**Date : 3/19/2019 7:18:53 AM**
**From : "Stephanie Berryhill"**
**To : "Adrienne White" , "Kerri Hanrahan"**
**Subject : Fwd: Change to Weekly Workers' Compensation District Mail**
**Attachment : District Documents Procedure.pdf;image003.png;image004.jpg;**

Sharing... not sure if you are all on the email list!

sb

---------- Forwarded message ---------
From: **Jessica Dedrick** <JDedrick@psesd.org>
Date: Mon, Mar 18, 2019 at 3:39 PM
Subject: Change to Weekly Workers' Compensation District Mail
To: Debbie Strand <dstrand@auburn.wednet.edu>, BONNIE JONES
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Ebert <kebert@whiteriver.wednet.edu>, Cindy Ashcraft <cashcraft@whiteriver.wednet.edu>
Cc: Carrie Angle <Cangle@psesd.org>, Susanne McIntyre <SMcIntyre@psesd.org>

Hi All –

Starting this week, we will be changing how we send you workers' compensation claim-related documents.

Currently, we send you claim-related documents, such as APFs and Department of Labor and Industries orders, via email once a week. Starting tomorrow, you will be able to receive and view new documents as they are added to the claim by going to "Documents to Review" on your dashboard in Origami.



The types of documents you will see using this view are:

- Department of Labor and Industries orders and correspondence;
- Board of Industrial Insurance Appeals documents;
- Activity Prescription Forms (APFs) or other certifications;
- Independent Medical Exam (IME) appointment and concurrence letters;
- Overpayment letters; and
- PSWCT Self-Insured Forms sent to LNI (SIF4s and SIF5s).

Using this new feature, you will be able to access and print documents, and mark them as "District Reviewed." Please review the attached "District Documents Procedure" to learn how this works.

**We are rolling out a trial period of this feature tomorrow, Tuesday, March 19. During this time, you will continue to receive copies of your weekly claim mail via email. After two weeks, we will stop sending claim mail via email and will rely solely on the "Documents to Review" section in Origami.**

**Timeline**

March 19 – March 29     Trial period. New claim-related documents appear on your dashboard in the Origami "Documents to Review" section. These documents will continue to be sent to you each Friday.

March 29                Last day claim-related documents will be emailed to you.

April 1                    Log in to Origami to see new claim-related documents in "Documents to Review." Documents will <u>not</u> be emailed to you going forward.

If you have any questions, please reach out to <u>Carrie Angle</u>, our Applications Specialist.

Be well,

**Jessica Dedrick**

Client Services Coordinator

Workers' Compensation Trust and Unemployment Pool

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*Stephanie Berryhill*
*Human Relations*
*Enumclaw School District*
*360-802-7113*

# DISTRICT DOCUMENTS TO REVIEW
Process for reviewing documents in Origami
As of 3/19/2019

This procedure encompasses the new process for Districts to review documents in Origami.

We created a document queue in Origami that shows all recent documents added to claims that have been categorized as select document types and that have not been marked as "District Reviewed."

Districts can now view documents in this queue, print them if desired, and mark them as reviewed. Once they are marked as reviewed they will fall off the "Documents to Review" list.

To print a document, the download option must be used. This will open Adobe Acrobat Reader and you can print from there. The queue will remain open and you can move to the next or previous document in the queue as desired.

Here's how it works.

## HOW TO ACCESS DOCUMENT QUEUE

There are two ways to access the district document queue:

1) **Origami Dashboard**. When you log in to Origami, the first screen you see is your dashboard. If you scroll down, you will see a section labeled "Documents to Review," pictured below.



The view on your dashboard is limited to 20 rows. If you want to see all the documents in the "Documents to Review" queue click on the **+** sign in the top right corner of the "Documents to Review" grid. This will bring up a menu where you can select "Show All Data" as shown here:
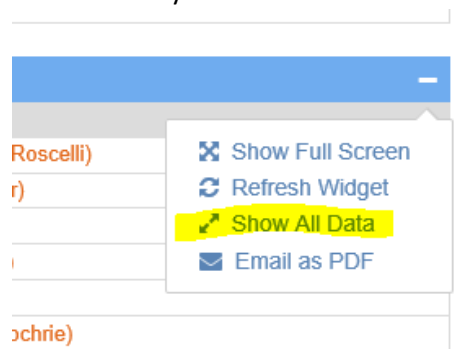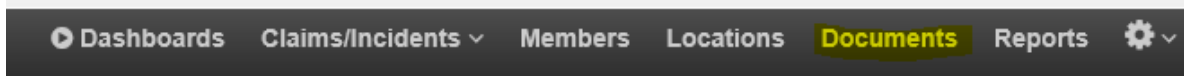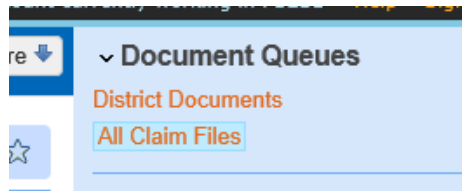
# DISTRICT DOCUMENTS TO REVIEW
Process for reviewing documents in Origami
As of 3/19/2019

2) **Origami Documents.** When you log in to Origami, you will see a menu bar at the top of the screen. Click on the "Documents" menu option.



After you click on the "Documents" menu, you will see the "Document Queue – All Claim Files" screen. Queues are a tool Origami uses to enable users to review documents. The default document queue is "All Claim Files." To see the "Documents to Review" list, click on "District Documents" under Document Queues on the right side of the screen as shown here:



If you would like to make "Documents to Review" your default Documents view, click the star on the upper righthand corner of the screen.
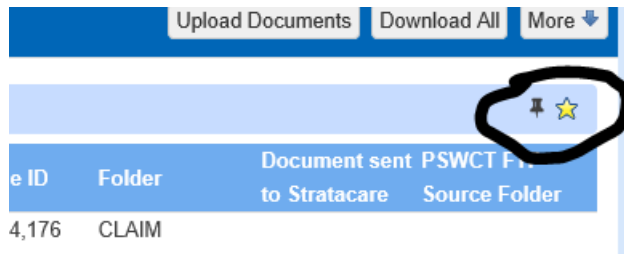


## HOW TO USE THE QUEUE

Once you have the "District Documents" queue open, you can click on any file name and the document will open and look like the image below. Note the new box called "District Reviewed" on the top left corner:

Left side of screen:
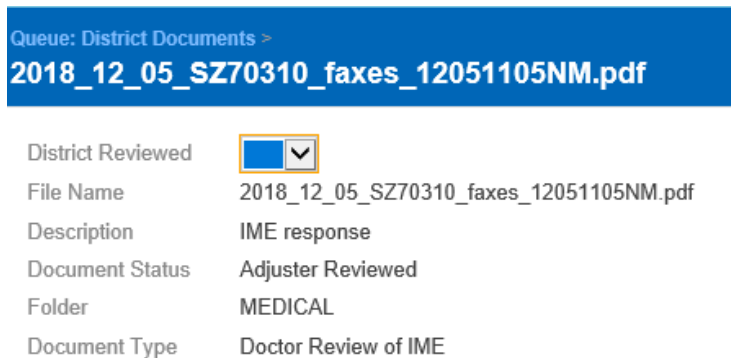


Marking the "District Reviewed" box as "Yes" after you have reviewed it will move the document out of your queue. It will remain in the claim file. It is important to mark records as reviewed so they move out of your queue. If you do not do so, it will be difficult for you to find new documents in your queue.
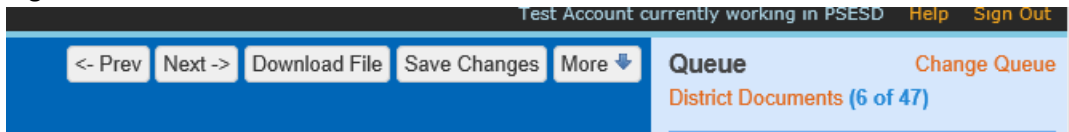
# DISTRICT DOCUMENTS TO REVIEW
Process for reviewing documents in Origami
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After you mark the document as "District Reviewed = YES" you must **SAVE CHANGES**.  Once the change is saved, the next document in the queue will be displayed automatically.

You can download documents for printing or move to the next or previous document in your queue using the buttons pictured below.

Right side of screen:



Note: In the top right corner of your screen, you will see the "**District Documents** (X of XX)" as shown above.  Clicking on this will take you to the first document in the queue if you are not already there.
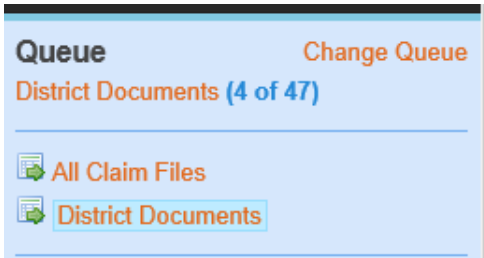
# DISTRICT DOCUMENTS TO REVIEW
Process for reviewing documents in Origami
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**TROUBLESHOOTING – IF YOU MISTAKENLY MARK A DOCUMENT AS REVIEWED**

If you accidently marked a document as reviewed and you want to change it, you can do so by opening that file from within the claim and editing it. An easy way to do this is to change the queue to the "All Claim Files" queue and filter on the District Reviewed field.

To change the queue click on the "Change Queue" link as shown here and then click on "All Claim Files":



Change the District Reviewed filter to "YES" instead of ALL and click on SEARCH.



You can add additional search filters to help locate the file. Once the file is displayed in the list, click on the filename and the document will open. You can then change the value in the "District Reviewed" field as you wish. Be sure and save your changes.

End of procedure

## Documents to Review

| Entry Date | File Name | Document Status | Document Type | Name |
|---|---|---|---|---|
| 03/01/2019 | 📄 ⬇ 2019_02_28_██████ Faxes 2_0301430RC.pdf | Adjuster Reviewed | APF/Certification | MEDICAL |
| 03/01/2019 | 📄 ⬇ 2019_02_28_██████ Faxes 1_0301430RC.pdf | Adjuster Reviewed | PIR - Physician's Initial Report | MEDICAL |