

Riskconnect/Enterprise- CHECKLIST FOR CLAIM ENTRY

<https://www.riskconnectclearsight.com/Enterprise/StormsPackages/Storms.Wrapper/#/>

Client ID: **WISC** _____ User ID: _____ Password: _____
(Password is case sensitive)

Tips/Tricks

- *Red Astrix fields are required fields
- % "Wild Card" represents unknown
- 90 day password re-set required
- Enter claims IN ALL CAPS
- 30 minute "time out" if not active
- (^, v, <, >) Open or close screens search fields

COVERAGE: Entering this correctly determines whether the claim is reportable, by law, to DWD.

- **WCFR:** **Lost time or HAZ Duty** = Medical treatment and lost day(s) beyond the 3rd day following the date of injury
- **WC:** Medical treatment sought or expected & 0 to 3 lost days.
- **WCNM:** **INCD only or Near Miss** = No medical treatment expected

CLAIM TYPE:

- **LT:** (Lost Time) **lost day(s) beyond the 3rd day following the date of injury** - With medical excuse. (WC pays TTD)
- **HAZ:** (Hazardous Duty) **Meets lost time claim criteria & has approved for 230.36 HAZ Duty pay.**
- **MED:** (Medical) **Medical treatment & LESS than 4 days lost from work.**
- **INCD:** (Near miss/Incident only) **No medical treatment**

For this COVERAGE	Use ONLY this CLAIM TYPE
WCFR-First Report of Injury Eligible	HAZ – Hazardous Duty LT-Lost time
WC- Medical Only	Med: Medical only
WCNM -Near Miss/Incident	INCD-incident only NRMS-near miss

ADJUSTER NAME: - **Notify DOA when Claim Coverage or Claim Type Changes**

- Medical, NRMS, INCD claims: Enter the adjuster code for your agency _____
- **Lost Time & HAZ Duty claims:** Enter Adjuster name as: **"NEW"** - LT & HAZ Duty Claims are assigned to examiners.
- Updated Coverage/Claim Type - Notify Adjuster and cc: Sarah.sonnenberg@wisconsin.gov . Sarah will let you know the adjuster handling the claim.

GPR/Non GPR: Employee funded by program revenue or non-program revenue – Data found in STAR HR system:

Please round your number to the nearest Whole number. No decimals or percent signs please. (1) Path: Main Menu>Set Up HCM>Product Related>Commitment Accounting>Budget Information>Depart Budget Table USA. (2) Search by Employee Position Number. Make sure Set ID is "Share" (3) Click on the Dept. Budget Earnings Tab (4) Review Earnings Distribution section at bottom of screen (5) Click on the Combination Code Description Tab. (6) Click on ChartField Details. (7) Review the appropriation number. If the Appr. Is 11900 or lower, then it's 100 GPR. If you are unable to determine contact starsupport@wisconsin.gov.

Claimant Name: (Employee Information Section): **Last name comma space 1st Name Example: SMITH, JOHN A JR**

DESC (result, object & cause): Brief yet descriptive. This field prints on the OSHA reports and on the WKC12. Example: Right shoulder lifting boxes down from top shelf in warehouse was trying to rearrange area....

OSHA days lost and restricted days: **UPDATING THESE FIELDS IS THE AGENCIES RESPONSIBILITY.**

Fields are available to complete **after** has been saved. Click here to visit the [DOA Safety & Loss Website](#) for more OSHA Information. Refer back to the [Work Comp Web Page](#) for Process on entering OSHA days lost and restricted days.

Wage at Time of Injury & TTD Rate: **Lost time claims: Remember to Notify us if a claim has become "Lost time."** - Enter the "Wage at date of Injury" & "TTD Rate" field in the "FROI-Lost Time Only" claim page. After the claim has been saved; Note: *TTD Rate can be found in Box 5 of the WKC-13A form you complete.

What to send to DOA: -_Do NOT hold paperwork. Email adjuster or DOARM@Wisconsin.gov – send paper in mail.

- **WKC12**-Employers 1st Rpt. of Injury
- **DOA 6058** Employee's 1st rpt. supervisor & employer
- **Agencies Supplemental Reports**
- **Incident/Near Miss Claims:** Nothing needed unless claimant seeks treatment, then notify your Claim Rep at DOA and send in all paperwork.
- **Claim Stamp: All BILLS:** Claim Number & Adjuster Name: **NOTES/Other:** Claim Number and Adjuster name on 1st page of fastened paperwork.

Running Reports:

- **Report Group** = OSHA (Contains this year's OSHA Reports)
- **Report Group** = **STARWeb** (Contains several Standard reports & past years OSHA Rpts.)
- If you need additional report(s) created or training on these contact [Kathryn Hastert](#) (608) 267-6955