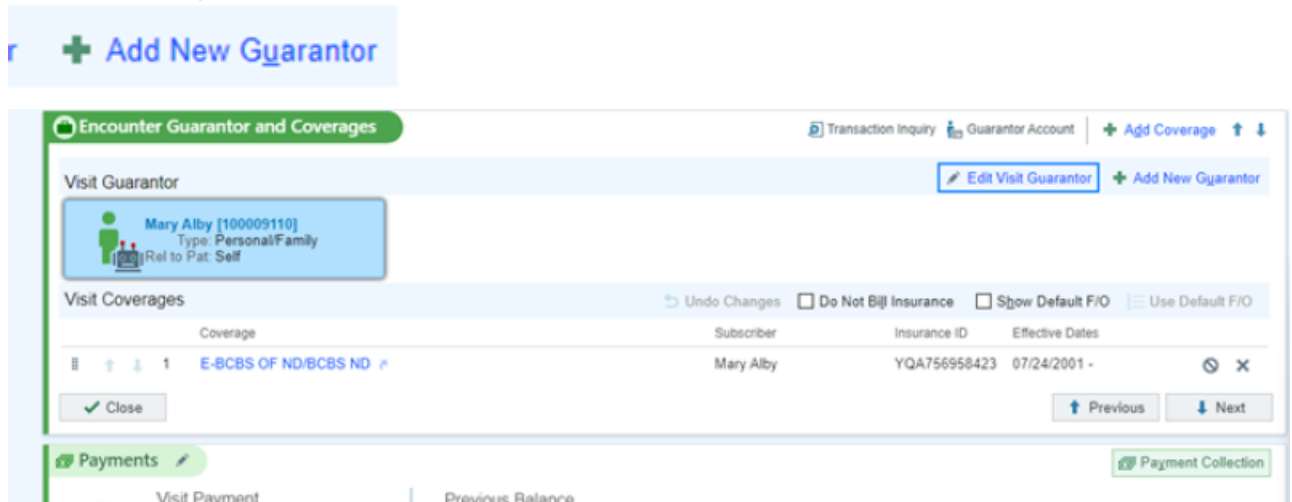


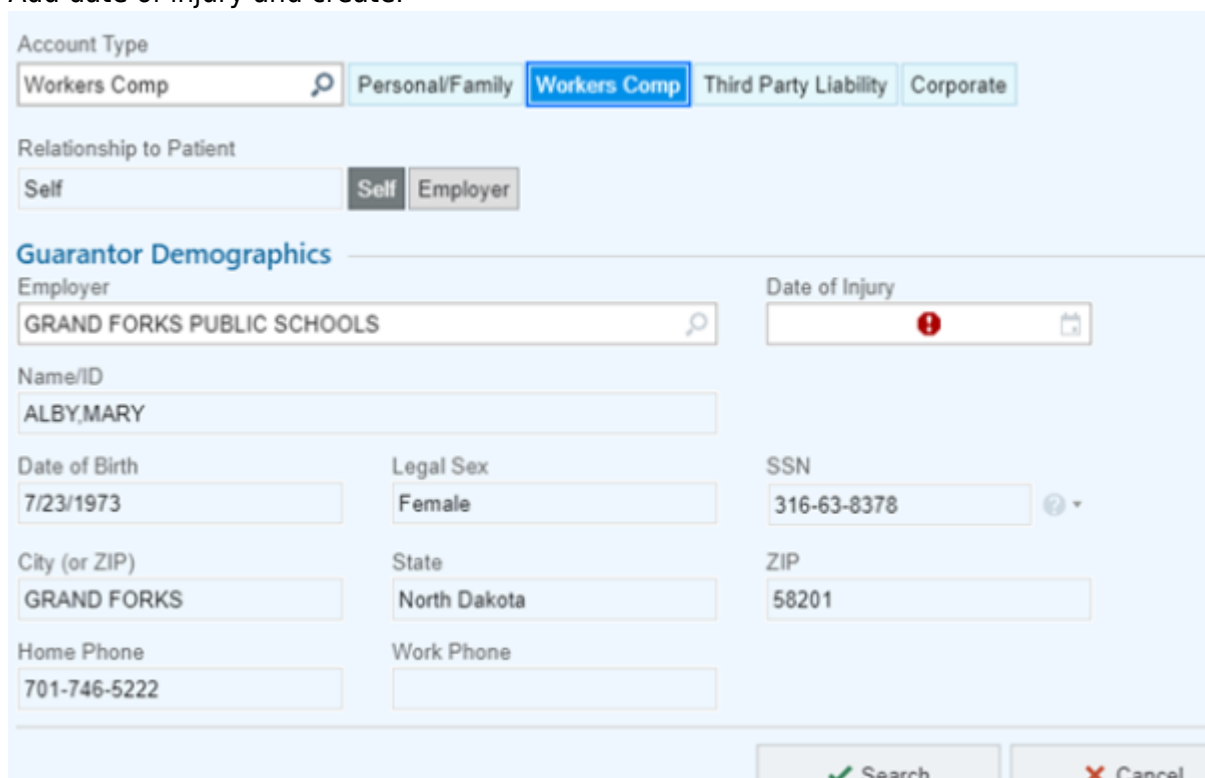
# How to create WSI

**Note: this guide was created using a test environment. No real-world PHI is used in this guide.**

1. Create a new guarantor.



2. Select Workers Comp.
3. Add date of injury and create.



4. Make sure the workers' comp guarantor is attached to the visit, then we will add WSI insurance to the visit.



### + Add Coverage

Add a New or Existing Coverage

**\* Create New Coverage**

wsj

Filters

**WORKFORCE SAFETY AND INS [401]**  
**WORKFORCE SAFETY AND INSURANCE [276]**  
PO BOX 5585, BISMARCK, ND 58506-5585      Indemnity      Worker's Comp      PO BOX 5585, WORK COMP, WSI, ND ...

Member Effective Dates

Effective From	Effective To	Member ID	Verification Status
			New

This coverage is effective for this member for all dates

**Subscriber**

**Subscriber Name**  
ALBY,MARY

**SSN**  
316-63-8378

**Sex**  
Female

**Date of Birth**  
7/23/1973

**Subscriber's Patient Record**  
ALBY,MARY [1012863]

**Employment**

**Employment Status**  
Full Time

**Employer**  
GRAND FORKS PUBLIC SC...

**Address**  
EDUCATIONAL CENTER 2400  
47TH AVE S

**Demographics**

**Address Linked?**  
No

**Address**  
6597 MAPLE VALLEY DR

**City (or ZIP)**  
GRAND FORKS

**State**  
ND

**ZIP**  
58201

**County**  
GRAND FORKS

**Country**  
United States of America

**Subscriber ID**

**Rel to Guarantor**  
Self

**Home Phone**  
701-746-5222

**Work Phone**

**Employment Date**

**Employee ID**

**Occupation**  
TEACHER

**City (or ZIP)**  
GRAND FORKS

**State**  
ND

**ZIP**  
58201

**County**  
GRAND FORKS

**Country**  
USA

**Phone**  
701-746-2200

**Fax**

5. Add the workers comp number for the subscriber ID

Encounter Guarantor and Coverages

Transaction Inquiry | Guarantor Account | + Add Coverage

**Am05202025grand Forks Public Schools [400000470]**

W/C - Self

Address same as patient  
701-746-5222  
Inactive  
Employer: Grand Forks Public Schools - Full Time  
Date of Injury: 5/20/2025

**WORKFORCE SAFETY AND INS [401]/WORKFORCE SAFETY AND INSURANCE [276]**

Member ID: 125649235  
Subscriber ID: 125649235

Group: —  
Relationship to Subscriber: Self

Effective for all dates

6. Scan all paperwork into the document center

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