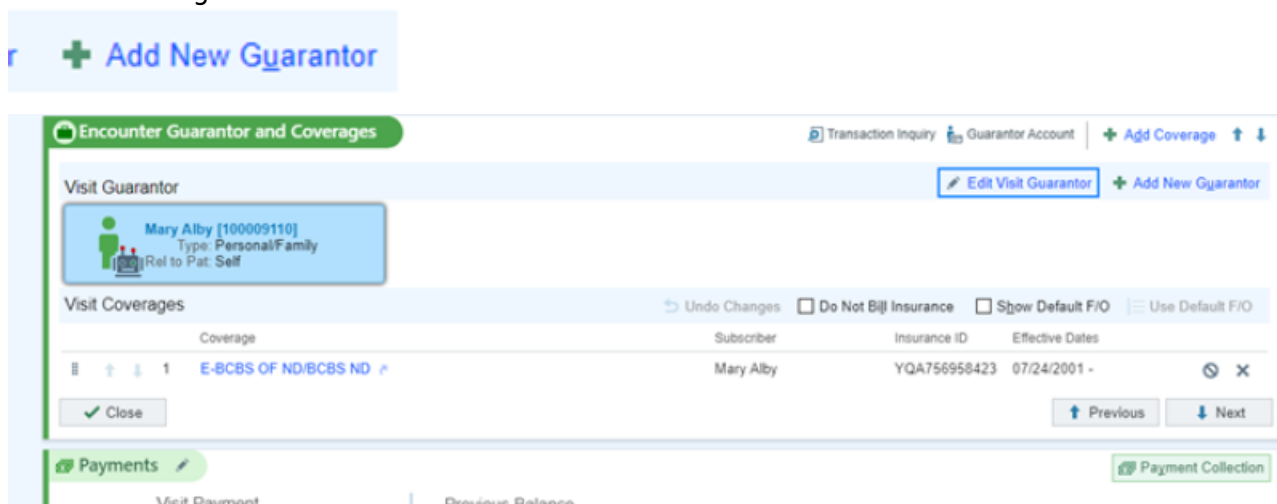


How to create WSI

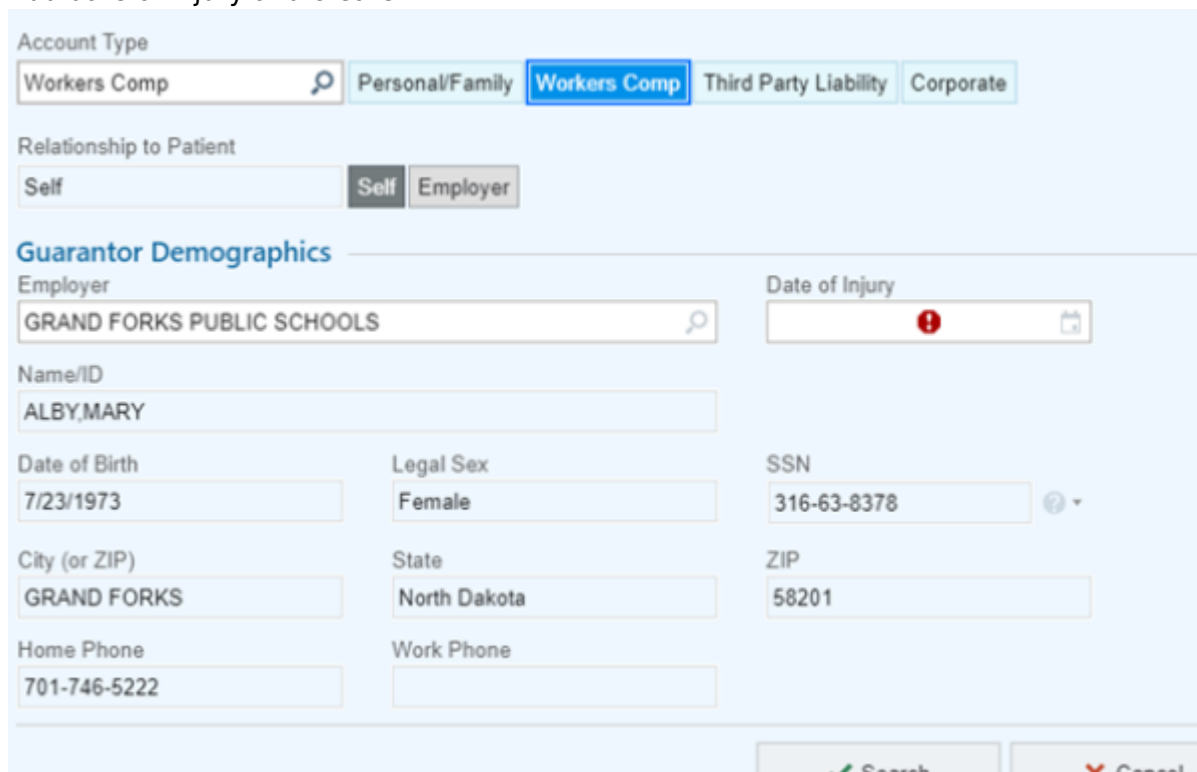
This information was copied from the document “wsi - copy”

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.

Encounter Guarantor and Coverages Transaction Inquiry Guarantor Account + Add Coverage

Am05202025grand Forks Public Schools [400000470] No coverages for this encounter

W/C - Self

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

Payments Payment Collection

+ 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	Employment Employment Status: Full Time Employer: GRAND FORKS PUBLIC SC... Employment Date: Employee ID: Occupation: TEACHER	Address EDUCATIONAL CENTER 2400 47TH AVE S City (or ZIP): GRAND FORKS State: ND ZIP: 58201 County: Country: USA Phone: 701-746-2200 Fax:
Sex : Female Date of Birth : 7/23/1973	Subscriber's Patient Record ALBY,MARY [1012863] Remove	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: 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]	Group: —	Relationship to Subscriber: Self
Member ID: 125649235	Subscriber ID: 125649235	Effective for all dates

6. Scan all paperwork into the document center

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