

VIEWING CLAIMS

Upon logging in, the screen will display Open claims for all lines of business, sorted by most recent Date of Loss.



Selecting View

Use the Filters dropdown to view only a specified line of business. You may include Closed or Draft claims by checking the appropriate tick box.

Claims

All Lines of Business Include Closed Claims | Include All Draft Claims | [Download All Claims](#) | [Loss Run Information](#)

[File a Claim](#) [Filters](#) Search Claim or Policy Number

LINE	CLAIM NUMBER	CLAIMANT NAME	DATE OF LOSS	STATUS	POLICY
	1000002579		December 7, 2018	Open	
	1000001786		November 14, 2018	Open	

You may also use the search box in the upper right to look for a specific claim. Enter part or all of the claim number to search.

Use the directional markers at the top of the listing to advance to the next page.

Claim Details

Click on the claim number to load the Claim Details page:

Details
Notes
Documents
Payments

Claim Summary [Download to Excel](#)

Claim 18G01123	Policy 1009924	Policy Type Workers' Compensation	Effective November 1, 2017	Expiration November 1, 2018
Date Of Occurrence June 19, 2018	Claim Type Medical	Jurisdiction Arizona	Claim State Closed	Claim Status Accepted

Scroll down to see specific information on the claim, including injury details and reserves.

Click on the **Notes tab** to see the notes left by claims adjusters:

Details
Notes
Documents
Payments

AUTHOR	DATE / TIME	SUBJECT	NOTE
Pam Fudge	9/29/18 9:14 AM	SUBROGATION REVIEW	<small>Please refer to the attached file for details on this claim. A copy of the claim file will be provided to the claimant upon request. All information is confidential and should not be shared with anyone outside of the company.</small>

Click on the **Documents tab** to upload supporting information on the specified claim, and you may also view documents previously uploaded (view is restricted to those documents uploaded by current user only).

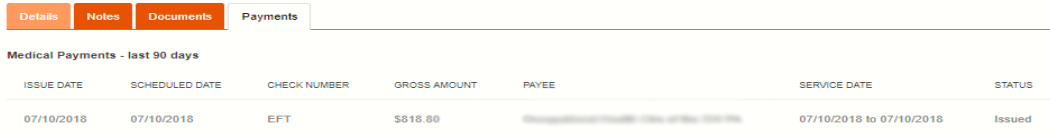
Details
Notes
Documents
Payments

+ Upload Documents

Valid Document types are PDF, JPG, WAV, BMP, PNG.

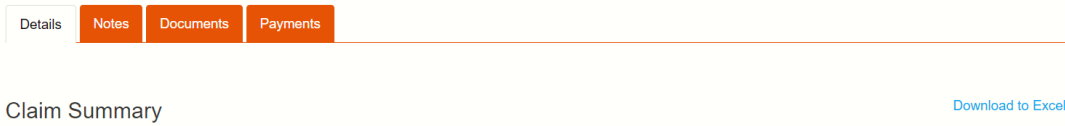
NAME	DATE MODIFIED	VIEW/DOWNLOAD
Web Document.pdf	July 25, 2018	

The Payments tab will display medical and indemnity payments made on the claim for the last 90 days.



ISSUE DATE	SCHEDULED DATE	CHECK NUMBER	GROSS AMOUNT	PAYEE	SERVICE DATE	STATUS
07/10/2018	07/10/2018	EFT	\$818.88	Chiropractic Health Care of the USA, Inc.	07/10/2018 to 07/10/2018	Issued

Click on the Download to Excel link to load 38 fields of data for the selected claim into a separate spreadsheet.



Claim Summary [Download to Excel](#)

You may click on the name of the assigned adjuster to send an email directly to the claim adjuster.

RUNNING REPORTS

There are two different reports you may run to view claim information for your account.

Loss Runs

Clicking on the “Loss Run Information – Account” link at the top of the homepage will download the Loss Run report. It will open as an Adobe PDF. This report will provide a historical snapshot of your organization’s loss performance, as well as summarized claim information for each year. This report is updated weekly.

All Claims

Clicking on the “Download All Claims” link at the top of the homepage will download the key data points from the Claims Details screen for all claims on your account. It will open as an Excel spreadsheet, and this report is also updated weekly.