

# STATE OF WISCONSIN

## STARS Web 8.1 USER'S GUIDE

### Worker's Compensation

**Scope:** The STARS Web 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.

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## LOGGING INTO STARS WEB

### USE ALL CAPITAL LETTERS IN STARS

The address for STARS Web on the internet is

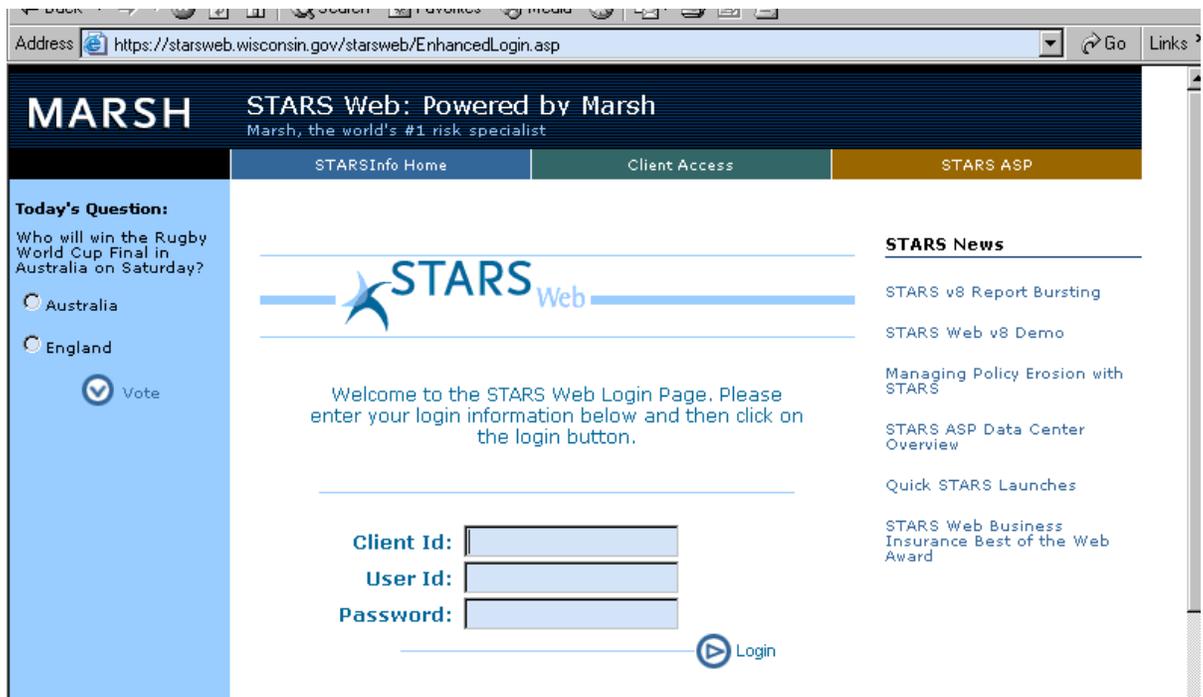
**https://starsweb.wisconsin.gov**

Enter **SWI** in the Client ID field.

Enter your STARS User ID and password.

Click  Login

**Please Note: Your STARS Web User ID and password are assigned to you after you have completed the User Agreement and have been notified that you've been added to the STARS system. See "Forms" section for the user agreement form**



Address <https://starsweb.wisconsin.gov/starsweb/EnhancedLogin.asp> Go Links

**MARSH** STARS Web: Powered by Marsh  
Marsh, the world's #1 risk specialist

STARSInfo Home Client Access STARS ASP

**Today's Question:**  
Who will win the Rugby World Cup Final in Australia on Saturday?

Australia  
 England  
 Vote

**STARS News**

- STARS v8 Report Bursting
- STARS Web v8 Demo
- Managing Policy Erosion with STARS
- STARS ASP Data Center Overview
- Quick STARS Launches
- STARS Web Business Insurance Best of the Web Award

Welcome to the STARS Web Login Page. Please enter your login information below and then click on the login button.

Client Id:   
User Id:   
Password:

 Login

### Location Based Security

STARS Web allows users to view only claims with their campus organization code.

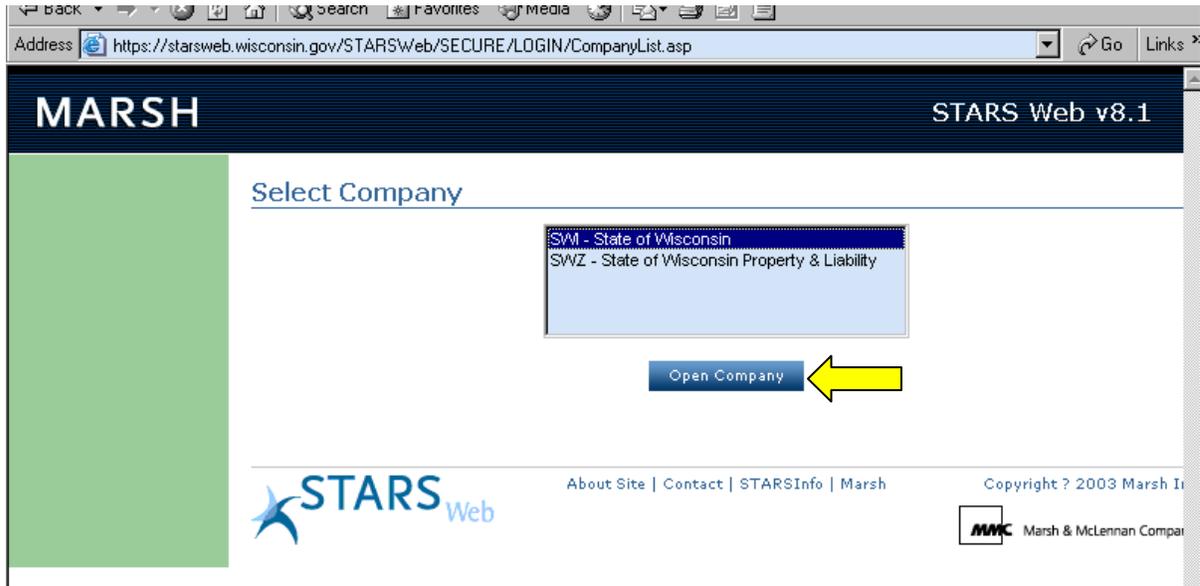
There are two user categories:

- Adjuster – can open STARS, read, do all claims functions, print and do all report functions.
- Read only – can open STARS, read, print and do reports.

## Select Company

Choose **SWI – State of Wisconsin** and click on the Open Company button  
This will bring you to the **My Stars** page.

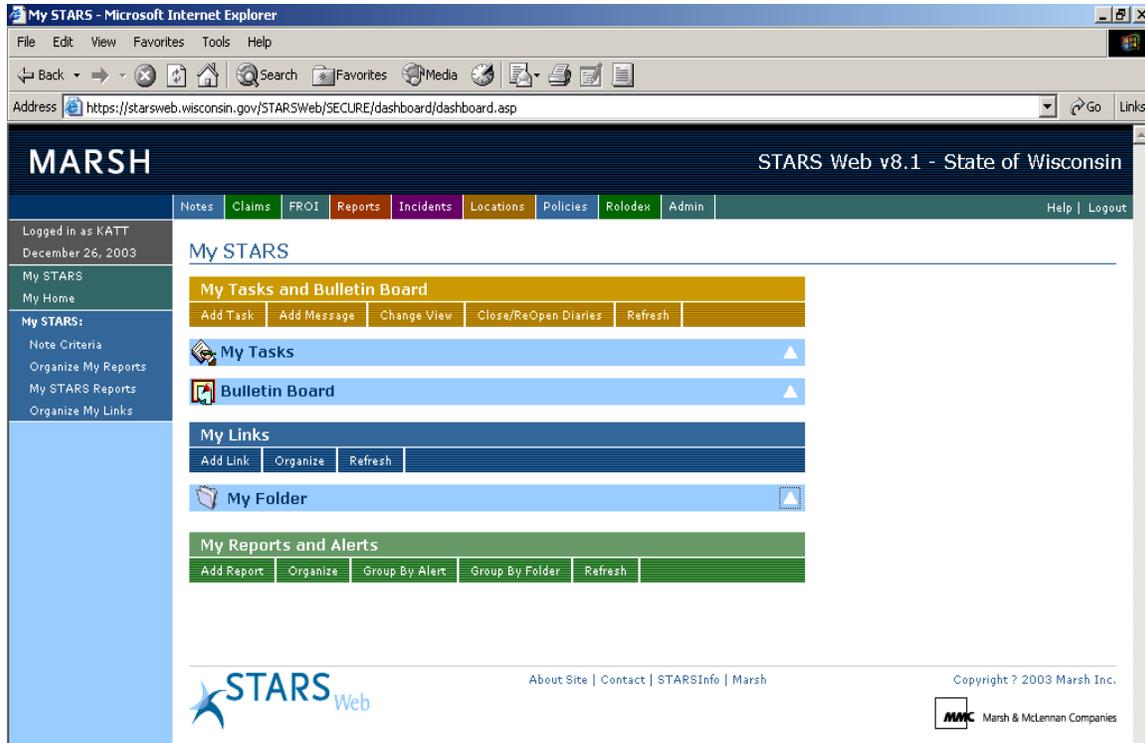
Open Company



The screenshot shows a web browser window with the address <https://starsweb.wisconsin.gov/STARSWeb/SECURE/LOGIN/CompanyList.asp>. The page header includes "MARSH" and "STARS Web v8.1". The main content area is titled "Select Company" and features a dropdown menu with two options: "SWI - State of Wisconsin" (highlighted) and "SWZ - State of Wisconsin Property & Liability". Below the dropdown is a blue "Open Company" button, which is pointed to by a yellow arrow. The footer contains the "STARS Web" logo, navigation links for "About Site | Contact | STARSInfo | Marsh", a copyright notice "Copyright ? 2003 Marsh I", and the "MMC Marsh & McLennan Compar" logo.

## MY STARS HOME PAGE

The various functions and capabilities of STARS Web are rolled together in the My STARS Home Page. The My Tasks and Bulletin Board section serves as a 'to do' list, a bulletin board for distribution of information and a system for recognizing and notifying significant activity in the system.



### **My Tasks & Bulletin Board**

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

### **My Links**

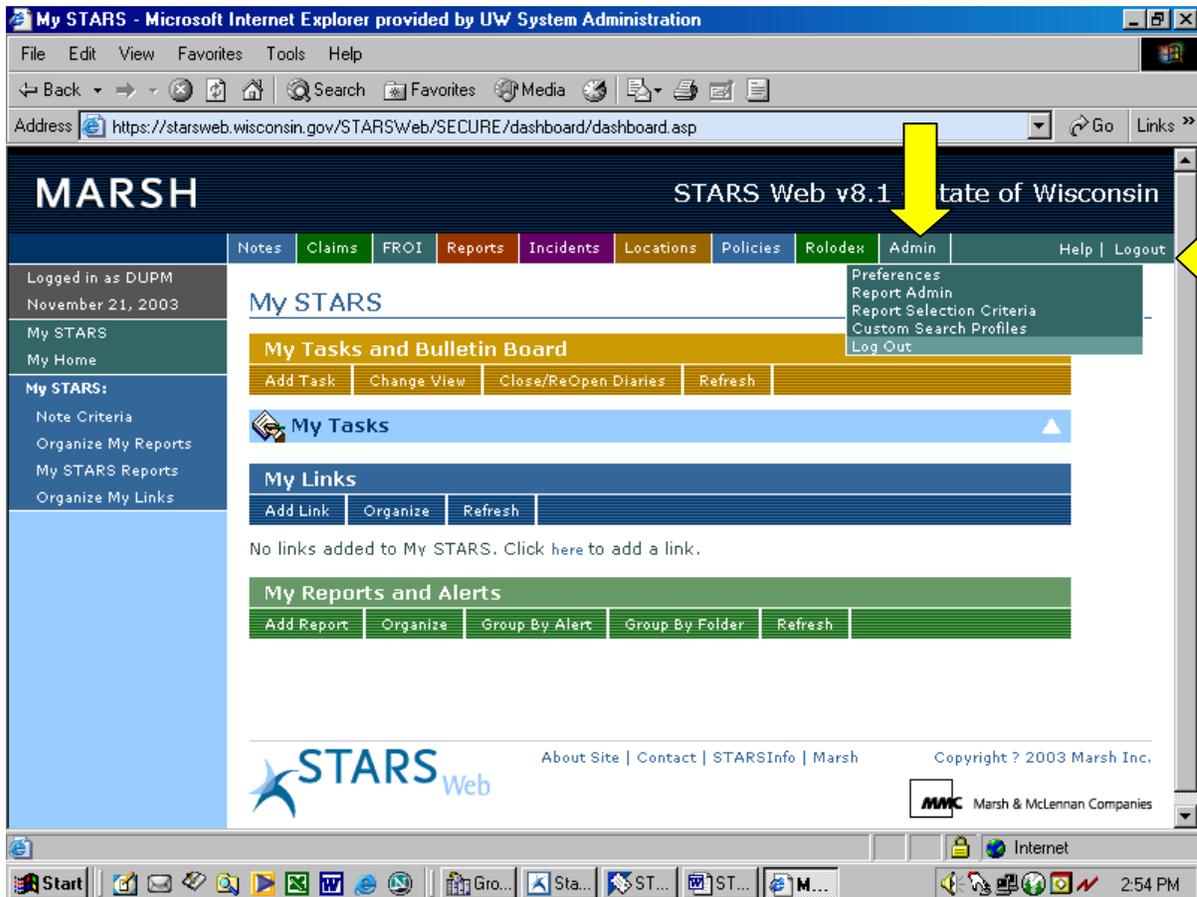
Use this section to create Internet shortcuts. To create a shortcut link you must first create a folder. Click on "Add Link." You will be prompted to create a folder. The first time click "OK." You will be prompted to name your folder then click "OK." Click on "Add Link," and enter the name you wish 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**

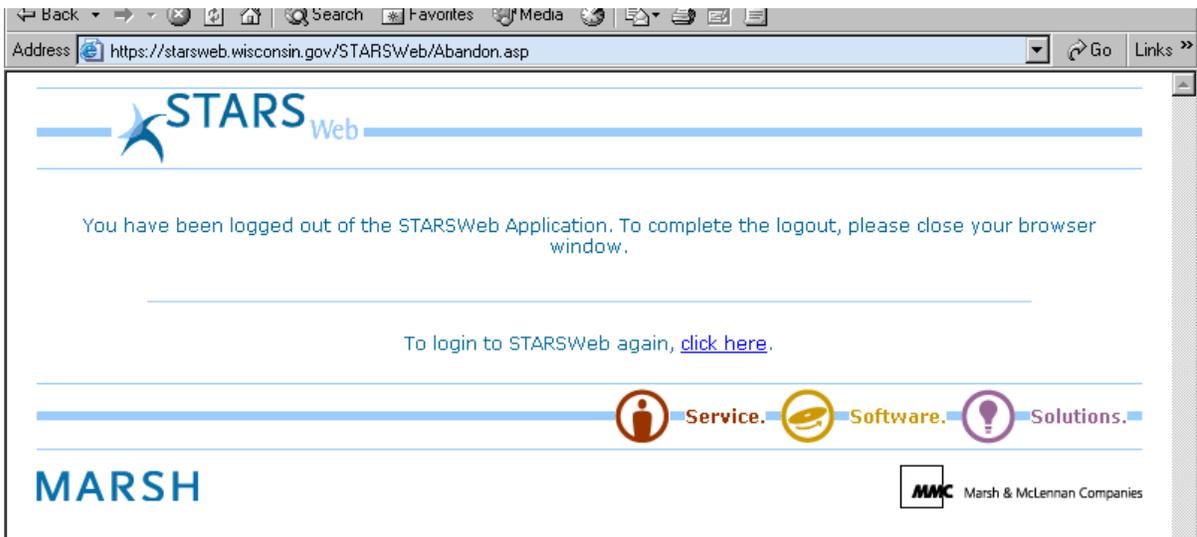
To add a report to the "My Reports" section of STARS Web click on "Add Report" and locate the report you want to add. Click on the blue star located on the report search screen. The first time you enter a report to the "My Reports & Alerts" page you will be prompted to create a report group. Enter the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

## LOGGING OFF STARS WEB

You may log off by either selecting “**Log Out**” under Admin on the static menu, or by clicking the Logout on the far right hand side of the static menu



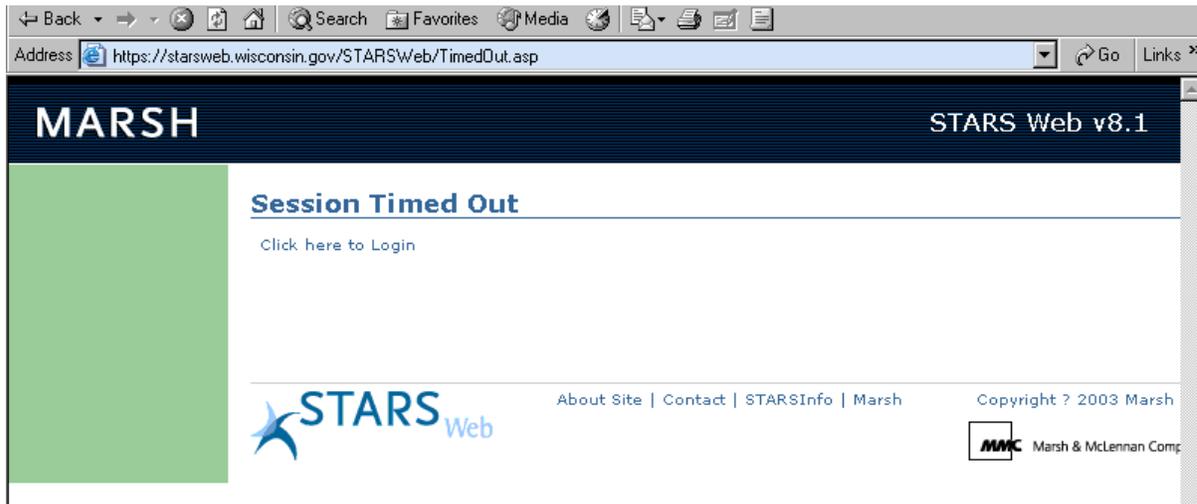
Once logged off you will see the screen below that reminds you to close your internet browser.



## TIMED OUT

STARS Web will log out of the STARS Web 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 STARS Web.



## 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.

MARSH STARS Web v8.1 - State of Wisconsin

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

Logged in as KATT  
December 26, 2003

### Change Password

Old Password:

New Password:

Confirm New Password:

[Change Password](#)

STARS Web About Site | Contact | STARSInfo | Marsh Copyright ? 2003 Marsh Inc.

- Set Password
- Report Admin
- Report Selection Criteria
- Custom Search Profiles
- Log Out

MARSH STARS Web v8.1 - State of Wisconsin

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

Logged in as KATT  
December 26, 2003

### Change Password

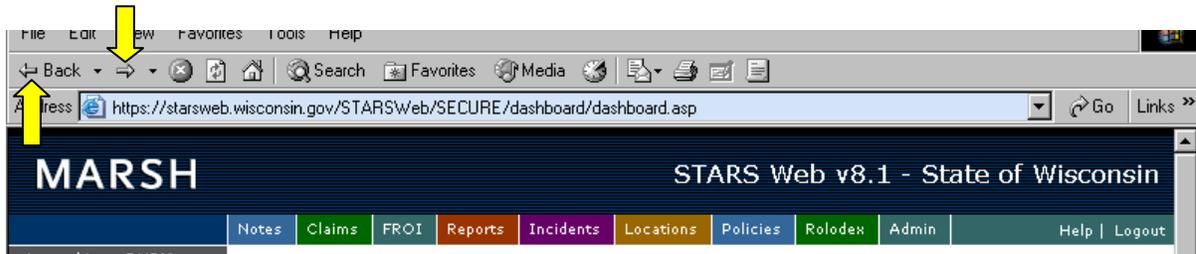
#### Password Change Confirmed

The next time you login, you'll need to use the new password.

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## **NAVIGATING IN STARS WEB**

Use the “Back” and “Forward” arrows of your internet toolbar to go back and forth between STARS Web screens that you have previously viewed. To move between pages within a claim, use the “Claim” pages on the left side of the screen.



### **Claim Search Screen**

To locate or search for a specific claim in STARS Web, 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”.

### **Wild Card**

The % sign is used as a wild card when doing a claim search by name. It is a symbol that stands for one or more unspecified characters, used especially in searching text and in selecting multiple files or directories.

Example: If you wish to search for a claim, but are uncertain of the spelling of the last name, you would type the first few letters of that name followed by % then click  and you will get a list of all claimants whose last names begin with those letters.

**Note: remember STARS is case sensitive so you will need to use all caps.**

## 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



You will be prompted to name your new search setting profile



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



## Customize Your Search Screen (Continued)

FIELD	SEARCH TYPE	DEFAULT VALUE
Claim Number	Start with	
Claimant Name	Start with	
Ssn	Start with	
Coverage	Equals	
Cause	Equals	
Org Code	Start with	
State	None	
Loss Date	Between	
Date Reported Inj	Between	
Close Date	Between	
Incurred Total	None	
Paid Total	Between	
Adjuster	Equals	

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.”

## Customize Your Search Screen (Continued)

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

Customize search criteria
Actions : Add Save Restore to system defaults

Claim Search Profile: Sample Search Screen

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

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 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.

## Sorting Data

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

The screenshot shows the MARSH STARS Web v8.1 interface. The top navigation bar includes links for Notes, Claims, FROI, Reports, Incidents, Locations, Policies, Rolodex, Admin, and Help | Logout. The user is logged in as DUPM on November 21, 2003. The main content area is titled "Claim List" and includes a note about exceeding the maximum number of rows (250). The page shows "Page: 1 Claims: 1 thru 10 of 250". A table of claims is displayed with columns: Action, Claim Number, Claimant Name, Average Adjuster, Loss Date\*, and Close. A yellow callout box points to the "Claimant Name" column header, which has an upward-pointing triangle, indicating it is sorted in ascending order.

Action	Claim Number	Claimant Name	Average Adjuster	Loss Date*	Close
[X] [D]	75000120	ALE	000000180 WC	2/13/1975	3/23/1
[X] [D]	75000327	AND	000000356 WC	5/8/1975	3/23/1
[X] [D]	75000258	BAI	000000406 WC	4/4/1975	3/23/1
[X] [D]	75000024	BAR	M 000000415 WC	1/10/1975	3/23/1
[X] [D]	75000311	BAR	000000415 WC	5/1/1975	3/23/1

The screenshot shows the MARSH STARS Web v8.1 interface. The top navigation bar includes links for Notes, Claims, FROI, Reports, Incidents, Locations, Policies, Rolodex, Admin, and Help | Logout. The user is logged in as DUPM on November 21, 2003. The main content area is titled "Claim List" and includes a note about exceeding the maximum number of rows (250). The page shows "Page: 1 Claims: 1 thru 10 of 250". A table of claims is displayed with columns: Action, Claim Number, Claimant Name, Average Adjuster, Loss Date\*, and Close. A yellow callout box points to the "Claim Number" column header, which has a downward-pointing triangle, indicating it is sorted in descending order.

Action	Claim Number	Claimant Name	Average Adjuster	Loss Date*	Close
[X] [D]	92003117	INCH	389361390 WC	8/10/1992	10/15/1
[X] [D]	90000455	GES	389361390 WC	2/3/1990	8/15/1
[X] [D]	88002238	POE	398304085 WC	7/20/1988	12/2/1
[X] [D]	87000000	POE	398304085 WC	4/1/1987	5/1/1

## PROCEDURES

### Use of STARS Web and Claims Procedures

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

### Claims Process: Injured employee notifies supervisor

Injured employee notifies supervisor of injury and completes a UWS/OSLP-1EMP (04/00) "Employee's Work Injury and Illness Report." The UWS/OSLP-1EMP is available and can be completed in the following ways:

- Obtain hard copy from supervisor, or by downloading from UWSA-OSLP Web Site, filling in the form manually, and sending it to Supervisor.
- Go to UWSA-OSLP Web Site, <http://www.uwsa.edu/oslp/>, FORMS LIBRARY, WORKERS COMPENSATION FORMS, fill in the form and send it via email to Supervisor.

## **PROCEDURES (Continued)**

### **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 UWSA-OSLP-1EMP, to the Worker's Compensation Coordinator. If the OSLP-1EMP is not yet received from the employee, the Supervisor immediately sends the WKC-12 by itself and sends the OSLP-1EMP as soon as possible.

- a. Obtain hard copy from Worker's Compensation Coordinator, by downloading from OSLP 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 OSLP Web Site, fill in the form, and send it via email to Worker's Compensation Coordinator.
- c. Go to DWD Web Site, <http://www.dwd.state.wi.us/wc/Forms/formsorder.htm>, download and fill in the form, and send it via email to Worker's Compensation Coordinator.

### **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. UWSA/OSLP-1EMP "Employee's Report of Injury or Illness"
- b. WKC-12 "Employer's First Report of Injury or Disease"
- c. UWSA/OSLP-2 "Supervisor's Accident Analysis and Prevention Report and Supervisor's Evaluation of Repetitive Motion and/or Material Handling Activities"
- d. DOA 6437 "Safety Coordinator's Review"

### **Editing/Maintaining Claim Information**

STARS Web allows the campuses to edit claims in order to update information that impacts the accuracy of claim detail and effective management of the claim. Campuses will be asked to maintain and update accuracy of lost days and restricted days for OSHA reporting.

System Administration adjusters are responsible for updating all other information, e.g. claim type, result, etc.

Anything that is questionable please notify your claims adjuster.

## STANDARDS FOR ENTERING DATA IN THE STARS WEB SYSTEM

**USE ALL CAPITAL LETTERS** – STARS Web is case sensitive, it will be extremely difficult to locate a claimant entry, if entries are inconsistent. Use the format guideline below when making entries.

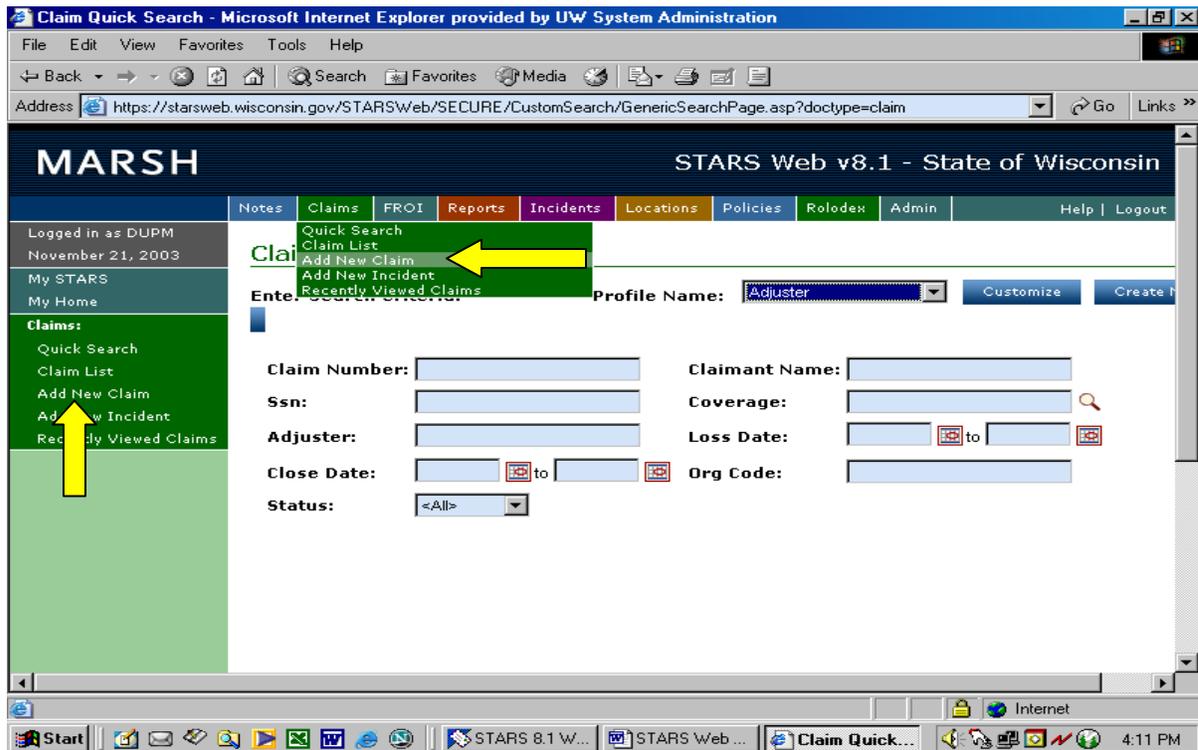
- **Name Format:** Examples to refer to when entering a name into STARS Web.  
JONES JR, JAMES L  
JONES III, JAMES N  
JONES, JAMES  
Do not leave spaces in the last name.  
EXAMPLE: SANFELIPPO rather than SAN FELIPPO.  
Hyphenated names can stay hyphenated.  
EXAMPLE: SMITH-JONES entered as SMITH-JONES  
Remove the apostrophes from names such as O'MALEY.  
EXAMPLE: O'MALEY is entered as OMALEY
- **Periods, Commas:** Do NOT use periods after middle initials or Jr, Sr, etc.
- **Address & Name Change:** If the claimant's name or address changes, notify the claims examiner to make these changes.
- **Time:** When entering a claim use military time for the time of injury. STARS Web has military time broken out by ½ hour increments.

0030 = 12:30 AM	0600 = 6:00 AM	1130 = 11:30 AM	1700 = 5:00 PM	2230 = 1030 PM
0100 = 1:00 AM	0630 = 6:30 AM	1200 = 12:00 PM	1730 = 5:30 PM	2300 = 1100 PM
0130 = 1:30 AM	0700 = 7:00 AM	1230 = 12:30 PM	1800 = 6:00 PM	2330 = 11:30 PM
0200 = 2:00 AM	0730 = 7:30 AM	1300 = 1:00 PM	1830 = 6:30 PM	2400 = 12:00 AM
0230 = 2:30 AM	0800 = 8:00 AM	1330 = 1:30 PM	1900 = 7:00 PM	
0300 = 3:00 AM	0830 = 8:30 AM	1400 = 2:00 PM	1930 = 7:30 PM	
0330 = 3:30 AM	0900 = 9:00 AM	1430 = 2:30 PM	2000 = 8:00 PM	
0400 = 4:00 AM	0930 = 9:30 AM	1500 = 3:00 PM	2030 = 8:30 PM	
0430 = 4:30 AM	1000 = 10:00 AM	1530 = 3:30 PM	2100 = 9:00 PM	
0500 = 5:00 AM	1030 = 10:30 AM	1600 = 4:00 PM	2130 = 9:30 PM	
0530 = 5:30 AM	1100 = 11:00 AM	1630 = 4:30 PM	2200 = 10:00 PM	
- **GPR/Non GPR:** The GPR field is entered as a number. No decimals or percent signs will be allowed when trying to save the claim. Non GPR is calculated by what is entered in the GPR field.
- **Date of Hire:** Date of hire is defined as seniority with the State of Wisconsin, not the current agency, e.g. Claimant started working for UW System on January 1, 2001 but previously worked for Department of Transportation (DOT). Date of hire is the date the employee began with DOT.
- **Dates:** Enter year as four digits, e.g. 2006.
- **Completeness of Entry:** When entering a claim, make sure to complete all fields. The more complete the data going in, the better the data coming out on reports.
- **OSHA Updating:** Each campus is responsible for updating the OSHA information.

## CREATING NEW CLAIMS

STARS Web auto generates each new claim number after the claim has been saved. A new, unique number will be assigned automatically to the claim. **DO NOT** alter the claim number.

To add a new claim: click on “**Add New Claim**” under Claims on the Static menu or click on “**Add New Claim**” on the Dynamic menu.



**Note:** The claim number will not be assigned until after all mandatory fields are entered and the claim is saved. The claim number is to be entered on form UWS/OSLP-1EMP along with the name of claims examiner and claim type, e.g. incident, medical only, or lost time.

## CREATING NEW CLAIMS (Continued)

**Claim Coverage Field:** Select the coverage from the drop down box shown below. Click

OK

WC = MEDICAL, LOST TIME OR HAZ DUTY CLAIMS

WCFR = DO NOT USE – THIS WILL BE DETERMINED BY THE SYSTEM WC ADJUSTER

WCNM = INCIDENT & NEAR MISS CLAIMS

Address: <https://starsweb.wisconsin.gov/STARSWeb/SECURE/Claims/ClaimNewSetupPage.asp?Action=New>

MARSH STARS Web v8.1 - State of Wisconsin

Logged in as DUPM  
November 24, 2003

My STARS  
My Home

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

**New Claim - Setup**

Claim Number: AUTO-GENERATED

Coverage: < select one >  
< select one >  
WVC - WVC - All Other  
WCFR - WVC - First Report of Injury Eligible  
WCNM - WVC - Near Miss/Incident

STARS Web

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A blank claim folder will then appear in which you will complete all the fields where the information is available. To view the complete screen, use the scroll bar on the right of the screen.

MARSH STARS Web v8.1 - State of Wisconsin

Logged in as DUPW  
April 2, 2004

My STARS  
My Home

**Claim Pages:**  
Injury and Illness  
FROI (Lost Time Only)  
UDDS  
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: \_\_\_\_\_

Scroll Bar

Claim Pages

# INJURY AND ILLNESS SCREEN

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

Notes	Claims	FROI	Reports	Incidents	Locations	Policies	Rolodex	Admin	Help   Logout
Logged in as DUPW April 1, 2004									
My STARS My Home									
<b>Claim Detail - Claim Number</b> <input type="text" value="3 -"/>									
Close Copy Edit Claim Abstract Delete									
Claimant Name: <input type="text" value="k"/> Date of Injury: 5/18/2000 (M/d/yyyy)									
<b>Injury and Illness</b>									
<b>Agency Use Only</b>									
*Claim Number: <input type="text" value=""/>									
*Adjuster: <input type="text" value=""/>									
*Org Code: UW-MADISON--ENTOMOLOGY/GENERAL (12850A073600000)									
*Claim Type: Lost Time (LT)									
Initial Treatment: <input type="text" value="SEE PAGE 17"/>									
*Cause: Splash, Particulate or Other Direct Cont (0820)									
*Result: Rupture (2430)									
*Object: Eye(s) (140)									
Right, Left or Both: Right (R)									
*State: Wisconsin (WI)									
Physical Location: Lab (180)									
*Zip Code of Inj Site: HISTORICAL									
*OSHA Recordable: Osha Recordable ( <input type="text" value="SEE PAGE 21"/> )									
Privacy Case:									
*Severity: Days Away from Work (3)									
*Injury/Illness: Injury (A) <input type="text" value="LEAVE BOTH FIELDS BLANK"/>									
Safety Devices Used?: <input type="text" value=""/>									
Obeyed Rules?: <input type="text" value=""/>									
OSHA Lost Days: 27 <input type="radio"/> Actual <input type="radio"/> Estimate									
OSHA Restricted Days: 1 <input type="radio"/> Actual <input type="radio"/> Estimate <input type="text" value="LEAVE BLANK"/>									
Job Category: <input type="text" value=""/>									
*Occupational Code: <input type="text" value=""/>									
*Occupation: <input type="text" value="EMPLOYEE'S JOB TITLE"/>									
*GPR: (100)									
Non-GPR: (0)									
Drug Cd Effective Dt:									

Drug Cd Expire Date:			
Claim Transferred:			
Claim Transfer Date:			
<b>Employee Information</b>			
*Claimant Name: <input type="text" value="LNAME, FNAME, M.I."/>			
*Date of Birth: 8/12/1985 (M/d/yyyy)			
Age: (18)			
Sex: Male (M)			
Date of Hire: 8/31/2003 (M/d/yyyy)			
Years Employed: 0.42			
Claimants Union:			
*Date of Injury: 2/1/2004 (M/d/yyyy)			
Day of Week: Wednesday (WED)			
Time of Day: 9:00 PM (2100)		<input type="text" value="MILITARY TIME (SEE PAGE 15)"/>	
Date EE Reported Inj: 9/8/2004 (M/d/yyyy)		<input type="text" value="DATE EMPLOYER NOTIFIED"/>	
<b>Address</b>			
<input type="text" value="NO DASHES"/>		*SSN: <input type="text" value=""/>	
<input type="text" value="LEAVE BLANK"/>		*First, Initial, Last: <input type="text" value="FNAME, M.I., LNAME"/>	
*Claimant Address 1:		<input type="text" value="STREET ADDRESS"/>	
Claimant Address 2:		<input type="text" value="P.O. BOX"/>	
*Claimant City:		<input type="text" value=""/>	
*Claimant State:		<input type="text" value=""/>	
*Claimant Zip Code:		<input type="text" value=""/>	
*Claimant Home Phone:		<input type="text" value=""/>	
Claimant Work Phone:		<input type="text" value=""/>	
Status:		<input type="text" value=""/>	
Claim Denied/Suspend:		<input type="text" value=""/>	
Claim Deny/Susp Date:		<input type="text" value=""/>	
<b>Accident Description</b>			
Last Work Date:		<input type="text" value=""/>	
*Desc(Res/Obj/Cause): SPRAINED R ANKLE/SLIPPED ON SNG		<input type="text" value="RESULT/ OBJECT/ CAUSE/ OCCURRENCE (SEE PAGE 23)"/>	
Further Description:		<input type="text" value="REQUIRED FORMAT INFORMATION DISPLAYED IN INJURY"/>	
WCC Name:		<input type="text" value="DESCRIPTION ON OSHA LOG"/>	
WCC Phone Number:		<input type="text" value=""/>	
<input type="text" value="(999)999-9999"/>		<input type="text" value="LNAME, FNAME"/>	
Next Page			
*Required Data			

## INITIAL TREATMENT LOOKUP

Select from one of the following on the pick list screen – disregard picks 1, 3 and 4.

0= Incident Claim

2= Medical Claim

5= Lost Time or Hazardous Duty Claim(s)

Initial Treatment Lookup

Sort by:  
 Code  Description

Search for:  
2 - Minor clinic/hospital me

0 - No Medical Treatment  
1 - Minor on-site remedies by Employer Med S  
2 - Minor clinic/hospital medical remedies a  
3 - Emergency evaluation, testing, medical p  
4 - Hospitalization for more than 24 hours  
5 - Future Major Medical/Lost Time Anticipat

Select Cancel

## ZIP CODE OF INJURY SITE

Enter campus nine-digit code without hyphen.

UW-COLLEGES	537088680
UW-EAU CLAIRE	547024004
UW-EXTENSION	537061498
UW-GREEN BAY	543117001
UW-LA CROSSE	546013788
UW-MADISON	537061490
UW-MILWAUKEE	532010413
UW-OSHKOSH	549018601
UW-PARKSIDE	531412000
UW-PLATTEVILLE	538183099
UW-RIVER FALLS	540225001
UW-STEVENS POINT	544813897
UW-STOUT	547510790
UW-SUPERIOR	548802898
UW-SYSTEM ADMINISTRATION	537152635
UW-WHITEWATER	531901790

## **OSHA**

### **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.

## **OSHA (Continued)**

**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.

### **OSHA Privacy Case Designation**

Should a case be deemed private (see injury types below) then enter “Y” for yes and “Privacy Case” will appear on the OSHA 300 form.

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.
  - 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.

### **OSHA Lost Days & Restricted Days**

1. Count the number of calendar days the employee was away from work as a result of the recordable injury or illness. This is counted as one lost day.
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.

## OSHA (Continued)

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. A restricted day is counted when the employee has returned to work but continues on restrictions and/or has temporary partial lost time. This is counted as one restricted day.
5. 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.

### **Severity Lookup**

Generally you will select from one of the following on the pick list screen.

0= Incident Claim

1= Medical Claim

3= Lost Time or Hazardous Duty Claim(s) – 4 or more days lost from work.

4= Restricted Work or Job Transfer with no lost work days.

**STARS Web 8.1 - Severity Lookup - SWI State of Wisconsin ...**

### Severity Lookup

Sort by:  
 Code     Description

Search for:

- 0 - First Aid
- 1 - Medical Treatment Beyond First Aid
- 2 - Loss of Consciousness
- 3 - Days Away from Work
- 4 - Restricted Work Activity or Job Transfer
- 5 - Death

Select    Cancel

Done    Internet

### **Injury/Illness**

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

**OCCUPATION- FREE FORM FIELD (e.g. there is no established pick list)**

This field is used to populate "Occupation" on the WKC-12 as well as the Occupation field on the OSHA log. Enter the employee's job title. (Example: Custodian; Maintenance Mechanic; Professor). The field is 20 characters in length, abbreviate as needed.

**DESCRIPTION (RESULT, OBJECT, CAUSE)**

This description is a narrative of the loss descriptor codes in the following order: Result/Object/Cause. The text entered in this field populates section F "Description of Injury" on the OSHA log. **Here are examples of how the claim description field should look based on loss codes used:**

**Claim Desc:** CUT HEAD STRUCK AGAINST BOOK CASE DOOR

Loss descriptor codes used in this example: 2135/110/0430

**Claim Desc:** SPRAIN R SHOULDER PUSHING AND PULLING FURNITURE

Loss descriptor codes used in this example: 2440/310/1270

**Claim Desc:** PINCHED FINGERS BETWEEN CHAIRS

Loss descriptor codes used in this example: 2060/380/0450

**CLAIMANTS UNION**

Enter claimant's union designation from the pick list in STARS or use corresponding STARS code from list below. Bargaining unit can be located in the payroll system under the PEIQ, PLAI or INQY. The purpose of this field is to allow report runs for union identification purposes.

<u>Stars Code</u>	<u>Description</u>	<u>Bargaining Unit</u>
1002	WSEU-Admin Support	02
1003	WSEU-Blue Collar	03
1004	WI Trade Negotiating	04
1005	WSEU-Security & Public Safety	05
1006	WSEU-Technical	06
1036	WLEA-Law Enforcement	36
2007	WPEC-Fiscal & Staff Services	07
2008	PERSA-Research, Statistics & Analysis	08
2009	WSAA-Legal	
2010	WPDA-Patient Treatment	
2011	UPQHC-Patient Care	11
2012	WSEU-Social Services	12
2013	WEAC-Education	13
2014	SEA-Engineers	14
2015	WSP-Science	15
3016	Not Represented-Non Professional Supervisor	
3017	Not Represented-Professional Supervisor	
3018	Non Represented Employee	n/a
4020	ASP-Assistant District Attorneys	
4021	WSPDA-Public Defenders	
40T1	TAA-UW Madison Teaching & Project Asst.	n/a
40T2	MGAA-UW Milwaukee Teaching & Project	n/a

## **WCC NAME & PHONE NUMBER**

Enter Campus Coordinator name as last name, first name and phone number as (999)999-9999.

## **CLAIM PAGES**

STARS Web claim data is organized into claim pages. The claim pages are listed on the left side of the screen; click on the page name to access. The claim pages for Worker's Compensation are as follows:

- **Injury and Illness**
- **FROI (First Report Of Injury)** (Lost Time & Hazardous Duty Claims Only)
- **UDDS** – (Used only by University of Wisconsin)
- **Financials\***
- **Transactions\***
- **Attachments\***

**\*Note:** These pages are available for viewing only.

## **REQUIRED FIELDS**

Before saving a claim, you must have the required fields complete. There is a red asterisk (\*) to the left of a field description name on the STARS Web screen to indicate required fields.

**Although not all fields are marked as required fields, all fields should be filled in if applicable.** By using complete and accurate data on the system we are able to produce complete and accurate reports.

- **Adjuster**
- **Organizational Code (see pg. 25)**
- **Claim Type**
- **Result (see pg. 54)**
- **Object (see pg. 58)**
- **Cause (see pg. 60)**
- **Zip Code of injury site (see pg. 19)**
- **Occupational Code (see pg. 43)**
- **Occupation (see pg. 23)**
- **State**
- **GPR \***
- **Claimant Name**
- **Date of Injury**
- **Social Security Number**
- **Date of Birth**
- **Claimant Address & Home Phone**
- **Claim Description (see pg. 23)**
- **OSHA Recordable**
- **Injury/Illness**
- **Severity**
- **Coverage (see pg. 17)**

\*GPR is a numeric field; STARS Web will prompt you with an error when saving the claim if a percent sign, words, or decimals are entered. Non GPR field is calculated by the information that is entered into the GPR field.

## ORGANIZATIONAL CODE

The organizational code (aka Org Code) is broken down as: 1= State of Wisconsin; 285= UW; 0; C711002= UDDS; 000. If your organizational code is not on the pick list on the claim page, select the nearest code and contact UW System Administration as indicated below.\*

## UDDS CODE

The UDDS number is captured on the UDDS screen. Leave this field blank in cases where the organizational code was not in the organizational code pick list. However, the "Fund" and "Allocation %" must be completed.

**Note:** The UDDS pick list sort default is "Code". Click on the "Description" column heading before typing in your UDDS and beginning your search

**MARSH** STARS Web v8.1 - State of Wisconsin

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

Logged in as DUPW  
April 2, 2004  
My STARS  
My Home

**Claim Detail - Claim Number:** [input field] -

Close Copy Edit Claim Abstract Delete

Claimant Name: [input field] Date of Injury: 5/18/2000 (M/d/yyyy)

UDDS	Fund	Allocation %
UDDS 1: A073600 (A131)	Fund 1: GPD - Doctoral Cluster (101)	Allocation % 1: 100.00
UDDS 2:	Fund 2:	Allocation % 2: 0.00
UDDS 3:	Fund 3:	Allocation % 3: 0.00
UDDS 4:	Fund 4:	Allocation % 4: 0.00
UDDS 5:	Fund 5:	Allocation % 5: 0.00
Udds 6:	Fund 6:	Allocation % 6: 0.00

Prev Page

Scroll Bar

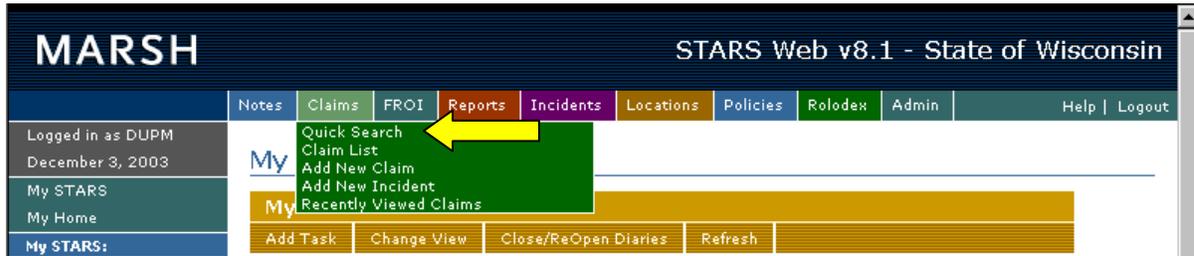
\*After the claim has been entered and saved, send an email to: [dholt@uwsa.edu](mailto:dholt@uwsa.edu) with the subject line "Org Code" and the body of the message as follows:

012345678(claim #)  
Mary Smith (claimant name)  
L999999 (UDDS to be added)

By way of this email you will have requested the addition of the organizational code to the STARS database and also the updating of this information in the claim. The claim will be updated on the STARS without notification to the institution. In cases of split funding it will be important to specify which UDDS (1-6) needs addition/updating.

## SEARCHING FOR AN EXISTING CLAIM

Click on “Quick Search” under Claims on the menu bar.



On the Quick Search screen, pictured below, fill in the search criteria you wish to use and then click on Search.

**\* Note:** When you type the claim number do not use any spaces or dashes.

If your search results in more than one page of information, the additional pages will be listed at the bottom. You can narrow your search by adding more criteria to the search screen and clicking on search again.

	SMITH, JE	VC	09/11/1998	09/11/1998	F	06/01/1999	12850B026062000	43
	SMITH, JE	VC	07/29/1998	08/12/1998	F	10/10/2000	141031210000000	1,38
	SMITH, JA	VC	06/24/1998	06/24/1998	F	03/04/1999	141030800000000	
	SMITH, JE	VC	05/28/1998	05/28/1998	F	10/12/1998	141031354000000	
	SMITH, JC	VC	03/07/1998	03/07/1998	F	06/09/1998	141031320000000	
	SMITH, JE	VC	02/24/1998	02/24/1998	F	04/22/1998	143502011550580	8
	SMITH, JC	VC	09/10/1997	09/10/1997	F	11/18/1997	141031324000000	
	SMITH, JA	VC	08/08/1997	08/08/1997	F	10/30/1997	119000000000000	
	SMITH, JL	VC	05/11/1997	05/11/1997	O		143502173410414	38,60

Page: 1 2 3 4  
 Next → Search result # of pages

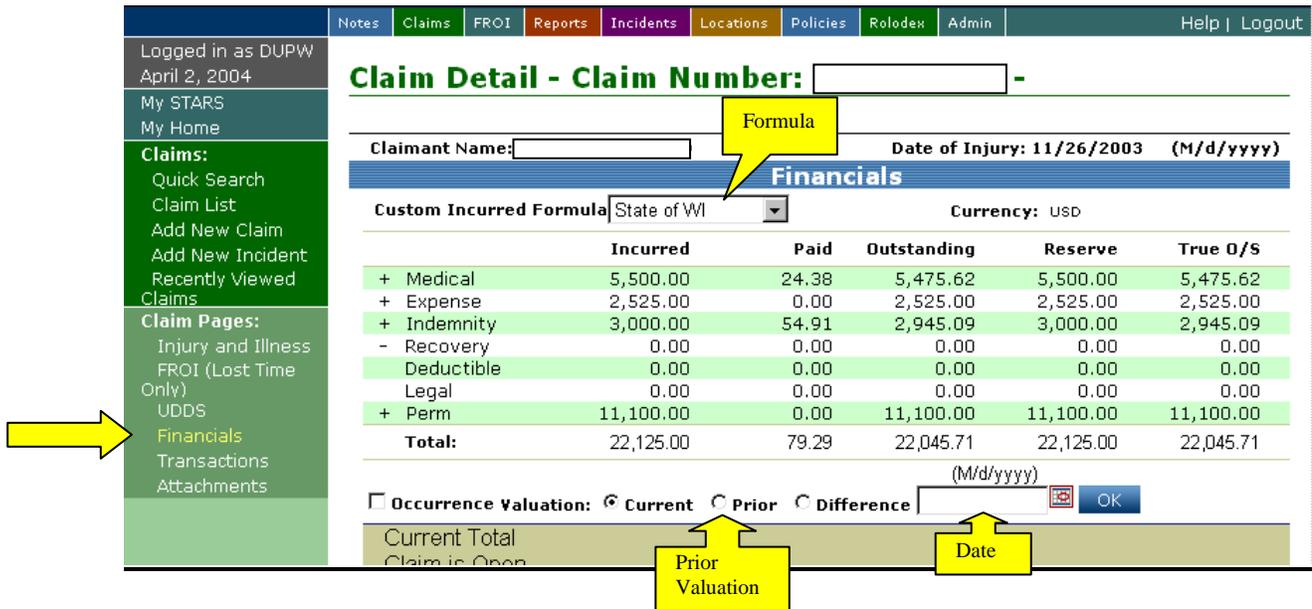
## FROI SCREEN

The FROI, First Report of Injury, screen shows you information on the wage, work schedule and TTD rate. This data will be transmitted during EDI process to DWD for lost time claims only. This information is only viewable in STARS Web.

Notes	Claims	FROI	Reports	Incidents	Locations	Policies	Rolodex	Admin	Help   Logout
Logged in as DUPW April 2, 2004									
My STARS My Home									
<b>Claim Detail - Claim Number:</b> <input type="text"/> -									
<input type="button" value="Copy"/> <input type="button" value="Edit"/> <input type="button" value="Claim Abstract"/> <input type="button" value="Delete"/>									
<b>Claimant Name:</b> <input type="text"/> <b>Date of Injury:</b> 12/22/1999 (M/d/yyyy)									
<b>FROI (Lost Time Only)</b>									
<b>Wage</b>									
Wage: 462.00									
Wage Type: Bi-Weekly (B)									
UW Wage Type: Classified Bi-weekly (CB)									
Meals?:									
# of Meals: 0.00									
Tips?:									
Avg Weekly Tips: 0.00									
Paid for Overtime?:									
<b>For Past 52 Week Period,</b>									
# of Weeks Worked: 0.00									
Gross Amount Earned: 0.00									
Piece - # of Hours: 0.00									
<b>Work Schedule</b>									
Start Time:									
Hrs/Day: 0.00									
Hrs/Wk: 0.00									
Rest. Start Time:  (RESTRICTED)									
Rest. Hrs/Day: 0.00  (RESTRICTED)									
Rest. Hrs/Week: 0.00  (RESTRICTED)									
PT on Same Schedule:  (PART-TIME)									
# of PT Workers: 0.00  (PART-TIME)									
# of FT Workers: 0.00  (FULL-TIME)									
<b>Lost Time</b>									
A/E RTW Date:  (ACTUAL/ESTIMATED)									
Return To Work Dt 1:									
Type of Return 1:									
TTD: 308.02									
RTTD: 0.00  (RENEWED TTD) LEAVE BLANK									
<input type="button" value="Prev Page"/> <input type="button" value="Next Page"/>									

## FINANCIAL SCREEN

To access this screen, click “Financials” on the dynamic menu to the left under “Claim Pages”. This screen shows a breakdown of the financials paid, reserved and incurred on a claim. To view financials as of a Prior Valuation Date simply select “Prior”, indicate the claim value date you would like to see and click . To change it back simply click on “Current” and click .



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**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

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Claim Detail - Claim Number: [ ] -

Claimant Name: [ ] Date of Injury: 11/26/2003 (M/d/yyyy)

**Financials**

Custom Incurred Formula: State of WI Currency: USD

	Incurred	Paid	Outstanding	Reserve	True O/S
+ Medical	5,500.00	24.38	5,475.62	5,500.00	5,475.62
+ Expense	2,525.00	0.00	2,525.00	2,525.00	2,525.00
+ Indemnity	3,000.00	54.91	2,945.09	3,000.00	2,945.09
- Recovery	0.00	0.00	0.00	0.00	0.00
Deductible	0.00	0.00	0.00	0.00	0.00
Legal	0.00	0.00	0.00	0.00	0.00
+ Perm	11,100.00	0.00	11,100.00	11,100.00	11,100.00
<b>Total:</b>	<b>22,125.00</b>	<b>79.29</b>	<b>22,045.71</b>	<b>22,125.00</b>	<b>22,045.71</b>

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

Current Total  
Claim is Open

### State of Wisconsin (SWI) Worker's Compensation Formulas

State of WI is the default formula. To view claim using alternative formulas select from the **Custom Incurred Formula** drop down list.

Available Formulas for Worker's Compensation are listed below.

- Net Incurred = Medical + Expense + Indemnity-Recovery-Deductible
- Total Cost = Medical + Expense + Indemnity
- State of Wisconsin = Medical + Expense + Indemnity + Perm – Recovery
- Recovery Only = Recovery +
- IND Cost = Expense + Indemnity + Perm - Recovery
- Custom MED = Medical - Recovery
- Custom IND = Indemnity + Perm - Recovery
- Custom EXP = Expense - Recovery

The + and - signs are listed beside the payment type to show you how STARS is calculating the data.

## TRANSACTION SCREEN

To view the Transactions from within a claim click on “Transactions” on the far left of the screen.



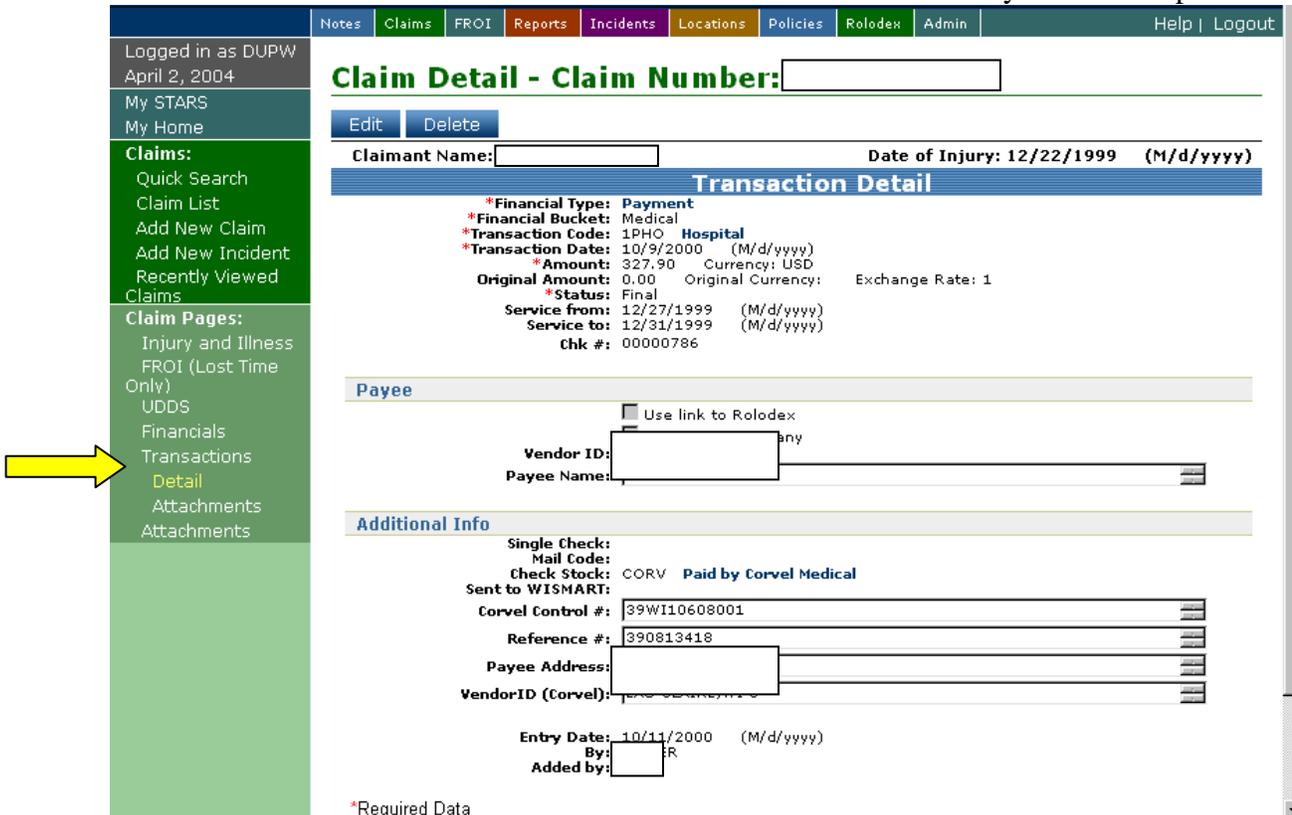
Action	Transaction Date*	Type/Code	Amount	Status	Payee
X	3/11/2004	Medical Payment	24.38	Open	
X	3/11/2004	Indemnity Payment	54.91	Open	
X	1/27/2004	Perm Reserve	11,100.00	Open	
X	12/29/2003	Medical Reserve	5,000.00	Open	
X	12/29/2003	Expense Reserve	2,500.00	Open	
X	12/29/2003	Indemnity Reserve	3,000.00	Open	
X	12/15/2003	Expense Reserve	25.00	Open	
X	12/15/2003	Medical Reserve	500.00	Open	

This screen gives a list of the transactions that have been made on the claim. Any column in the transaction screen can be sorted in ascending or descending order by clicking on the heading of the column.

**STARS Web users cannot create transactions on claims.**

### Transaction Detail

To see the detail of the transaction click on the date of the transaction you wish to open.



**Claim Detail - Claim Number:**

**Claimant Name:**  **Date of Injury:** 12/22/1999 (M/d/yyyy)

**Transaction Detail**

- \*Financial Type: Payment
- \*Financial Bucket: Medical
- \*Transaction Code: 1PHO Hospital
- \*Transaction Date: 10/9/2000 (M/d/yyyy)
- \*Amount: 327.90 Currency: USD
- Original Amount: 0.00 Original Currency: Exchange Rate: 1
- \*Status: Final
- Service from: 12/27/1999 (M/d/yyyy)
- Service to: 12/31/1999 (M/d/yyyy)
- Chk #: 00000786

**Payee**

Use link to Rolodex

**Vendor ID:**  any

**Payee Name:**

**Additional Info**

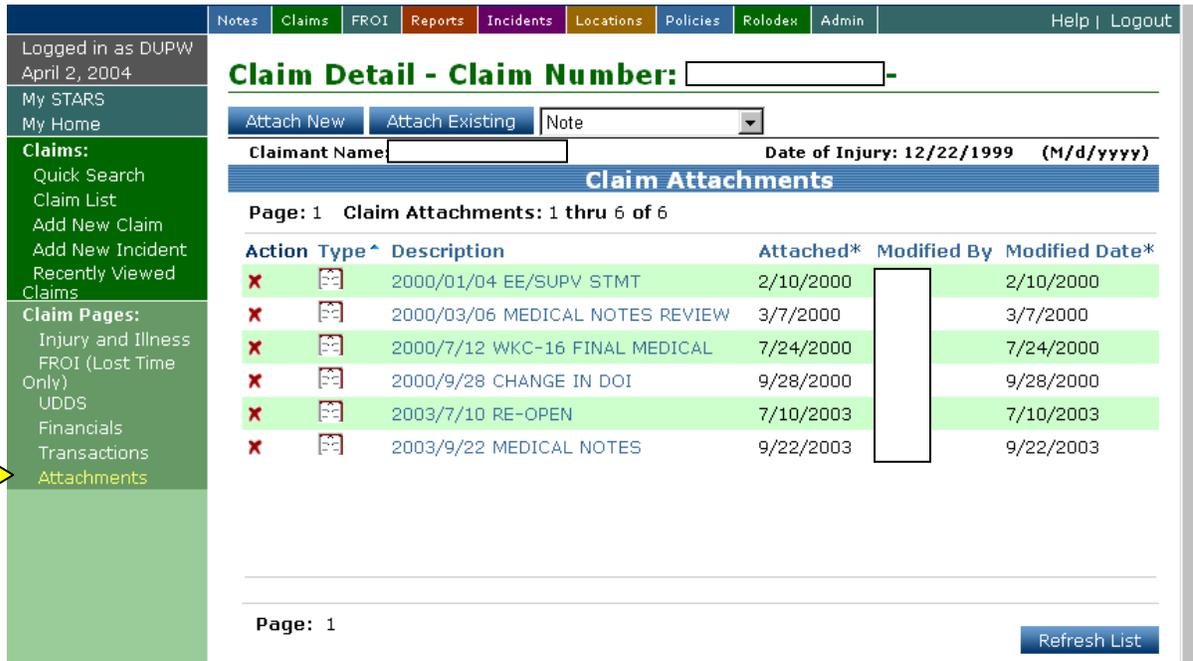
Single Check:  
Mail Code:  
Check Stock: CORV Paid by Corvel Medical  
Sent to WISMART:  
Corvel Control #:  39WI10608001  
Reference #:  390813418  
Payee Address:   
VendorID (Corvel):

Entry Date: 10/11/2000 (M/d/yyyy)  
By:  R  
Added by:

\*Required Data

## ATTACHMENTS

Once in a claim, you can see the list of claim attachments by clicking “Attachments” on the left side of the screen. Attachments include Rolodex entries, notes, Word documents, etc. STARS Web users can create an attachment or note allowing them to provide additional claim information to the examiner. Due to confidentiality, State of Wisconsin Worker's Compensation will not allow the attachments to be opened.



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April 2, 2004  
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My Home

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

Claim Detail - Claim Number:

Attach New Attach Existing Note

Claimant Name:  Date of Injury: 12/22/1999 (M/d/yyyy)

Claim Attachments

Page: 1 Claim Attachments: 1 thru 6 of 6

Action	Type	Description	Attached*	Modified By	Modified Date*
X		2000/01/04 EE/SUPV STMT	2/10/2000		2/10/2000
X		2000/03/06 MEDICAL NOTES REVIEW	3/7/2000		3/7/2000
X		2000/7/12 WKC-16 FINAL MEDICAL	7/24/2000		7/24/2000
X		2000/9/28 CHANGE IN DOI	9/28/2000		9/28/2000
X		2003/7/10 RE-OPEN	7/10/2003		7/10/2003
X		2003/9/22 MEDICAL NOTES	9/22/2003		9/22/2003

Page: 1 Refresh List

### Entering Notes

To attach a new note to a file:

- Click on
- Enter note description (see page 31 for example)
- Select the note category “WEB”

Type your note in the window with the following format then click on

**Please be sure to notify the adjuster of any notes that have been entered.**

## ATTACHMENTS (Continued)

### Note Format

In **Description** line enter today's date in year/month/day format, then subject of note (in this example "EESTMT" for employee statement and "SUPVSTMT" for supervisor statement); the category is **Web**; leave the note date blank; in body of note type today's date in month/day/year format, enter body of note and your initials at the end. (In this example EE and SUPV statements each list the date they were signed).

**Claim Detail - Claim Number:** [ ] -

Save Cancel

**Claimant Name:** [ ] **Date of Injury:** 10/21/2003 (M/d/yyyy)

**Edit Claim Note Attachment**

**Description:** 2003/12/04 EESTMT **Category:** WEB **\*Diary Date:** [ ]

12/04/03  
 EE STMT 10/22/03  
 JUST WALKING IN THE LAB; FOOT STUCK TO FLOOR - THEN  
 TWISTED R ANKLE; (FOOT ACTUALLY CAUGHT - THEN LET  
 LOOSE) .  
 SUPV STMT 10/27/03  
 WALKING IN THE LAB, R FOOT STUCK TO FLOOR, TWISTED

Critical  Shareable

**\*Created:** 12/4/2003 **\*Modified:** [ ] 2003 **\*Complete:** [ ]

**Assigned Users**

Leave "Shareable" checked

## RECENTLY VIEWED CLAIMS

To see your recently viewed claims, Click on "Recently Viewed Claims" under Claims on the static menu to display a list of the last 250 claims that you recently accessed. This will assist you in locating a claim that you were previously working on.

Action	Claim Number	Claimant Name	Coverage	Loss Date*	Date Reported	Inj*	Status
[X]	[ ]	[ ]	WC	4/2/2001	4/2/2001		Final
[X]	[ ]	[ ]	WC	10/31/2003	10/31/2003		Open
[X]	[ ]	[ ]	WC	11/5/2003	11/5/2003		Open

Page: 1

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

## REPORTS

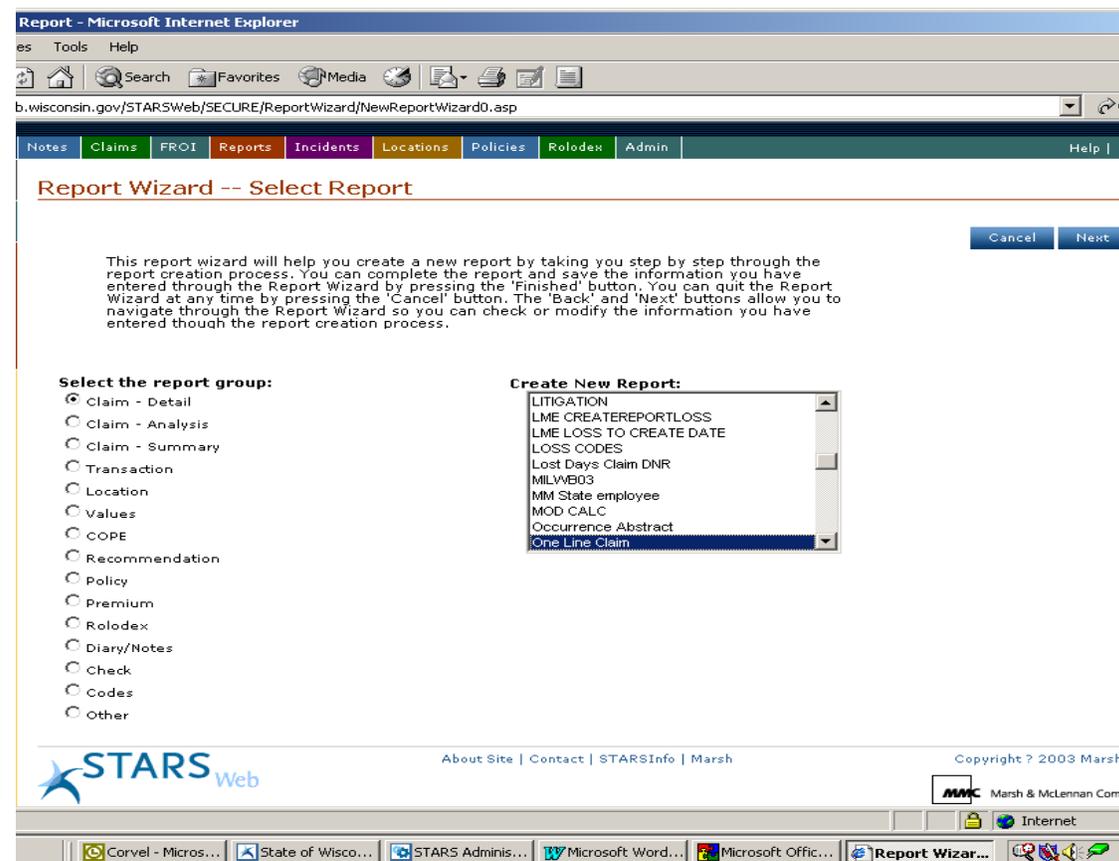
The Report Menu gives five options:

- Add New Report: report wizard for creating a new report.
- Available Reports: report listing of all completed reports.
- Report Status: check status of your report.
- Completed Reports Folder: report listing of your completed reports.
- Report Schedules: report listing of your scheduled reports.



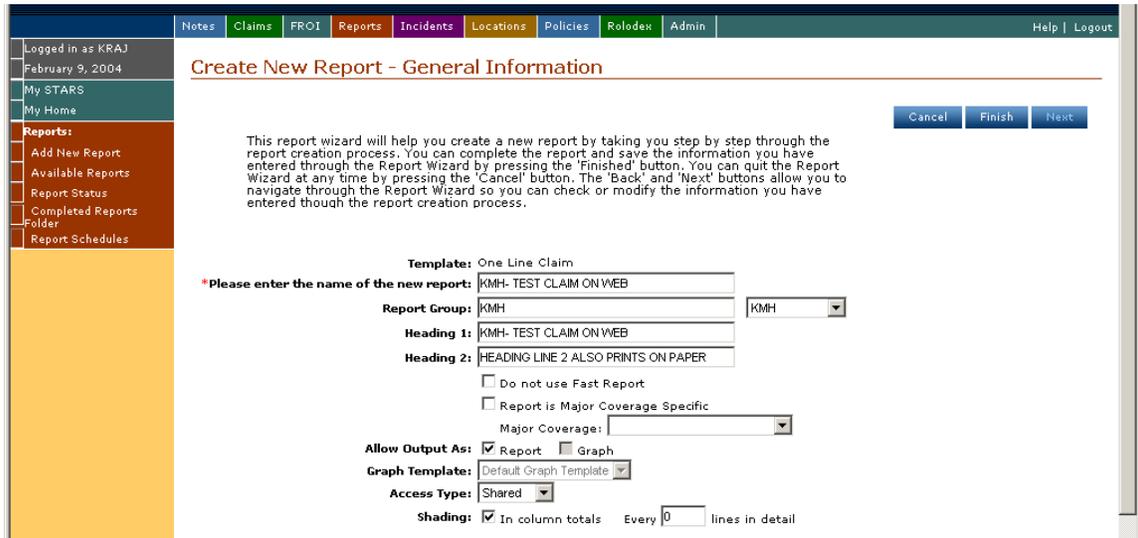
### Create New Report

Highlight the Report tab and click on “Create New Report”, Select the Report Group (use templates from the Claim-Detail, Claim-Summary or Transaction report groups) and Template and click on “Next”



## REPORTS (continued)

The format for naming your report is: Your initials followed by a descriptive report name. Example: DLH – UWSA 3<sup>rd</sup> Qtr Claim Counts. Select the “UWSCHED” Report Group. Heading 1 & Heading 2 print out on the finished report. Click on “Next”



Logged in as KRAJ  
February 9, 2004  
My STARS  
My Home

Reports:  
Add New Report  
Available Reports  
Report Status  
Completed Reports Folder  
Report Schedules

Notes Claims FROI Reports Incidents Locations Policies Rolodex Admin Help Logout

### Create New Report - General Information

Cancel Finish Next

This report wizard will help you create a new report by taking you step by step through the report creation process. You can complete the report and save the information you have entered through the Report Wizard by pressing the 'Finished' button. You can quit the Report Wizard at any time by pressing the 'Cancel' button. The 'Back' and 'Next' buttons allow you to navigate through the Report Wizard so you can check or modify the information you have entered through the report creation process.

Template: One Line Claim

\*Please enter the name of the new report: KMH- TEST CLAIM ON WEB

Report Group: KMH

Heading 1: KMH- TEST CLAIM ON WEB

Heading 2: HEADING LINE 2 ALSO PRINTS ON PAPER

Do not use Fast Report  
 Report is Major Coverage Specific  
Major Coverage: [Dropdown]

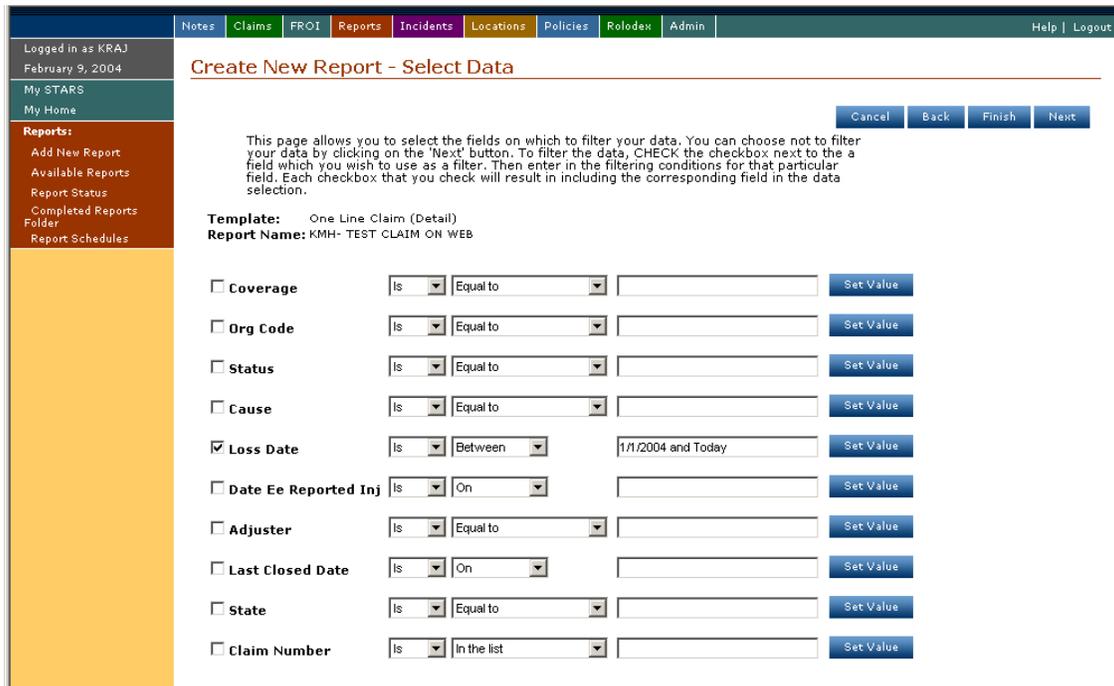
Allow Output As:  Report  Graph

Graph Template: Default Graph Template

Access Type: Shared

Shading:  In column totals Every 0 lines in detail

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



Logged in as KRAJ  
February 9, 2004  
My STARS  
My Home

Reports:  
Add New Report  
Available Reports  
Report Status  
Completed Reports Folder  
Report Schedules

Notes Claims FROI Reports Incidents Locations Policies Rolodex Admin Help Logout

### Create New Report - Select Data

Cancel Back Finish Next

This page allows you to select the fields on which to filter your data. You can choose not to filter your data by clicking on the 'Next' button. To filter the data, CHECK the checkbox next to the a field which you wish to use as a filter. Then enter in the filtering conditions for that particular field. Each checkbox that you check will result in including the corresponding field in the data selection.

Template: One Line Claim (Detail)  
Report Name: KMH- TEST CLAIM ON WEB

Coverage Is Equal to [Text] Set Value

Org Code Is Equal to [Text] Set Value

Status Is Equal to [Text] Set Value

Cause Is Equal to [Text] Set Value

Loss Date Is Between 1/1/2004 and Today Set Value

Date Reported Inj Is On [Text] Set Value

Adjuster Is Equal to [Text] Set Value

Last Closed Date Is On [Text] Set Value

State Is Equal to [Text] Set Value

Claim Number Is In the list [Text] Set Value

## REPORTS (Continued)

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

## **REPORTS (Continued)**

### **Searching for an Existing Report**

When **Available Reports** opens, all available reports are listed. To navigate through the list of reports, scroll up and down and click the page number on the bottom of the screen to move to a new page of reports.

If you want to quickly find a report, fill in the field box(es) above the report name list and click .

To print a report check the box next to the report name and click . Another way you can print a single report for immediate printing is to click the image of a “Running Man” . The “Running Man” image is located to the left of the report information. You may also choose to print a report from a report’s detail page which can be obtained by clicking on the report name. The **Report Detail** screen provides you with detailed information about the selected report.

Scheduling a report for printing at a later date is very similar to the immediate printing a report. Instead of selecting  you will select . Both the report detail page and the report list page have the schedule button. Another way to schedule a report from the report list page is to select the schedule icon  which is located to the left of .

Selecting the “Edit Report” icon  allows you to edit a report. Do NOT edit reports whose name begins with Web in parenthesis. You may also select the “Add Reports to My STARS” icon  to add reports to your My STARS feature for quick and easy access.

The “Delete Report” icon  allows you to delete only the listing of a report you create from the **Report Request Listing** screen. To remove the entire structure of the report from STARS you’ll need to contact your Agency’s STARS Administrator, Dawn Holt.

Reports created by your Agency’s STARS Administrator for UW Institutions use are placed in the UWSCHED Report Group and have report names beginning with WEB in parenthesis (WEB). **Please do not delete or edit these reports.**

# REPORTS (Continued)

## Report List Screen

**Report Request Listing**

**Field Boxes for Quick Search**

Report Name:

Report Group: <All Groups>

Template Name: <All Templates>

Template Type: <All Template Types>

Note: Maximum number of rows (250) exceeded, please refine your search criteria.

Page: 1 Reports: 1 thru 10 of 250

Actions	Report Name ^	Group	Type	Template	Heading
	"O"/"R" W/O ACTIVITY FOR 10 DAYS	LMF	Detail	Two Line Claim	Two Line Claim (Detail)
	(WEB) EOB	UW SCHED	Transaction	Financial Trans.	Detail EOB FOR OCTOBER, 2003
	(WEB) LOCATION TREE	UW SCHED	Location	Location List	Location List
	(WEB) QTRLY WC COST	UW SCHED	Transaction	Totaling Fin Tran Sum	WC CLAIM COSTS DURING
	(WEB) UW UDDS CODE LIST	UW SCHED	Other	UW Campus List	UDDS LIST
	(WEB) UW-MILW FY 03 COSTS	UW SCHED	Transaction	Totaling Fin Tran Sum	WC CLAIM COSTS DURING
	1 MONTH LAG #2	KMH	Checks	Cycle	Cycle
	2002 WC CLAIMS		Detail	Two Line Claim	Two Line Claim (Detail)
	2002 WC Claims		Detail	Two Line Claim	Two Line Claim (Detail)
	21420001SH5INJURY		Detail	Two Line Claim	Two Line Claim (Detail)

Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 **Pages**

Schedule Icon    Edit Report    "Running Man" Icon    Add Report to My Stars    Delete Report    Schedule Report(s)    Run Report(s)

## REPORTS (Continued)

### Schedule Reports Screen

To schedule a report to print at a later time click on the “Schedule” icon  or **Schedule Report** (after you put a check  $\checkmark$  mark in the box in front of a report name).

- First select how often you want the report to print: once, every so many days, on the first day of..., on the last day of..., or on a certain day of the month.
- Select the day and time the first report will print.

To continue manipulating the Schedule Reports options click **Next**, otherwise click **Finish**.

### Schedule Report(s)

**Cancel** **Finish** **Next**

This report wizard will allow you to schedule one or more reports to be run at the time you specify. If you wish to run the report immediately and only one time, you can simply press the **'Finished'** button on this screen. If you wish to schedule the report to run periodically, select the frequency below the **'Run this report'** label which best suits your scheduling needs, and set all the corresponding fields.

#### Report(s) to schedule:

Use Report bursting on this report

#### Run this report:

- Once
- Every  days
- On the first day of the  Month
- On the last day of the  Month
- On day  of the month

Starting on:   at  :   AM  PM

Output Format:

## REPORTS (Continued)

### Distribute Report

To distribute the report to your folder or that of another, choose the user ID from the pick list and "add" to selected users list. Click **Finish** to place the report in another STARS user's **Reports Status Listing** where it will run and be placed in that STARS user's **Completed Reports Folder**.

The screenshot shows the 'Distribute Report' page in the MARSH STARS Web v8.1 interface. The page has a dark blue header with 'MARSH' on the left and 'STARS Web v8.1 - State of Wisconsin' on the right. Below the header is a navigation bar with tabs for 'Notes', 'Claims', 'FROI', 'Reports', 'Incidents', 'Locations', 'Policies', 'Rolodex', 'Admin', and 'Help | Logout'. The 'Reports' tab is active. On the left side, there is a sidebar with 'Logged in as DUPM March 16, 2004', 'My STARS', 'My Home', and a 'Reports:' section with links for 'Add New Report', 'Available Reports', 'Report Status', 'Completed Reports Folder', and 'Report Schedules'. The main content area is titled 'Distribute Report' and contains the following elements:

- A row of buttons: 'Cancel', 'Back', 'Finish', and 'Next'.
- The instruction: 'Please select the folders you would like to distribute the report to.'
- Two radio button options:
  - Place the report in the public folder
  - Distribute the report to folder of the following users :
- A section titled 'Available Users' with a list box containing: RIND, SHAH, PULD, UWMPL, ELMV, VICJ, ELL, OWNER, TRAIN, and STRE.
- Four buttons between the lists: 'Add All >>', 'Add >', '< Remove', and '<< Remove All'.
- A section titled 'Selected Users' with an empty list box.

At the bottom of the page, there is a footer with the 'STARS Web' logo, navigation links 'About Site | Contact | STARSInfo | Marsh', copyright information 'Copyright ? 2003 Marsh Inc.', and the 'MMC Marsh & McLennan Companies' logo.

## REPORTS (Continued)

Or click [Next](#) to email the report to both STARS users and non-STARS users.

The screenshot shows the 'E-mail Report' page in the STARS Web application. The top navigation bar includes links for Notes, Claims, FROI, Reports, Incidents, Locations, Policies, Rolodex, Admin, and Help | Logout. The user is logged in as DUPM on March 16, 2004. A left sidebar contains a 'Reports' menu with options like 'Add New Report', 'Available Reports', 'Report Status', 'Completed Reports Folder', and 'Report Schedules'. The main content area is titled 'E-mail Report' and contains the following sections:

- Please select the options for e-mailing the report.** with radio buttons for 'Do not e-mail this report upon completion.' (selected) and 'E-mail this report upon completion using the following information :'. Buttons for 'Cancel', 'Back', and 'Finish' are at the top right.
- Reply to e-mail:** with a text input field.
- Subject:** with a text input field containing 'A STARS Web Report - [ ]'.
- Text:** with a large text area containing the message: 'Attached is a STARS Web Completed Report distributed to you by STARS Web user [ ].. The report name is : [ ]'.
- User E-mail Recipients:** featuring two lists: 'Available Users' (PULD, ELMV, STRE, BEID, WILL, RODV, GILS, KLEL, HILM, MOOJ) and 'Selected Users' (empty). Buttons for 'Add All >>', 'Add >', '< Remove', and '<< Remove All' are between the lists.
- Additional Recipients E-mail Address(es)** (separate multiple e-mail addresses with comma): with a text input field.

At the bottom, there is a logo for STARS Web, navigation links (About Site | Contact | STARSInfo | Marsh), a copyright notice (Copyright © 2003 Marsh Inc.), and the Marsh & McLennan Companies logo.

### Report Status

The Report Status page lists all the reports you have submitted for printing. Click

[Refresh List](#) or [Filter](#) to view your reports status. Should the status of your report not be progressing, click [Filter](#) or [Refresh List](#). To find the reason for a report failing to run, click the report title and look under the Execution Information heading.

From the status page you can view a completed report and also delete a report.

**To view the report**, click the eyeglasses icon, 

**To delete the report**, click on the red . (See page 35 & 41 for Delete Report info.)

## REPORTS (Continued)

**Report Status Listing**

Report Name:  **Filter by First Three Initials of user or by Status** Status: All  **Click to view current report status**

\*Schedule Date:

Page: 1 Reports: 1 thru 1 of 1

Actions	Report Name ^	Schedule Date*	Status	Start Time*	%*	End Time*
<input checked="" type="checkbox"/> <input type="button" value="X"/> <input type="button" value="Refresh"/>	MD	12/9/2003 1:58:35 PM	Complete	12/9/2003 1:59:03 PM	100	12/9/2003 2:00:13 PM

The Cancel button will cancel all selected running reports. The Remove button will remove all selected completed or failed reports from this page.

Page: 1 **Refresh Button**

**FYI:** After running or scheduling your report your web browser or computer may be closed or shut off. Report status may be checked at a later time. You may also “Save” your completed report (from Acrobat Reader) to a local drive or print it directly from Acrobat Reader.

### **Completed Reports Folder**

The Completed Reports Folder shows all reports that are complete and ready for viewing. Similar to other sections in STARS Web you may use the quick search fields located above the list to narrow down your selection.

From the completed reports folder you can view report details, delete a completed report, view a report and email a report. Report details can be viewed by clicking the report title.

## REPORTS (Continued)

### Delete Report

Deleting a report can be accomplished by clicking  or checking the box next to the report title and selecting . And, like the Report Status page you will view the report by clicking the eyeglass icon  or to email, select the envelope icon .

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

Logged in as DUPM  
December 9, 2003

My STARS  
My Home

**Reports:**  
Add New Report  
Available Reports  
Report Status  
Completed Reports Folder  
Report Schedules

### Report Folder Listing

Report Name:  \*Completed Date:   Folder: All

\*Schedule Date:   Submitted By:

Page: 1 Reports: 1 thru 1 of 1

Actions	Report Name ^	*Schedule Date	*Completed Date	Submitted By	Folder
  <input type="checkbox"/>	MD	12/9/2003 1:58:35 PM	12/9/2003 2:00:13 PM	DUPM	InBox

Page: 1

## ADMINISTRATOR MENU

The Admin menu gives you five choices:



- Set Password: allows a user to change their password.
- Report Admin: this option is only available to administrative users.
- Report Selection Criteria: this option is only available to administrative users.
- Custom Search Profiles: using this you may modify search parameters or create a new custom designed search from scratch.
- Log Out: of STARS Web by using the Log Out choice. See page 6.

## ERRORS

If you are getting errors make sure to check with your organization's help desk personnel to ensure your systems are running properly.

If you get an error, please e-mail the following to your STARS Administrator:

- Screen Print of the 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, trouble shoot, and correct or notify you of the reason for the error.

### **UW Help Desk Contact**

UW System Administration

Dawn Holt

[dholt@uwsa.edu](mailto:dholt@uwsa.edu)

(608)265-4658

## CODES

### Occupation Codes

<u>PRIM</u> CODE #	PRIMARY (PRIM) CODE DESCRIPTOR	SEC CODE #	SECONDARY (SEC) CODE DESCRIPTOR
--------------------------	-----------------------------------	------------------	------------------------------------

#### **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  
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

**0200 ADMINISTRATIVE  
SUPPORT**

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)  
Groundskeeper  
HVAC Specialist  
Lawn Care Worker

**0302 Maintenance Mechanic  
Recreation Room Attendant  
Tree Pruner**

**0303 Food Service Worker**

This category is illustrative of the following job titles:

Baker

Cook

Food Service Staff (Worker, Laborer, Assistant)

Meat Cutter

**0304 Laundry Worker**

This category is illustrative of the following job titles:

Laundry Services Staff (Assistant, Worker)

**0305 Laborer**

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

**0306 Power Plant Operator**

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

**BLUE CLOLLAR AND  
NON-BUILDING  
TRADES**

**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

**0600 ENGINEERING  
PROFESSIONALS**

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  
Economist  
Emergency Government Specialist  
Employee Assistant Specialist  
Employment Relations Specialist  
Environmental Coordinator  
Equal Opportunity Specialist

**0900 PROFESSIONAL  
STAFF SERVICES**

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  
Animal Health Consultant  
Chemical Test Coordinator  
Consumer Specialist  
Environmental Health Engineer  
Food Safety Consultant

**SECURITY AND  
PUBLIC SAFETY**

- 1101** 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

**SECURITY AND  
PUBLIC SAFETY**

**1106** 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  
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

**1200 TECHNICAL**

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.

<b>1000</b>	<b>Other</b>	
<b>2000</b>	<b>Specific Injury</b>	The primary substantial diagnosis that was a result of the injury
<b>2010</b>	<b>Abrasion</b>	Scraping injury to outer layer of skin
<b>2020</b>	<b>Amputation</b>	Cutting off limb/appendage - surgical
<b>2021</b>	<b>Severance</b>	Traumatic amputation – non-surgical
<b>2022</b>	<b>Angina Pectoris</b>	Pain resulting from insufficient blood flow to the heart (myocardial ischemia). Usually felt in chest, typically aching or crushing sensation
<b>2030</b>	<b>Asphyxiation</b>	Respiratory interference or suffocation
<b>2040</b>	<b>Avulsion</b>	Forcible pulling away of part
<b>2060</b>	<b>Blister</b>	Collection of fluid under skin due to pressure or injury
<b>2080</b>	<b>Burn</b>	Injury to tissue of skin as a result of exposure to:
		- chemical
		- radiation, other
		- thermal
<b>2090</b>	<b>Coma</b>	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
<b>2100</b>	<b>Concussion</b>	Partial or complete losses of bodily functions resulting from violent shock or blow to the head.
<b>2120</b>	<b>Contusion/Bruise</b>	Injury produced by impact without skin breakage, causing blood vessels to rupture, discoloring surrounding tissue
		- internal
		- skin surface
<b>2130</b>	<b>Crushed</b>	Crushing of body part
<b>2135</b>	<b>Cut/laceration</b>	Slice or jagged tear
<b>2140</b>	<b>De-gloving</b>	Rolling of skin/flesh off of hand
<b>2150</b>	<b>Disc injury</b>	Any injury to a disc of the vertebra
<b>2160</b>	<b>Disfigurement</b>	Injury marring the appearance of a body part, particularly face, or other exposed body parts
<b>2170</b>	<b>Dislocation/ Derangement</b>	Movement out of joint or position

<b>2000</b>	<b>Specific Injury (Continued...)</b>	
<b>2180</b>	<b>Electric Shock</b>	Sudden debilitating disturbance of bodily function induced by electric shock
<b>2190</b>	<b>Fatality</b>	Cease of all bodily functions; death
<b>2200</b>	<b>Food Poisoning</b>	
		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
<b>2210</b>	<b>Fracture</b>	Break or rupture, especially in a bone
<b>2220</b>	<b>Frostbite</b>	Damage occurring by freezing part of the body, causing numbness
<b>2230</b>	<b>Gunshot Wound</b>	Any wound caused by gunshot
<b>2250</b>	<b>Hernia</b>	Protrusion of part or all of an organ through the cavity wall that encloses it; rupture
<b>2270</b>	<b>Physical Stress/Exhaustion, including heat/cold stress</b>	Physical stress/exhaustion, including stress caused by heat or cold
<b>2300</b>	<b>Inflammation</b>	Tissue/organ reaction to injury/irritation characterized by pain, heat, swelling, redness and possible loss of function, could include hemorrhoid
<b>2350</b>	<b>Myocardial Infarction</b>	Sudden decrease in the flow of blood to the heart muscle resulting in impaired heart functioning
<b>2370</b>	<b>Pain Syndrome</b>	More or less localized sensation of discomfort, distress, or agony, resulting from the stimulation of specialized nerve endings.
<b>2371</b>	<b>- Post Traumatic</b>	Pain suffered as the result of a traumatic incident
<b>2372</b>	<b>- Reflex Sympathetic Dystrophy</b>	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).
<b>2373</b>	<b>- Myofascial Pain Syndrome</b>	Pain in the cheek area, caused by grinding of teeth at night. Type of fibromyalgia.
<b>2380</b>	<b>Spinal Cord Injury</b>	Any injury
<b>2420</b>	<b>Puncture</b>	A hole/wound made by a sharp, pointed device
<b>2430</b>	<b>Rupture</b>	Tearing apart, as of an organ
<b>2435</b>	<b>Sliver</b>	Thin, sharp object piercing and often under the skin.
<b>2440</b>	<b>Sprain/Strain</b>	The wrenching of a joint without producing dislocation; over extension/over stretching of musculature
<b>2450</b>	<b>Tear</b>	Tear of musculature
<b>2460</b>	<b>Traumatic Sensory Loss</b>	Loss of hearing, sight, feeling, smell, or taste due to traumatic incident.

<b>3000</b>	<b>Occupational Disease/Illness</b>	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
<b>3020</b>	<b>Allergic Reaction</b>	Result of exposure to a substance inducing hypersensitivity
<b>3040</b>	<b>Bloodborne</b>	Diseases transmitted through or found in the blood, including AIDS, HIV, Lyme Disease, Hepatitis B, C, and other than A
<b>3050</b>	<b>Cancer</b>	Malignant tumor, neoplasm, sarcoma or carcinoma characterized by abnormal growth of cells which spread to other tissues (includes mesothelioma)
<b>3060</b>	<b>Degenerative Disc Disease</b>	Degeneration of vertebral discs.
<b>3080</b>	<b>Infectious &amp; Parasitic Diseases</b>	Disease caused by infection or parasites.
<b>3081</b>	<b>- Hepatitis A potential and diagnosed</b>	Inflammation of the liver
<b>3090</b>	<b>Mental Disorders</b>	
<b>3091</b>	<b>- Mental Stress</b>	Any adverse stimulus that tends to disturb the homeostasis of an organism, such as physical, mental, or emotional stress
<b>3092</b>	<b>- Post Traumatic Stress</b>	Mental stress or condition directly related to a physical injury or event
<b>3100</b>	<b>Occupational Sensory Loss</b>	Loss of feeling, hearing, smell, taste, vision due to occupational (versus traumatic) injury.
<b>3110</b>	<b>Poison – Systemic</b>	Organic poisoning; pesticide poisoning.
<b>3120</b>	<b>Radiation Syndrome</b>	An illness due to exposure of a body part to ionizing radiation from radioactive substances marked by anorexia, headache, nausea
<b>3130</b>	<b>Cumulative Trauma Disorders and Compression Neuropathies</b>	Includes carpal tunnel syndrome, epicondylitis, synovitis, tendonitis, tenosynovitis, VTD related diseases, and any other cumulative trauma illness.
<b>3131</b>	<b>Nerve Compression Syndromes</b>	Includes carpal tunnel syndrome and other nerve entrapment
<b>3132</b>	<b>Tendon disorders</b>	Includes tendonitis, epicondylitis, tenosynovitis, deQuervain's disease, ganglion cysts, etc.
<b>3133</b>	<b>Vascular disorders</b>	Raynaud's phenomenon, white finger, thoracic outlet syndrome
<b>3140</b>	<b>Occupational Airway Diseases</b>	Includes asbestosis, black lung (bituminosis), bronchitis, dust disease, and other bacterial or viral airway diseases.
<b>3141</b>	<b>Occupational Asthma</b>	Asthma caused by a specific allergen encountered in the workplace.
<b>3142</b>	<b>Pulmonary Tuberculosis</b>	Tuberculosis of the lungs.
<b>3143</b>	<b>Other Chronic Obstructive Pulmonary Disease</b>	Other diseases of the lungs.

<b>3150</b>	<b>Allergic/irritant dermatitis</b>	Skin irritations or allergies.
<b>3160</b>	<b>Stress-Induced Myocardial Infarction</b>	Chronic, cumulative stress-induced heart failure.
<b>3170</b>	<b>Reproductive Disorders</b>	Reproductive disorders.

## Object Codes

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

<b>HEAD</b>	
110	Skull/scalp/head
120	Brain
130	Ear
140	Eye
150	Nose
160	Teeth
170	Mouth
180	Jaw/facial bones
<b>NECK</b>	
210	Cervical
230	Soft Tissue
240	Trachea/Throat/Larynx
<b>UPPER EXTREMITIES</b>	
310	Shoulder
320	Upper Arm
330	Elbow
340	Lower Arm
350	Wrist
360	Hand
380	Finger(s)
390	Thumb

<b>TRUNK</b>	
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
<b>LOWER EXTREMITIES</b>	
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
<b>BODY SYSTEMS</b>	
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**

<b>600 Cardiovascular</b>	Consisting of the heart and blood vessels, through which the blood circulates
<b>610 Respiratory</b>	The airway consisting of the nasal cavity, pharynx, larynx, trachea, bronchi and lungs
<b>620 Gastrointestinal</b>	The organs associated with the ingestion, digestion and absorption of food, including the stomach, small intestine, large intestine and pancreas
<b>630 Skin</b>	The skin and its appendages, including both the hair and nails
<b>640 Psycho/Mental/Stress</b>	Pertaining to the mind, psyche
<b>650 Immune</b>	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
<b>660 Hematological</b>	The tissues concerned in production of blood, including bone marrow and lymphatic tissue
<b>670 Reproductive</b>	The organs concerned with reproduction
<b>680 Nervous</b>	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
<b>690 Endocrine</b>	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 Codes

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

<b>0100</b>	<b>Animal(s)</b> The event causing the injury is primarily due to the action or movement of animal(s). Includes being thrown from an animal, accessories on animal i.e., ropes, chains, etc. Includes falls from an animal. Does NOT include restraining an animal (see 1240 Lifting, Moving, Restraining Animal). This does NOT include bodily reactions to venomous animal(s) or insect bites. (see 1000 Plants or Animals)
0110	- Kicked, stepped on, thrown from, or struck by animal(s)
0120	- Trampled or crushed by animal(s)
0130	- Bitten or pecked by animal(s)
0140	- Scratched or mauled by animal(s)

<b>0200</b>	<b>Machinery</b> The event causing the injury is primarily due to the action or motion of a machine. Machinery is defined as a device with moving parts used to perform a task, especially one that would otherwise be done by hand (e.g. table saw, drill press, milling machine). Includes: cleaning machinery and appliances; abrasive wheels, mechanical shears, material handling equipment (e.g. conveyors, cranes, derricks, chain hoists, elevators and grain elevators), plows and other farm machinery components. Does NOT include events involving vehicles, motorized equipment, or hand tools, plant and industrial powered vehicles, tractors, forklifts, etc.
0210	- Caught In
0211	- Caught In (operator injury)
0220	- Crushed By
0221	- Crushed By (operator injury)
0230	- Struck By or hit against
0231	- Struck By or hit against (operator injury)
0232	- Mechanical failure including faulty wiring/electrical deficiency
0233	- Person/equipment interface (inappropriate fit) e.g. controls for operation are too close together; operator space requirements; control design, visibility, and color and sign coding; respirators do not fit the wearer properly.

<b>0300</b>	<b>Motorized Equipment (Vehicle or equipment with a motor or engine not licensed for road use.)</b> 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, Does NOT include events involving vehicles used primarily for transportation. (See 0600 Vehicle/Other miscellaneous modes of 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)

<b>0400</b>	<b>Object</b> 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 Objects being lifted, stationary objects, falling objects, fan blade, tool, sliver, knife blade (uncontaminated) etc.
0440	- Struck by projectile Cabinet corners, stepping on protruding objects (includes stepping on plant/thorn with no allergic reaction)
0450	- Caught in, under or between An object being handled, earth slide, collapsing building, furniture.

<b>0500</b>	<b>Person(s)</b> 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 – bullet wound (Loss of hearing – see 0930 Noise)
0560	- Verbal abuse
0570	- Pursuit of suspect

<b>0600</b>	<b>Vehicle/Other miscellaneous modes of transportation</b> 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. (See 0300 Motorized equipment). Includes collision with other vehicle, hit by vehicle, hit fixed object with vehicle.
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

<b>0700</b>	<b>Sharps Injury</b> 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. Includes cuts, punctures, and lacerations from a CONTAMINATED object.
0710	- Needlestick
0720	- Glassware (e.g. pipette, capillary tube, vial)

0730	- Blade (e.g. lance, scalpel, surgical scissors)
0740	- Human Bite
0750	- Other Sharp

<b>0800</b>	<b>Hazardous Substance (Not Sharps Injury)</b> The primary event is that the person is exposed to a possibly harmful chemical hazard/non-living substance, and the route of exposure is not via a sharp injury. Includes carbon monoxide, carbon dioxide, methane, solvents, smoke inhalation, mineral fibers (silica (quartz), asbestos), and other noxious substances.
0810	- Inhalation
0820	- Splash, Particulate or Other Direct Contact to Skin or Eye
0830	- Ingestion
0840	- Multiple Routes

<b>0900</b>	<b>Exposure to Physical Hazards</b> Physical hazards emit energy of one form or another. The primary event possibly leading to injury/illness is an exposure to a physical hazard, atmospheric pressure extremes, or hazards inherent in the environment.
0910	- Heat Includes heat stress, heat stroke, heat cramps, heat exhaustion due to extreme temperature environments, lack of air movement, and high humidity/moisture content in the work environment. Includes exposure to hot objects, surfaces, liquids, steam, flame (e.g., Bunsen burner), welding operations (does not include corneal or conjunctival irritation (Welder's Flash), (See 0960 Other sources of radiation).
0920	- Cold Includes hypothermia, frostbite due to extreme temperature environments. Includes exposure to cold objects, surfaces, liquids, steam. Includes cryogenics (substances which are extremely cold such as liquid nitrogen, liquid helium and dry ice).
0930	- Noise Includes change in hearing threshold relative to baseline audiogram of an average of 10 dB at 2000, 3000, and 4000 Hz. due to constant or repetitive noise, cumulative. Includes trauma to ears or loss of hearing from acute exposure to a single event, e.g. gunshot.
0940	- Electrical Hazard Includes burns, scalds, electrocution, electrical shock from contact with electric current, exposure to lightning, etc.
0950	- Source of Ionizing Radiation Includes x-rays, nuclear reactor waste, radiation emitting substances and equipment; isotopes, radium.
0960	- Other Source of Radiation (Nonionizing/electromagnetic radiation) Includes non-ionizing radiation from UV light (includes corneal and conjunctival irritation (Welder's Flash), and sunburn), IR radiation, lasers, microwaves. Does not include compounds such as cresols which make the skin especially sensitive to UV light resulting in sunburn (See 0800 Chemical Hazards).
0970	- Drowning or Near-Drowning Near Drowning is defined as initial survival (is sometimes fatal) from submersion/immersion in a liquid. Bodily harm from near-drowning is caused primarily by lack of oxygen to the brain, as well as direct lung injury. Drowning: Death by suffocation by submersion/immersion a in liquid

0980	- Workplace Lighting When light levels fall below 20 foot candles, workers usually have a negative reaction to the lighting. Inadequate lighting may cause injuries from slips, trips falls, headaches, stress, visual and nervous fatigue due to impaired vision. Too much lighting may cause headaches, stress, and eyestrain from bright light or glare. Flickering or stroboscopic effects of lighting can cause hazardous conditions: moving parts or machinery may appear stationary or moving slower than they really are.
0990	- Workplace Ventilation The primary event that leads to the injury/illness is poor ventilation or lack of fresh air circulation. Poor ventilation and lack of fresh air circulation leads to asthma, hypersensitivity-pneumonitis, rhinitis, infections, dermatitis, irritation, respiratory complications, fatigue, headache, dizziness, muscle and joint aches, lethargy, poor concentration, forgetfulness, nausea, heightened sensitivity to odors, etc. Does NOT include heat stress related ailments due to lack of air movement (see 0910 Heat).
0995	- Workplace Layout/Design Workplace layout or design increases the risk of sprain/strain injuries, collisions, slips, and falls. Includes storage heights, non-adjustable furniture, housekeeping, obstructed passages and exits, moving parts and equipment not properly guarded, non-adjustable workspace dimensions.

<b>1000</b>	<b>Plants or Animals</b> The primary event leading to the need for medical attention is the body's physiological reaction to a Biological Hazard (living substances).
1010	- Reaction to Contact with Animal or Animal Dander Includes exposure to animal dander, urine, saliva, serum
1020	- Reaction to Insect or Animal Venom Includes spiders, snakes, scorpions, bees (anaphylactic shock)
1030	- Reaction to Contact with Plant Includes poison ivy, poison oak, plant thorn, peanuts

<b>1100</b>	<b>Fire or Explosive</b> 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. Includes explosion of batteries, air tanks, pressure vessels or piping. Includes explosive gases, cylinders, blasting materials, and fireworks. Includes flying glass due to explosion, and flash burns and other injuries resulting from explosion or explosive material. Includes explosion of vehicles, bottles, aerosol cans, buildings, etc. Does NOT include electrical short circuits (blown fuses) (See 0940 Electrical).
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<b>1200</b>	<b>Lifting, Moving or Restraining Load</b> (Load can be defined as a weight or source of pressure). 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
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<b>1300</b>	<b>Motion of Individual</b> The person engages in bodily motion that in it self causes an injury. Includes twisting, throwing, awkward posture, or static position.
1310	- Running, Jumping or Walking
1320	- Climbing
1330	- Stepping Up or Down
1340	- Bending or Reaching

<b>1400</b>	<b>Repetitive Motion</b> Excessive repeating of motions that can irritate tendons and increase pressure on nerves. 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

<b>1500</b>	<b>Slip, Trip or Fall</b> The primary event is a loss of balance, perhaps due to a slip, trip or stumble that leads to a fall or near fall, or falls onto or against objects.
1510	- Slip/Trip/Stumble; No Fall There was a slip, trip, or loss of balance without fall that leads to an injury. 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. Does NOT include falls from slipping on ice, liquid, or grease. (see 1540 Slippery surface)
1530	- Fall; Different Level There was a loss of balance and the person falls on a surface that is on a different plane (between one and four feet higher/lower than the original plane). Includes falls from chairs, ladders, scaffolding or staging, piled or stacked materials, falls from non-moving vehicles, building structures or roofs, stairs or steps, falls from grounds level to lower level, through existing floor openings, and falls through floor surfaces.

1540	- Slippery Surface, water, ice, grease The primary event is a loss of balance from slipping on water, ice, grease or other slippery surface. May or may not result in a fall. Other slippery surfaces include wood dust, powders, pellets and other dry materials on walking surfaces.
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<b>1600</b>	<b>Physiological Event</b> The physiological reaction or event caused the injury. A physiological event is characterized by the vital functioning of body organs, and is a personal medical condition. Includes asthma, fainting, illness.
1610	- Allergic Reaction
1620	- Epileptic Seizure

<b>1700</b>	<b>Tool Related</b> <b>Use of a Tool</b> - The event leading to injury results primarily from the use of a hand-held tool, and the tool was directly involved in the injury. Includes punctures or cuts from powered hand tools [compressed air] [electrical] [hydraulic power] [explosive cartridge] – drill, handsaw, hedge clipper, rivet gun, sewing needle, staple gun, utensils (e.g. can opener), appliances (e.g., blender), axe, shovel, rake, pitchfork, screwdriver, ice pick, hoe. This does not include use of stationary power tools such as a press, band saw, or bench saw (See 0200 Machinery). Nor does it include injuries due to repetitive motion (See 1400 Repetitive Motion). Does NOT include exposure to a potentially contaminated object. [See 0700 Sharps Injury].
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<b>1800</b>	<b>Psychological</b> - Mental Stress, mental only. Mental harm or emotional stress or strain without physical injury or trauma. Including one or more anxiety type stress disorders, except post-traumatic stress disorder.
1801	- Post-traumatic stress disorder. Includes development of symptoms following exposure to an extreme traumatic stressor (e.g., experiencing or witnessing extremely violent actions or death). May be related to mental or physical stressors.
1802	- Mental stress, mental/physical, A stressful situation results in a physical injury, such as a heart attack
1803	- Mental stress, physical/mental, A mental condition resulting from physical injury or disease. The employee sustains a physical compensable injury compounded with a mental condition directly resulting from the physical injury. Initially this claim may be coded as a physical injury. At some point, the mental disability becomes more severe than the original physical injury.

<b>1900</b>	<b>Unsafe Act</b> Failure to follow specified safe work practices results in injury or illness. Includes failure to wear required PPE, rushing a job, intentional disregard for safety, etc.
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<b>2000</b>	<p><b>Horseplay</b></p> <p>Horseplay can be defined as any recreational activity, i.e. softball, basketball, wrestling; where the activity is known to management and condoned (or nothing is done to stop the activity), management provides the equipment, the activity takes place on paid or even unpaid breaks and takes place on the premises.</p> <p>Horseplay can also include practical jokes, using work tools in a manner in which it was not intended, bumping an employee, or gunplay. Example of work tools would be placing your head in a mold box and then the activation switch is accidentally activated, employee died.</p> <ul style="list-style-type: none"> <li>- Example of bumping an employee would be coming up behind another employee and bumping their knees, which causes them to fall.</li> <li>- Examples of gunplay would be 1.) armed guard plays Russian roulette, 2) employee is to secure building after hours and brings gun to work; boss sees gun and instructs employee to take the gun home and never bring it back; employee stores gun on shelf for remainder of shift; another employee finds the gun and drops it, causing it to discharge into the gun owner's leg.</li> </ul>
<b>2100</b>	<p><b>Other/Unidentifiable occurrence</b></p> <p>Includes other causes or an occurrence that can't be appropriately identified under any other cause codes.</p>

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

**Inside Buildings**

Armory	175
Art Studio/Arts and Crafts	177
Auditorium/Theater	116
Basement	127
Break Room	114
Cafeteria	141
Classroom	102
Clinical Services	156
Conference Room	103
Day Care Center	155
Dental Room	170
Dorms/Lodging	152
Dumpster/Trash Area	128
Elevators/Escalators	133
Field Office	191
Field Scale	193
Field Station	190
Field Testing Station	192
Firing Range	174
Food Service Area	140
Garage	123
Hallways	130
Hazardous Chem. Storage Area	178
Health Services	157
Home residence – inside	197
Hospital	160
Inmate Living Quarters	151
Lab	180
Lab – Chemical	181
Lab - Clinical/Medical	183
Lab – Material	182
Laundry Room	171
Library	104
Loading Dock	126
Lobby	195
Mail Room	110
Maintenance/Work Shop	120
Office	101
Other Service Areas	129
Patient/Resident Living Area	150
Power Plant	121
Print Shop/Media Center	196
Radio Room	173
Restroom	111
School	105
Security Gates	176
Segregation Unit	153

**Inside Buildings**

Service Tunnels	132
Shipping/Receiving	125
Shower	112
Sign Shop	122
Steps/Stairwell	131
Stores/Bookstores	194
Student Union	115
Temporary Lockup	154
Time Out Room	172
Undetermined/Other	199
Warehouse	124
Workout Room/Gym/Pool	113

**Outside Buildings**

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

## Payment Codes

<b>Code</b>	<b>Description</b>
1P10	Unidentified Medical
1PCH	Chiropractor
1PCL	Close Claim Transaction
1PDG	Prescription Drug
1PDN	Dental
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
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

## Payment Codes (cont.)

<b>Code</b>	<b>Description</b>
4PCM	Compromise - Indemnity Recovery
4PCR	Chiropractic Review - Expense Recovery
4PCY	Copy Charges - Expense Recovery
4PDB	Death Benefit - Permanency Recovery
4PDG	Prescription Drug - Medical Recovery
4PDN	Dental - Medical Recovery
4PDP	Delay in Payment Fine - Indemnity Recov.
4PDS	Med Dispute Resolution Fee - Exp Recovery
4PES	Employer Safety Violation - Idem Recon
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 Reco
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
7PDB	Death Benefit
7PPD	Perm. Total Disability
7PPP	Perm. Partial Disability
7R7R	Other Reserve