1) To get to the Reports section: Navigate to the Apps Menu Option, select Reports > then select Report Manager. This will open a new Internet Explorer window.

Brentwo services administration	od	HOME	APPS * TOOLS	ADMIN & SEAL
Workers Comp	🗸 🏦 👌 Global Sear	Calculator	-	
			Control Center	
CLAIMS SEARCH	GLOBAL SEARCH	PAYMENT SEARCH	SmartView	
			<u>I</u> nterfaces	
Claim #		Claimant Name	Reports	Claimant CCN
			ClaimsXPress Insight	Claimant Reports
Insured Name		Insurer Name	Outlook Add-Ins	Insured Reports
moureurvanie		insurer Hume		Policy Reports
				Report Manager
Claimant Status		Loss Date From		Training Reports ;h
Select Filters		~		

2) Select the folder for "BSA Reports"



BSA Reports

👬 These are for clients and internal staff

- 3) For this procedure we are going to focus on the Claimants with Multiple Claims report. This report displays when an individual has multiple claims opened for them under your organization. The report sorts by each individuals name that has opened multiple claims and includes information like: Claim number, Date of Injury, claim status, and payment data.
- 4) The fields that must include data for the report to run against are: Organization and Number of Claims. The Default for this is 5, which means more than 5 claims have been opened by the claimant.

🕦 🚺 Google 📕 Brentwood Services, Inc 🛫 Ultrix AenApp - Logon							
ome > BSA Reports > ClaimantsWithMultipleClaims							
Organization Level 1 V Organization Demo Level 2b V							
Number of Claims 2 Number of Years Number of Years							
🛯 🖣 🚺 of 1 🖻 🕅 100% 💙 🔄 Find Next 🛤 🕶 😨 👘 🛄							

5) You can also select sublocations by changing the Organization Leven to 2 or 3 then going back to the Organization Field and selecting the sublocation.

👍 8 Google 🍟 Brentwoo	d Services, Inc 📖 🖻 Citri	x XenApp - Logon				
Home > BSA Reports > ClaimantsWithMultipleClaims						
Organization Level 1 2 Number of Claims 4		Organization	Demo Level 2b			
Home > BSA Reports > Clai	imantsWithMultipleClaims		Demo 1 Plant 1 Plant 2			
Organization Level 2	~	Organization	Demo Level 2 Demo Level 2b			

6) The Number of Years field is not required, but if you wanted to see data for a particular set of years (Ex. The past 3 years), simply uncheck the "NULL" box and enter the value you are interested in.

Home > BSA Reports > ClaimantsWithMultipleClaims						
Organization Level 2	Organization	Demo Level 2b	~			
Number of Claims 2	Number of Years	6 × NULL				

7) Once you are satisfied with these parameters, hit the View Reports button in the upper right hand corner of your screen.

Home My Subscriptions	Site Settings Help
	View Report

8) Depending on the size of the data, it may take a few seconds to generate the report. Once it is finished it will appear at the bottom of your screen.

-				_
sWithMultipleClaims				
~	Organization	Demo Level 2b		~
	Number of Years	6	✓ NULL	



Home > BSA Reports > ClaimantsWithMultipleClaims								
Organization Level 2		~	Organization	Demo Level 2b			~	
Number of Claims 2			Number of Years		V NU	ILL		
4	> ⊳∥ 1009	∕₀ ✓	Find Nex	d 🛃 🗸 😨 🧯	• II			
Demo Level 2b								
Claimants with 2 or more cla	ims							
Claim Number	Date of Injury	Claim Status	Lost Time?	TTD Days	Total Paid	Total Incurred	Total Outstanding	
Claimant: Blow, Joe								
WC2015404929	5/4/2015	Open	No	0	\$0.00	\$0.00	\$0.00	
WC2015401997	3/1/2015	Open	No	0	\$0.00	\$0.00	\$0.00	
	# Claims	: 2	Totals:	0	\$0.00	\$0.00	\$0.00	
Report Date: 9/3/2015			l	BSA				Page 1 of 1

9) To save the report, click the icon that looks like a tiny floppy disk with a green arrow:

Number of Years		
Find Nex	t 🖳 🔇 🖨	þ 🔲
	$\mathbf{\bigcirc}$	
Lost Time?	TTD Davs	Total Paid

10) You can save it as an XML file (to view in internet browser), CSV, PDF, MHTML, Excel, TIFF, or Word.



11) You can also print the report, but note that your browser will need an Active X plugin installed to do so, this can be handled by your local IT administrator.

