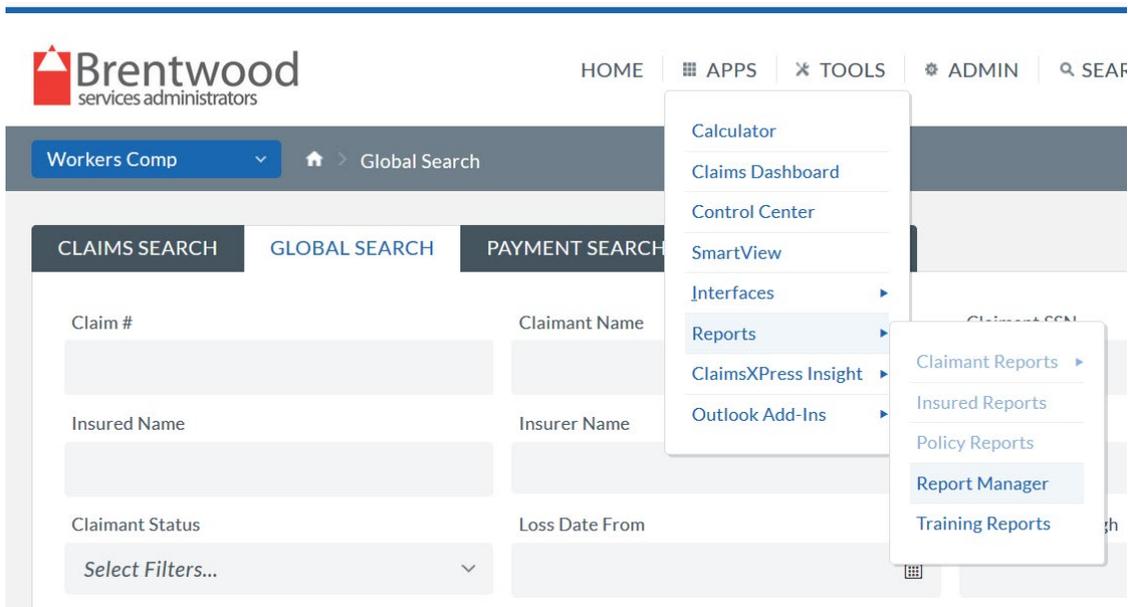


SIMS Reports: Claim Cost Detail (Loss Run) Report

- 1) To get to the Reports section: Navigate to the Apps Menu Option, select Reports > then select Report Manager. This will open a new window or tab in your web browser.



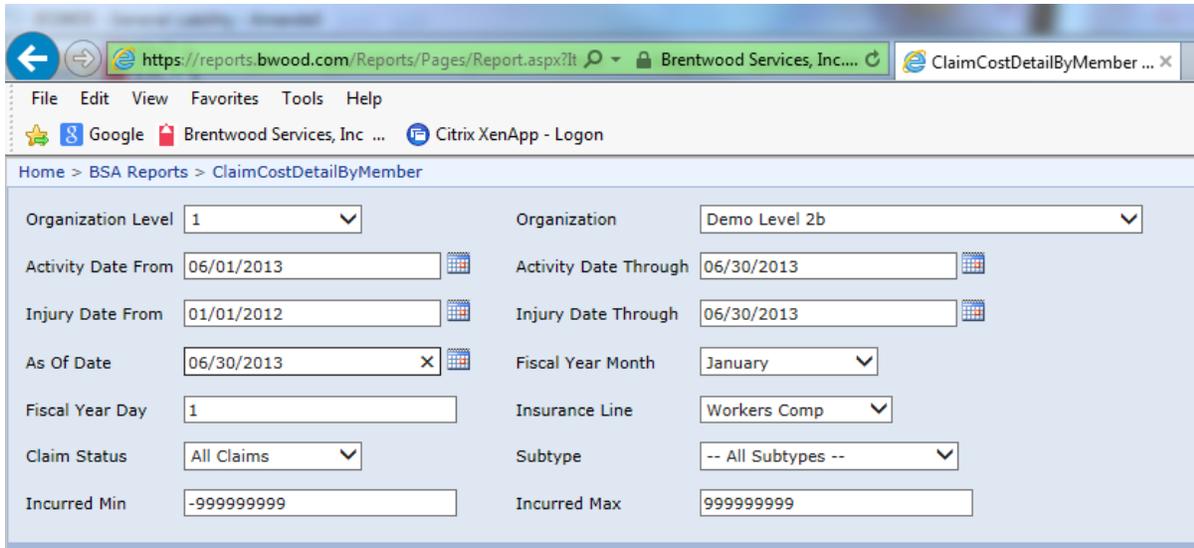
- 2) Select the folder for “BSA Reports”



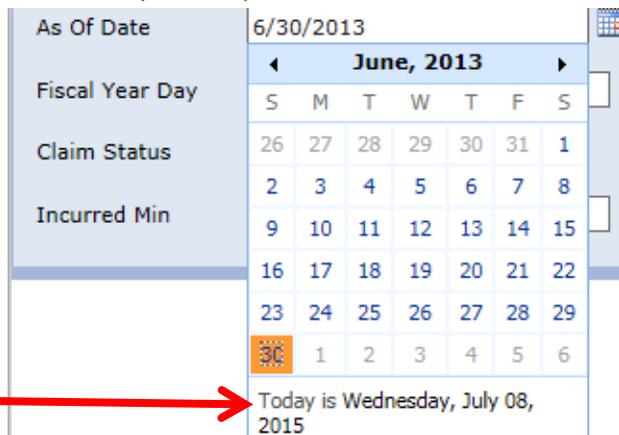
- 3) For the purposes of this Procedure we are going to focus on the Claim Cost Detail Reports. This report is also called a Loss Run. There are multiple versions of this report that sort data in different manners. Here is a brief breakdown of each report:

Report Name	Details
Claim Cost Detail	Also known as a “Loss Run” this report displays all payment information for each claim given the specific parameters entered by the user generating the report.
Claim Cost Detail by Member	Breaks down payment information by sub-location
Claim Cost Detail by Member by Policy	Breaks down payment information by sub-location and by Policy number. Each time the insurance policy with BWS is renewed a new policy number is assigned.
Claim Cost Detail by Member by Year	Breaks down payment information by sub-location and by Fiscal year.
Claim Cost Detail by Year	Breaks down payment information by Fiscal Year
Claim Cost Detail Excel	Provides the same information as a Claim Cost Detail Report, but puts the data in a format that can be easily converted to and read in an Excel format.

- 4) For this example I am going to run the Claim Cost Detail by Member report, though the parameters for the report are the same for all of the Claim Cost Detail report options.
- 5) The fields that must include data for the report to run against are: Organization, Activity Date From, Activity Date Through, Injury Date From, Injury Date Through, and As of Date.
 - If you want to run a report for all payment data for the month of June 2013 for all claimants who were injured after January 1 of 2012 you would fill in the fields like this:

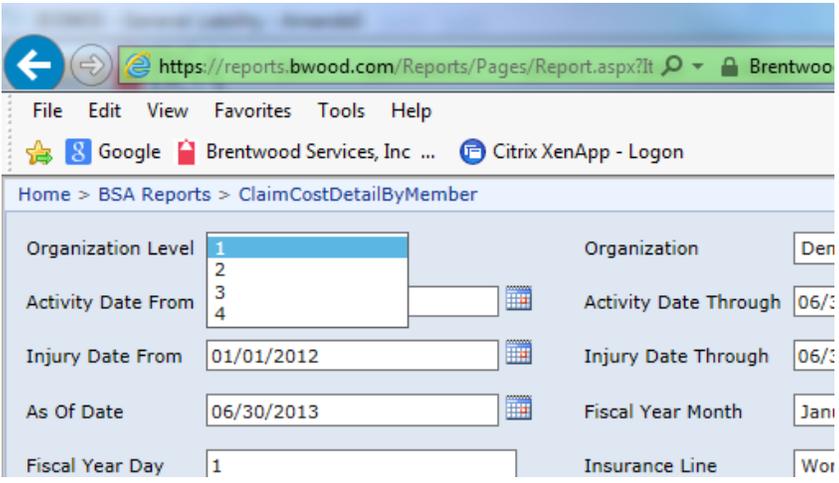


- If you want to select the current date, you can click the calendar to the right of the field and select where it says "Today is"

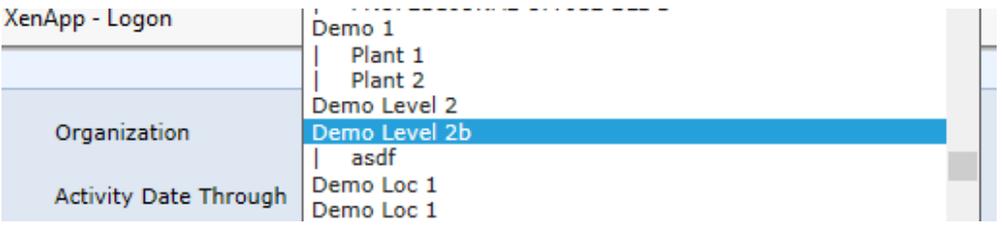


- You can also use the calendar to select the date, but this process may be tedious depending on the date range you are needing.

- 6) If you want to run the report for a specific location, you must first select the Company from the "Organization" drop down list. Then Change the "Organization Level" to Level 2



7) Then you can hit the drop down list under “Organization” to find the Sub location you are looking for:

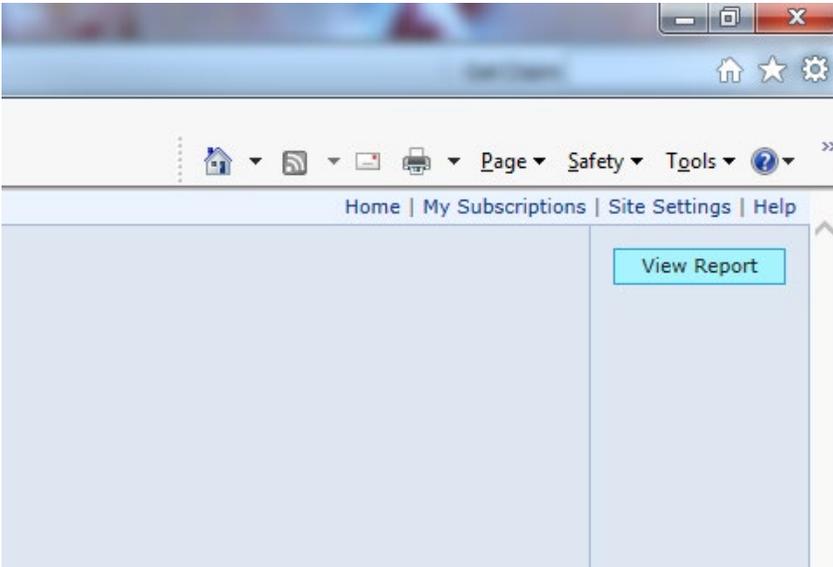


8) If you need an even more specific location you can choose Level 3.

- 9) Optional parameters you can select are:
- Fiscal Year Month, Fiscal Year Day (January 1 is the default start of the Fiscal Year)
 - Insurance Line = this defaults to Workers Comp
 - Claim Status (Ex. Open, Reopened, etc.)
 - Subtype (Ex. Medical Only, Temporary Total Disability, etc.)
 - Incurred Min and Incurred Max amount in dollars

These options will further narrow down the report data based on the specific results you are trying to generate.

10) Once you are totally satisfied with these parameters, hit the View Report button in the upper Right hand corner of the screen.



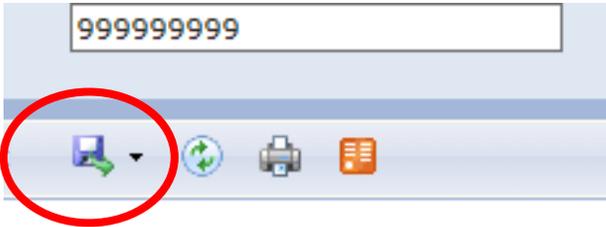
11) The report results will appear in the bottom portion of the screen.

Organization Level: 2
Organization: Demo Level 2b
Activity Date From: 1/1/1990
Activity Date Through: 7/8/2015
Injury Date From: 1/1/1990
Injury Date Through: 7/8/2015
As Of Date: 7/8/2015
Fiscal Year Month: January
Fiscal Year Day: 1
Insurance Line: Workers Comp
Claim Status: All Claims
Subtype: -- All Subtypes --
Incurred Min: -999999999
Incurred Max: 999999999

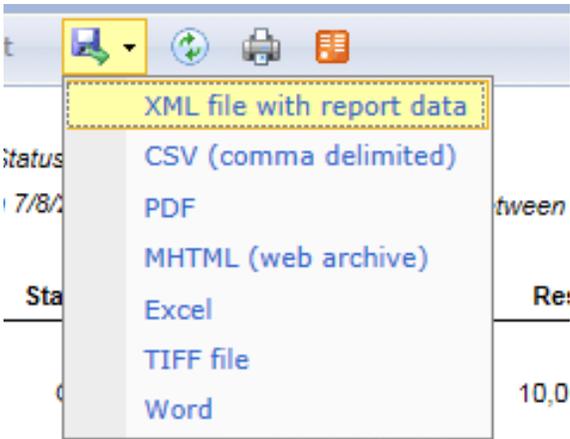
Report Summary:
 Claim Cost Detail by Member - Workers Comp
 As of 7/8/2015 Status: All Claims
 Injury dates 1/1/1990 through 7/8/2015 Activity dates 1/1/1990 through 7/8/2015 Incurred between -\$999,999,999 and \$999,999,999

Claim Number	Claim Type	Claimant	Status	Reserve	Paid	Incurred	Paid in Activity Period
WC2015401884	Temporary Total Disability	Young, Faron	O	Medical 10,000.00	0.00	10,000.00	0.00
Injury Date: 2/2/15 Report Date: 3/22/15 Description: Lifting speakers sprained back.				Indemnity/Disability 0.00	0.00	0.00	0.00
				Rehab/Case 0.00	0.00	0.00	0.00
				Legal 0.00	0.00	0.00	0.00
				Expense 0.00	0.00	0.00	0.00
				Employers Liability 0.00	0.00	0.00	0.00
				Total (Gross) 10,000.00	0.00	10,000.00	0.00
				Recovery 0.00	0.00	0.00	0.00
				Total (Net) 0.00	0.00	10,000.00	0.00
Recovery Breakdown: Excess Subrogation Deductible SIF Other To Date 0.00 0.00 0.00 0.00 0.00 Activity Period 0.00 0.00 0.00 0.00 0.00							
WC2015401997	Medical Only	E, E	O	Medical 0.00	0.00	0.00	0.00
Injury Date: 3/1/15 Report Date: 3/24/15 Description: f				Indemnity/Disability 0.00	0.00	0.00	0.00
				Rehab/Case 0.00	0.00	0.00	0.00
				Legal 0.00	0.00	0.00	0.00
				Expense 0.00	0.00	0.00	0.00
				Employers Liability 0.00	0.00	0.00	0.00
				Total (Gross) 0.00	0.00	0.00	0.00
				Recovery 0.00	0.00	0.00	0.00
				Total (Net) 0.00	0.00	0.00	0.00
Recovery Breakdown: Excess Subrogation Deductible SIF Other To Date 0.00 0.00 0.00 0.00 0.00 Activity Period 0.00 0.00 0.00 0.00 0.00							
WC2015404929	Medical Only	Blow, Joe	O	Medical 0.00	0.00	0.00	0.00
Injury Date: 5/4/15 Report Date: 5/21/15 Description: Carrying box and tripped				Indemnity/Disability 0.00	0.00	0.00	0.00
				Rehab/Case 0.00	0.00	0.00	0.00
				Legal 0.00	0.00	0.00	0.00
				Expense 0.00	0.00	0.00	0.00
				Employers Liability 0.00	0.00	0.00	0.00
				Total (Gross) 0.00	0.00	0.00	0.00
				Recovery 0.00	0.00	0.00	0.00
				Total (Net) 0.00	0.00	0.00	0.00
Recovery Breakdown: Excess Subrogation Deductible SIF Other To Date 0.00 0.00 0.00 0.00 0.00 Activity Period 0.00 0.00 0.00 0.00 0.00							

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



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



- It is recommended that you save this particular report in a PDF or Word Format as it may not display the way you are accustomed in other formats
- If you would like an Excel version run the ClaimCostDetailExcel report as it has been designed to display better in an Excel format.

14) 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.

The screenshot shows a web browser window displaying a report titled "SIMS Reports: Claim Cost Detail (Loss Run) Report". The report data is as follows:

Status	Reserve	Paid		
0	Medical	10,000.00	0.00	
	Indemnity/Disability	0.00	0.00	
	Rehab/Case	0.00	0.00	
	Legal	0.00	0.00	
	Expense	0.00	0.00	
	Employers Liability	0.00	0.00	
Other	Total (Gross)	10,000.00	0.00	10,000.00
0.00	Recovery		0.00	0.00
0.00	Total (Net)	0.00	10,000.00	0.00

Below the first table, two identical empty tables are shown, each with a total gross of 0.00 and a total net of 0.00.

Two error messages are present:

- A "Message from webpage" dialog box with a warning icon and the text "Unable to load client print control." and an "OK" button.
- A yellow notification bar at the bottom of the browser stating: "This website wants to install the following add-on: 'SQL Server Reporting Services 2008 R2' from 'Microsoft Corporation'." with a "What's the risk?" link and an "Install" button.

Blue arrows point from the text above to the print icon in the browser toolbar and the "Unable to load client print control." message. A red arrow points from the "Unable to load client print control." message to the "Install" button in the notification bar.