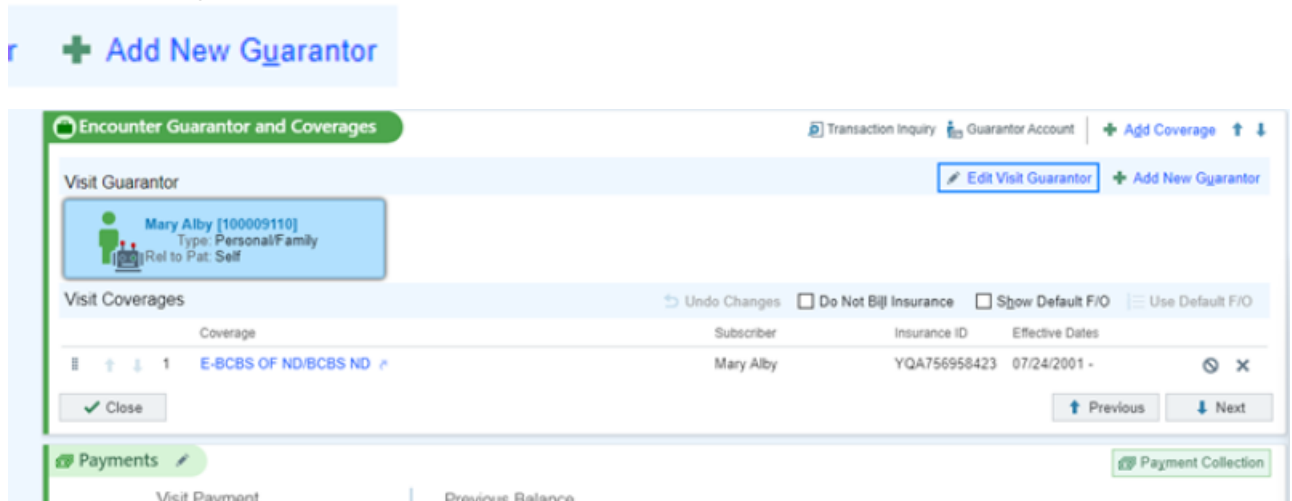


# How to create WSI

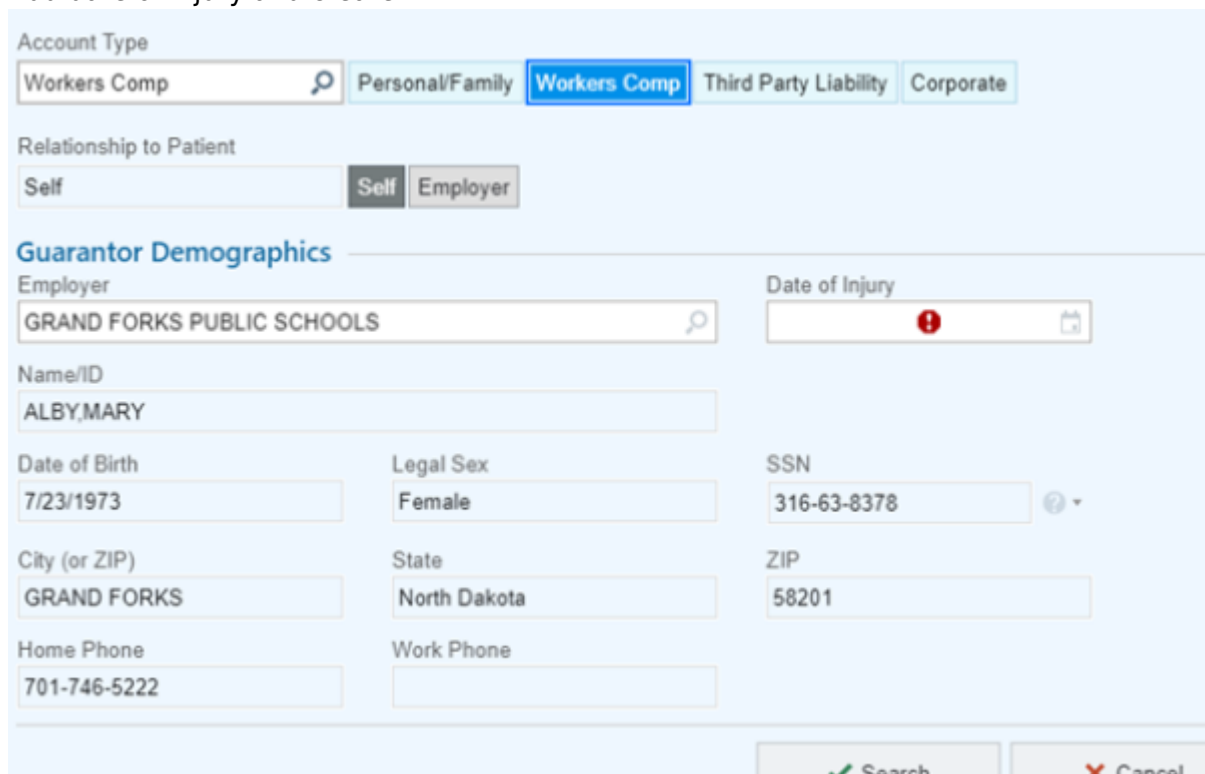
This information has been copied from the document “wsi - copy”

**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

Am05202025grand Forks Public Schools [400000470] ⓘ Transaction Inquiry Guarantor Account + Add Coverage

**W/C - Self**

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

No coverages for this encounter

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 + Add Effective Date Range

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] ⓘ Remove

Demographics

Address Linked?: No

Address: 6597 MAPLE VALLEY DR

City (or ZIP): GRAND FORKS      State: ND      ZIP: 58201

Country: United States of America

Subscriber ID: ⓘ

Rel to Guarantor: Self

Home Phone: 701-746-5222

Work Phone:

Fax:

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:

5. Add the workers comp number for the subscriber ID

Encounter Guarantor and Coverages

Am05202025grand Forks Public Schools [400000470] ⓘ Transaction Inquiry Guarantor Account + Add Coverage

**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	Group: —	Relationship to Subscriber: Self
Subscriber ID: 125649235	Effective for all dates	

6. Scan all paperwork into the document center

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Last update: **2025/06/05 12:06**

