maintaining and sending printed copies of forms.

It is recommended that for the present, employees, supervisors, and coordinators retain hard copies of their forms until it is certain that the electronic procedures are satisfactorily working.

Coordinators should also send (fax) printed copies of the WKC-12 and DOA 6733 to the Claims Adjuster until further notice.

The above will be reviewed July 1, 2001.

Delegated Agency Process

5. Claims Process: Claims Unit processes daily claims

As claims are entered into STARSWeb by coordinators, they automatically populate the host STARS system available at DOA, DOT and UWSA/UW-Madison. Each claims unit needs to designate one or more persons to run a claims report on STARS at least once per day to obtain the list of claims entered and to notify the claims adjusters.

Either that designate, or the individual claims adjuster, should review the STARS claims screens to assure the information sent is complete and accurate.

In the next phase of STARS development, approximately June, 2001, the entered claims will be sent to DWD via Electronic Data Interchange (EDI). Currently, a WKC-12 can be printed by the claims adjuster and sent via Inter-D Mail to DWD.

Signatures

6. Signatures on Forms

Two forms currently require signatures: the WKC-12 and the DOA 6058. The issue of whether forms may continue to require signatures will continue to be explored. For the present, Worker's Compensation Coordinators should send a hard, signed copy of these forms to the claims adjuster after electronically entering/sending the forms.

Asst. Attorney General Lowell Nass wrote (4/20/2000): "A statute created July 1, 1999 Section 137.06, Wis. Stats., generally permits such electronic signature to be used and considered valid if certain conditions are met on the unique nature of the signature, verification, linking of the signature to the document and sole control of the process using signature."

Section 137.06 is as follows:

137.06 Electronic signature.

(1) Unless otherwise prohibited by law, any document that requires a manual, facsimile or other form of signature or that is given effect with a manual, facsimile or other form of signature may be signed or given effect with an electronic signature if the electronic signature meets all of the following requirements:

- (a) The electronic signature is unique to the person using it.
- (b) The electronic signature is capable of verification.

(c) The electronic signature is under the sole control of the person using it.

(d) The electronic signature is linked to the document to which it is attached or associated in such a manner that, if the document is altered after the electronic signature is created, the electronic signature is invalidated.

(e) For documents submitted to the department of financial institutions, the electronic signature conforms to any rules promulgated by the department of financial institutions.

(2) An electronic signature that satisfies all of the requirements specified in [sub. \(1\)](#) has the same force and effect as a manual, facsimile or other form of signature.

History: 1997 a [306](#).

A second issue is whether signatures are needed. AAG Nass continues:

“...generally, anytime one can confront a claimant with an earlier version of facts which conflict with a later version, it helps cast doubt on the credibility of the claimant. I have seen DWD and LIRC seize upon such conflicts to support their dismissals. But whether sign manually or electronically, it would be a signature. The only problem with the electronic version is where the requirements of control, etc., listed in sec. 137 Stats., are not present and the claimant will assert that someone else entered it in a shared computer. If everyone had their own computers, the electronic version would certain (sic) save time and paper. It would be a policy decision.

“It does not appear that such record would be required to be furnished to DWD pursuant to sec. 102.37 and 102.38, Stats., and therefore prohibited from being placed into evidence under sec. 102.40, Stats.”

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Editing a Claim

Worker's Compensation requires that when changes are made to claims that effect the handling of the claim notify the claim handler of this change.

Example 1; If a claim is originally a Medical or Incident only claim and time lost accumulates to Lost time or Hazardous duty claim you must notify the claim adjuster. Any change to the claim type is to be reported to the claim handler.

Example 2 ; If you enter notes on the claim that have may an effect on the claim adjusters handling of the claim, you must notify the claim adjuster.

* Anything that is questionable please notify your claims adjuster.