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.

	HOME	■ APPS × TOOLS	✤ ADMIN ♀ SEAF
Workers Comp 🗸 🏚 Global Sea	arch	Calculator Claims Dashboard	
		Control Center	
CLAIMS SEARCH GLOBAL SEARCH	PAYMENT SEARCH	SmartView	
		Interfaces	5
Claim #	Claimant Name	Reports •	Claiment CCN
		ClaimsXPress Insight 🕨	Claimant Reports 🕨
Insured Name	Insurer Name	Outlook Add-Ins	Insured Reports
			Policy Reports
			Report Manager
Claimant Status	Loss Date From		Training Reports ;h
Select Filters	~		

2) Select the folder for "BSA Reports"

1



3) For this procedure we are going to focus on the Lag Time Report. This report will show reporting delay times between when an injury occurred and when the injury was reported to either the employer or to the third party administrator. This can also be customized to include or exclude information only claims.



- 4) The fields that must include data for the report to run against are: Organization, Report Type (the report to Employer or report to Administrator), Activity dates, lowest organization level, and whether or not you want to include or exclude Information Only claims.
  - a. The Lowest Level field will determine how the "Location" field in the final result is sorted. If your company has multiple sub-locations you may want to sort by level 3 or 4 for more detailed reporting results.

2

Home > BSA Reports >	LagTime			
Organization Level	1 🗸	Organization ID	Demo Level 2b	~
Report Type	Reported to Employer	Activity Date From	1/1/2015	
Activity Date Through	1/6/2016	Lowest Level	3 🗸	
Incl Info	Exclude Info-Only Claims 🗸			

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.

LagTime		
1 2		Organ
3 4		Activit
1/6/2016		Lowes
Exclude Info-Only (	Claims 🗸	
- Logon	Demo 1   Plant 1	
	Plant 2 Demo Level	2
anization ID	Demo Level	2h
	LagTime  1 2 3 4 1/6/2016 Exclude Info-Only O - LOGON	LagTime  1 2 3 4 1/6/2016 Exclude Info-Only Claims ✓  - Logon Demo 1   Plant 1   Plant 2 Demo Level Demo Level Demo Level

6) 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

7) 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.

3

nome > BSA Repo	orts > LagTime											
Organization Leve	el 1	~		Organization ID	Demo Level	2b			~			
Report Type	Reported to	Employer 🗸		Activity Date Fro	m 1/1/2015							
Activity Date Thro	ough 1/6/2016			Lowest Level	3	~						
Incl Info	Exclude Info	-Only Claims 🗸										
	of 1 🕨 🕅 🧴	00% 🗸		Find   Next	🔍 - 📀	🖨 🗉 👘						
)emo Level 2b												
Claim Reporting	Lag Times											
Claim Employer	Penort Dates 1/1/2	015 through 1/6/3	0016									
		2013 11100g11 1/0/2	2010									
Claim Number	Claimant	Location		Status	Туре	Tot Inc	Inj Date	Rpt To Employer	Rpt To BSA	Days from Inj to EE Rpt	Days from EE Rpt to BSA Rpt	from Inj to BSA Rpt
WC2015404929	Blow, Joe			0	Medical Only	0	05/04/15	05/05/15	05/21/15	1	16	
VC2015401884	Young, Faron			0	Temporary Total Disability	10,000	02/02/15	02/02/15	03/22/15	0	48	
NC2015401997	E, E			0	Medical Only	0	03/01/15	03/01/15	03/24/15	0	23	

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



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



10) 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.