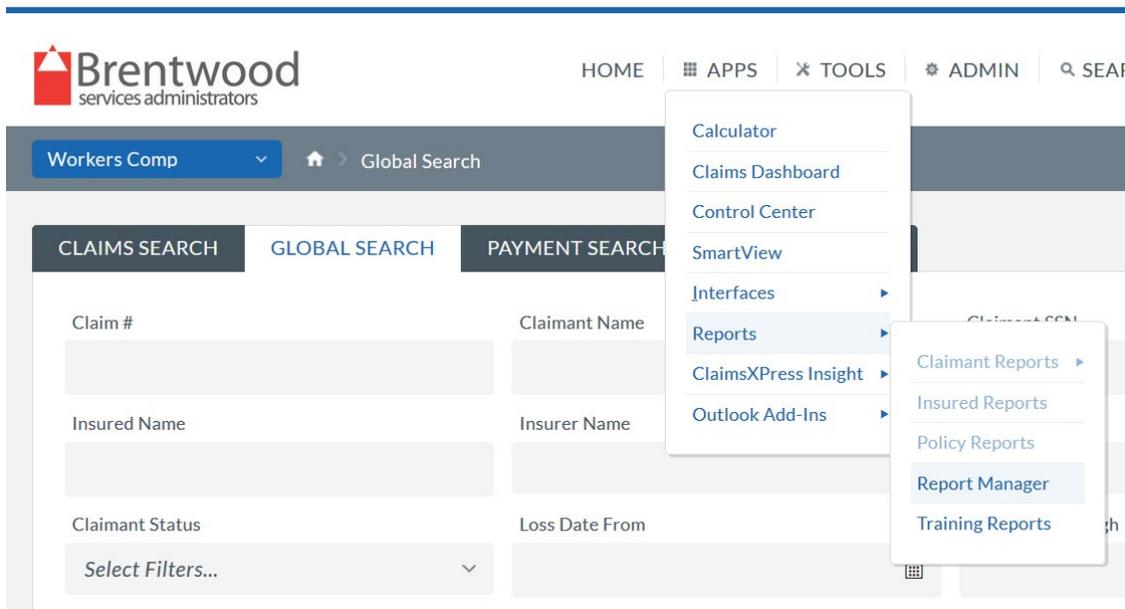


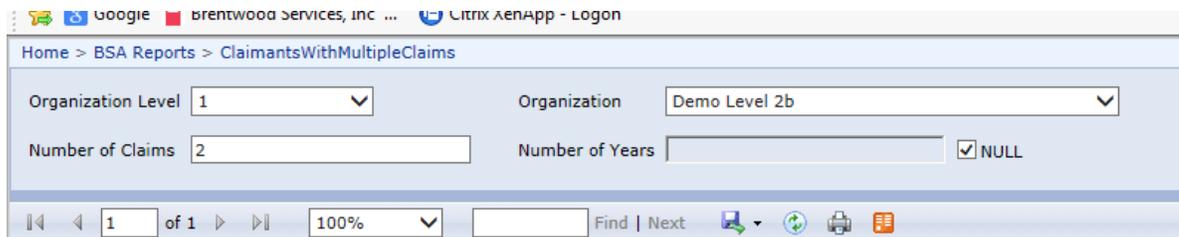
- 1) To get to the Reports section: Navigate to the Apps Menu Option, select Reports > then select Report Manager. This will open a new Internet Explorer window.



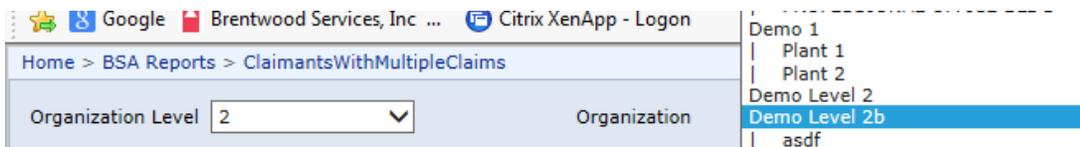
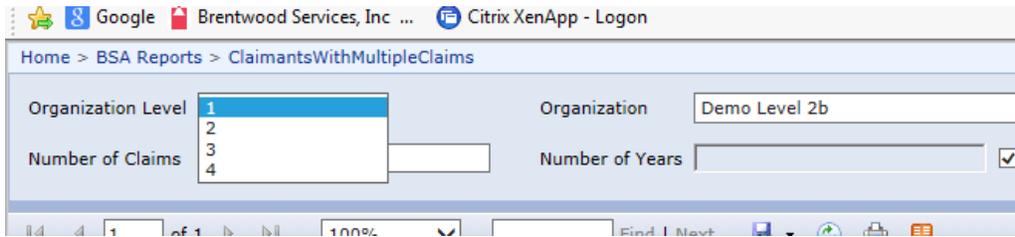
- 2) Select the folder for "BSA Reports"



- 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.



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



- 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.



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



- 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: 5 NULL



Home > BSA Reports > ClaimantsWithMultipleClaims

Organization Level: 2 Organization: Demo Level 2b

Number of Claims: 2 Number of Years: NULL

1 of 1 100% Find | Next

Demo Level 2b
Claimants with 2 or more claims

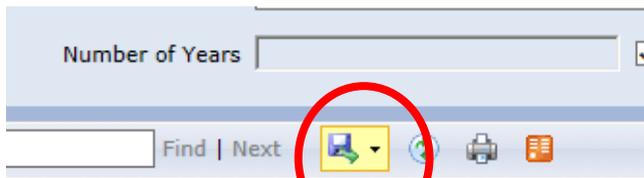
Claim Number	Date of Injury	Claim Status	Lost Time?	TTD Days	Total Paid	Total Incurred	Total Outstanding	
<i>Claimant: Blow, Joe</i>								
WC2015404929	5/4/2015	Open	No	0	\$0.00	\$0.00	\$0.00	
WC2015401997	3/1/2015	Open	No	0	\$0.00	\$0.00	\$0.00	
# Claims: 2				Totals:	0	\$0.00	\$0.00	\$0.00

Report Date: 9/3/2015



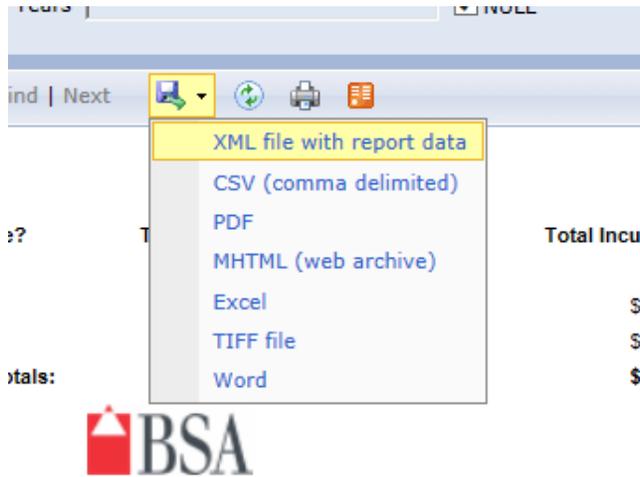
Page 1 of 1

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



Lost Time? TTD Days 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.

