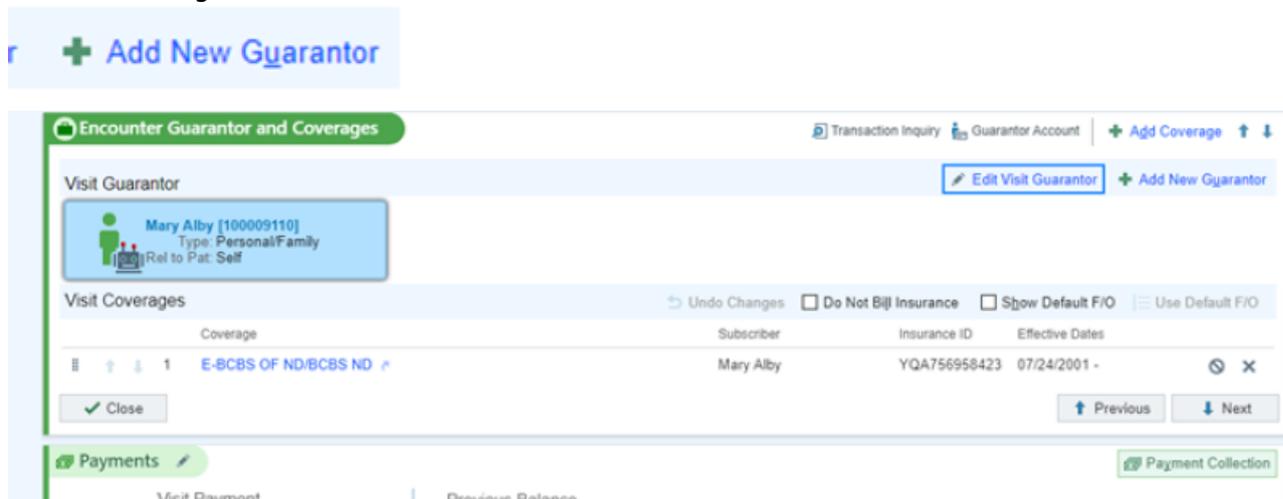


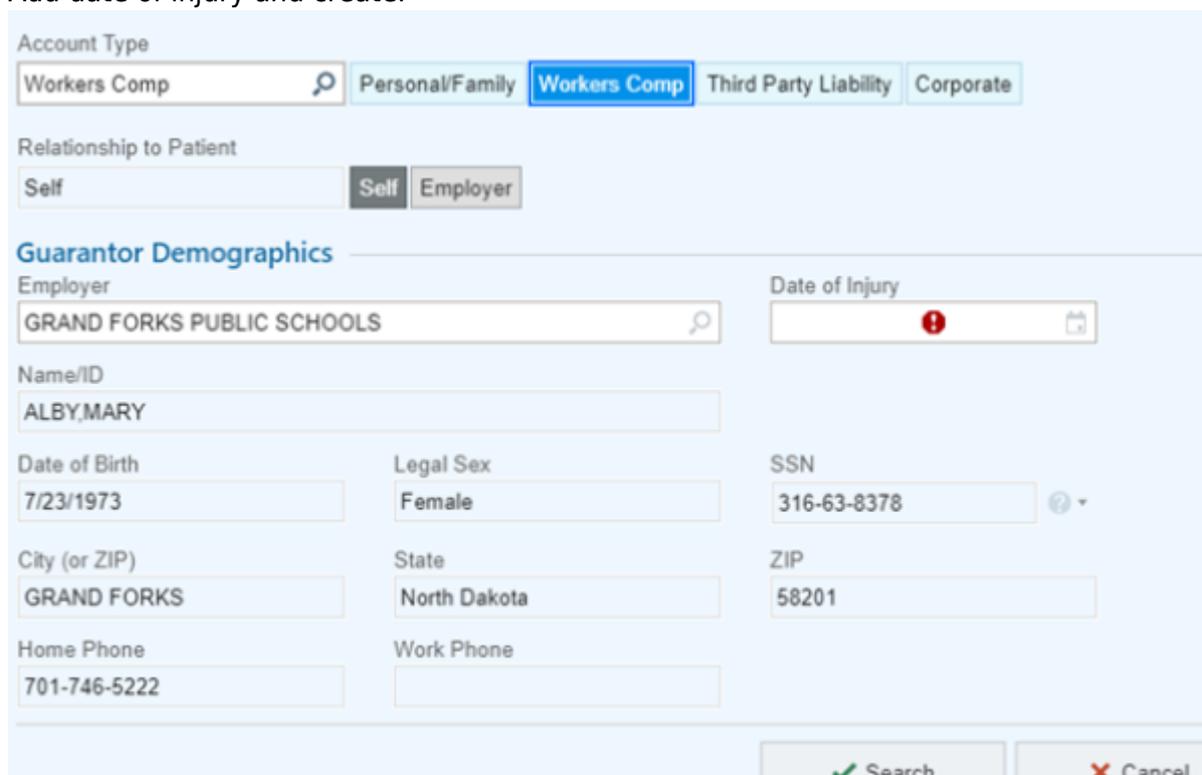
# How to create WSI

**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

+ Add Effective Date Range

This coverage is effective for this member for all dates

### Subscriber

<b>Subscriber Name</b> ALBY,MARY	<b>SSN</b> 316-63-8378	<b>Employment</b> Employment Status Full Time	<b>Address</b> EDUCATIONAL CENTER 2400 47TH AVE S
<b>Sex</b> Female	<b>Date of Birth</b> 7/23/1973	<b>Employer</b> GRAND FORKS PUBLIC SC...	<b>City (or ZIP)</b> GRAND FORKS
<b>Demographics</b> <b>Address Linked?</b> No	<b>Subscriber's Patient Record</b> ALBY,MARY [1012863]	<b>Employment Date</b>	<b>State</b> <b>ZIP</b> ND    58201
<b>Address</b> 6597 MAPLE VALLEY DR	<b>Rel to Guarantor</b> Self	<b>Employee ID</b>	<b>County</b> <b>Country</b> USA
<b>City (or ZIP)</b> GRAND FORKS	<b>Home Phone</b> 701-746-5222	<b>Occupation</b> TEACHER	<b>Phone</b> 701-746-2200
<b>State</b> <b>ZIP</b> ND    58201	<b>Work Phone</b>		<b>Fax</b>
<b>County</b> GRAND FORKS	<b>Fax</b>		
<b>Country</b> United States of America			

5. Add the workers comp number for the subscriber ID

Encounter Guarantor and Coverages

Transaction Inquiry    Guarantor Account    + Add Coverage

 W/C - Self	<b>Am05202025Grand Forks Public Schools [400000470]</b> Address same as patient 701-746-5222 Inactive Employer: Grand Forks Public Schools - Full Time Date of Injury: 5/20/2025	<b>WORKFORCE SAFETY AND INS [401]/WORKFORCE SAFETY AND INSURANCE [276]</b> Member ID: 125649235 Subscriber ID: 125649235 Group: — Relationship to Subscriber: Self Effective for all dates
---	---	---

6. Scan all paperwork into the document center

From:  
<https://wiki.spectrahealth.org/> - Spectra Health Wiki

Permanent link:  
[https://wiki.spectrahealth.org/patientservices:how\\_to\\_create\\_wsi?rev=1747945326](https://wiki.spectrahealth.org/patientservices:how_to_create_wsi?rev=1747945326)

Last update: 2025/05/22 15:22

