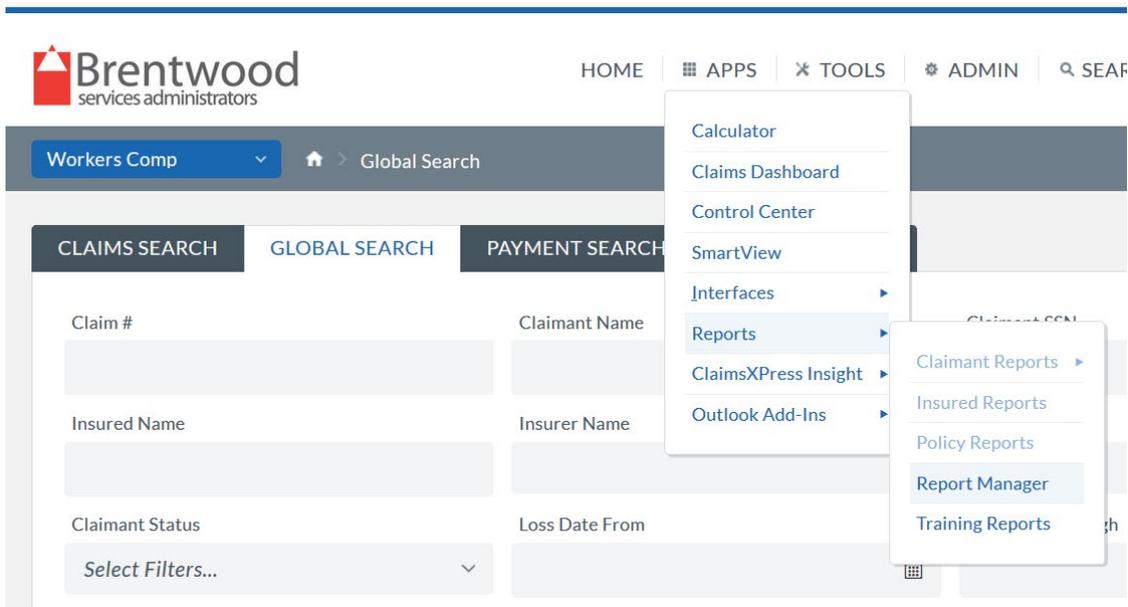


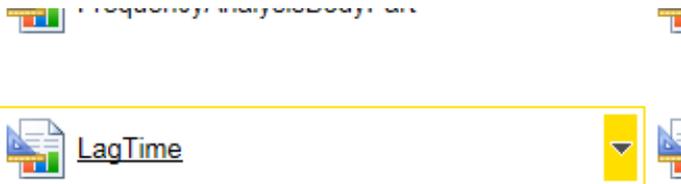
- 1) To get to the Reports section: Navigate to the Apps Menu Option, select Reports > then select Report Manager. This will open a new Internet Explorer window.



- 2) Select the folder for “BSA Reports”



- 3) For this procedure we are going to focus on the 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.

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

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.

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

1 of 1 100% Find | Next

**Demo Level 2b**

**Claim Reporting Lag Times**

Claim Employer Report Dates 1/1/2015 through 1/6/2016

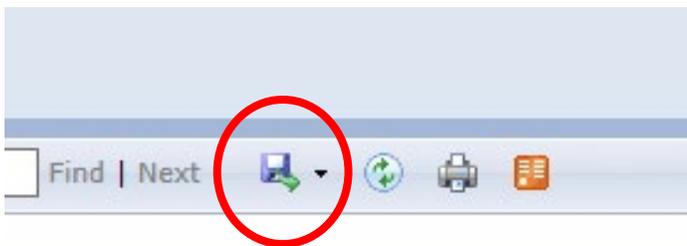
Exclude Info-Only Claims

Claim Number	Claimant	Location	Status	Type	Tot Inc	Inj Date	Rpt To Employer	Rpt To BSA	Days from Inj to EE Rpt	Days from EE Rpt to BSA Rpt	Days from Inj to BSA Rpt
WC2015404929	Blow, Joe		O	Medical Only	0	05/04/15	05/05/15	05/21/15	1	16	
WC2015401884	Young, Faron		O	Temporary Total Disability	10,000	02/02/15	02/02/15	03/22/15	0	48	
WC2015401997	E, E		O	Medical Only	0	03/01/15	03/01/15	03/24/15	0	23	

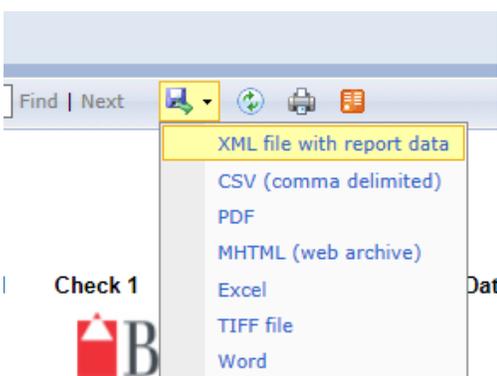
Report Date: 1/6/2016

 Page 1 of 1

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.