



SIMS Claims

Quick Guide for Reports

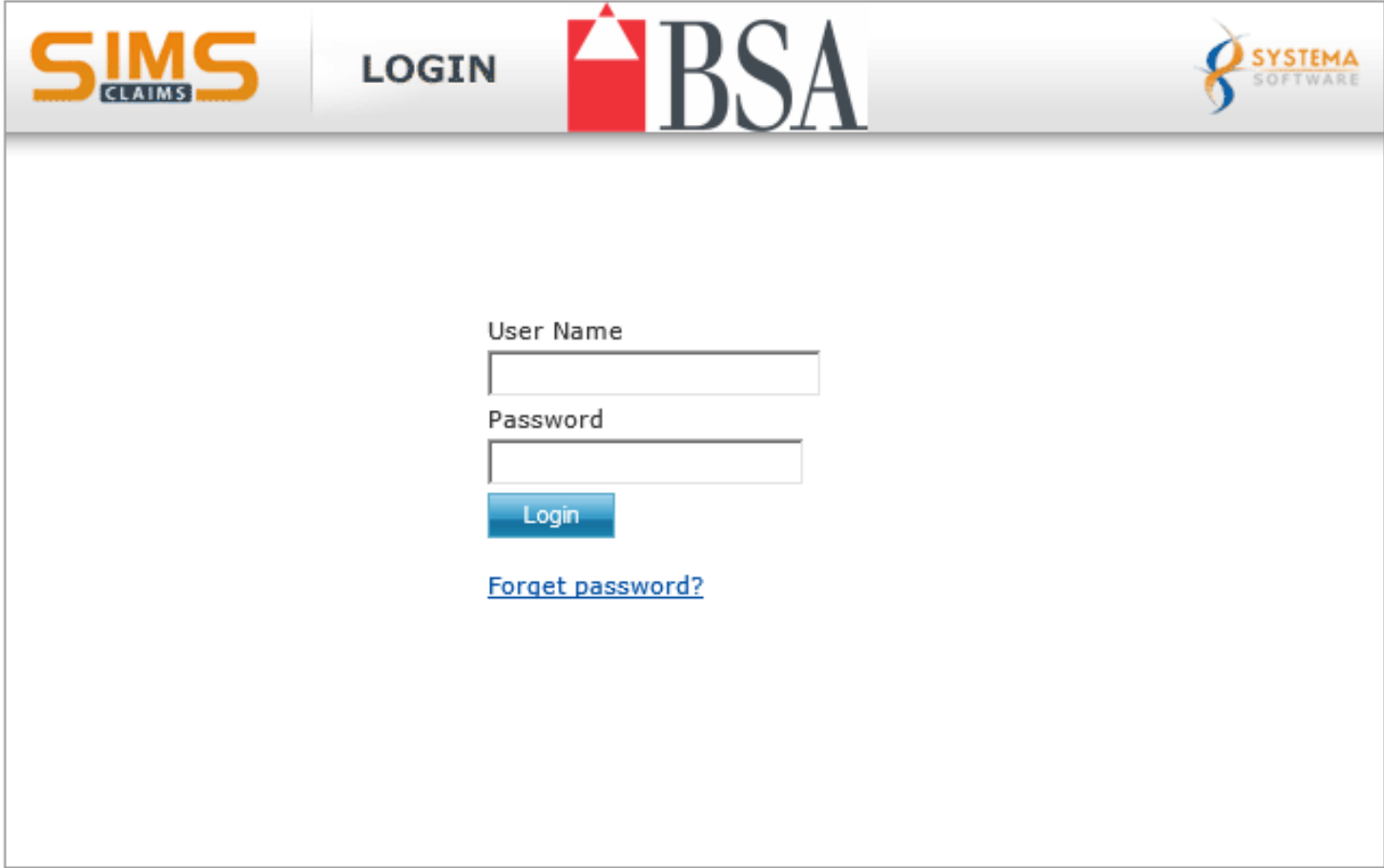
Version 1.1

Created: 04/01/2015

Updated: 04/09/2015


Revised: 11/12/2015


Log In Screen: Enter your user credentials here to access SIMS



SIMS
CLAIMS

LOGIN

 **BSA**



User Name

Password

Login

[Forget password?](#)

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SIMS Home Page: This is the first screen most users will see when they log in. The claim modules on the left side of the screen will be inactive unless you have a claim open.

Menu Bar

Get claim – enter claim number here, click the magnifying glass. Also keeps a list of last 10 claims viewed.

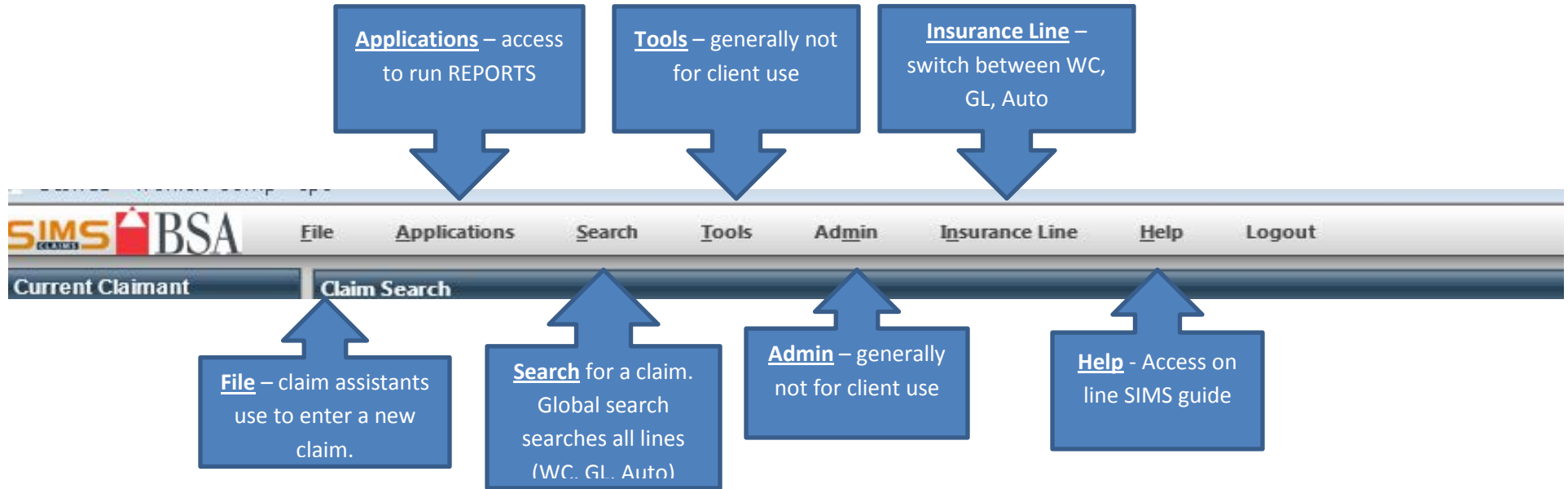
The screenshot shows the SIMS Home Page interface. At the top is a menu bar with options: File, Applications, Search, Tools, Admin, Insurance Line, Help, Logout. On the right, there is a search box labeled 'Get Claim' with a magnifying glass icon. Below the menu bar is a 'Claim Search' section with various input fields: Claim #, Claimant Name, Claimant SSN, Policy #, Insured Name, Insurer Name, Examiner, Claimant Type, Claimant Status, Loss Date From, Loss Date Through, Mail Code, External Claim #, Supervisor, Case/WCAB#, Litigated, Master Claim #, Jurisdiction Claim #, and Jurisdiction. To the left of the search section is a 'Current Claimant' sidebar with fields for Claim Number, Claimant, Loss Date, Type, Examiner, Insured, Status, and Jurisdiction. Below the sidebar is a list of 'Claim Modules' including Claim Summary, Claim Maintenance, Reserves, Payments, Notepads, Letters, Contacts, Litigation, 3 Point Contact, Managed Care, Attachments, Subrogation, Deductible, Email, Medicare, A.D.R., Loss Time, and FROI/SROI. At the bottom is a 'Diaries' section with a table of entries. A callout box points to the search fields with the text 'Search for a claim by entering any of these criteria and clicking "Execute Search"'. Another callout box points to the sidebar with the text 'Claim Modules – only active when you have a claim open'. A third callout box points to the Diaries section with the text 'Claim Diary'. A fourth callout box points to the 'Get Claim' search box with the text 'Get claim – enter claim number here, click the magnifying glass. Also keeps a list of last 10 claims viewed.'.

Helpful search hint: The % sign acts as a “wildcard” character in SIMS. If you do not know someone’s entire name, you can use it in your search. Ie: If you know a persons last name is Smith but are unsure whether their claim is entered as Charles, Charlie or Chuck, you could type Smith, Ch% in the search.

Claim Search Results: A list view showing claims meeting the criteria you entered in your search. Click on a “Claim #” to open /view that claim

Claim Search														Execute Search	Transfer	Change Claimant Status	Reset	Excel	New Claim
Claim #	As Date	Claimant	SSN	Examiner	Type	Status	Closed	Master Claim #	MailCode	Accepted	Delayed	Denied	Body Part	Office					
WC2015401882	03/22/2015	Mouse, Mickey	456-72-3453	waynettem	Information Only	Closed	03/22/2015						ABDOMEN	TN					
WC2015401883	03/01/2015	Smith, Connie	121-21-2112	waynettem	Indemnity Post Award	Open							HAND	TN					
WC2015401884	02/02/2015	Young, Faron	454-65-4545	waynettem	Temporary Total Disability	Open							Back (Lower)	TN					
WC2015401885	02/02/2015	Tubb, Ernest	121-21-2125	waynettem	Medical Post Award	Open							Neck	TN					
WC2015401886	03/15/2015	Davis, Skeeter	400-27-1563	waynettem	Temporary Total Disability	Open							ARWELBOW - LEFT	TN					
WC2015401887	03/15/2015	Doe, jan	444-33-3222	brandyh	Temporary Total Disability	Closed	03/22/2015						KNEE	TN					
WC2015401888	03/15/2015	Doe, Jane	111-22-2333	brandyh	Medical Only	Reopen							ABDOMEN	TN					
WC2015401997	03/01/2015	E, E	111-11-1111	epc	Medical Only	Open							Face	TN					

Menu Bar: The menu bar provides access to various programs within SIMS

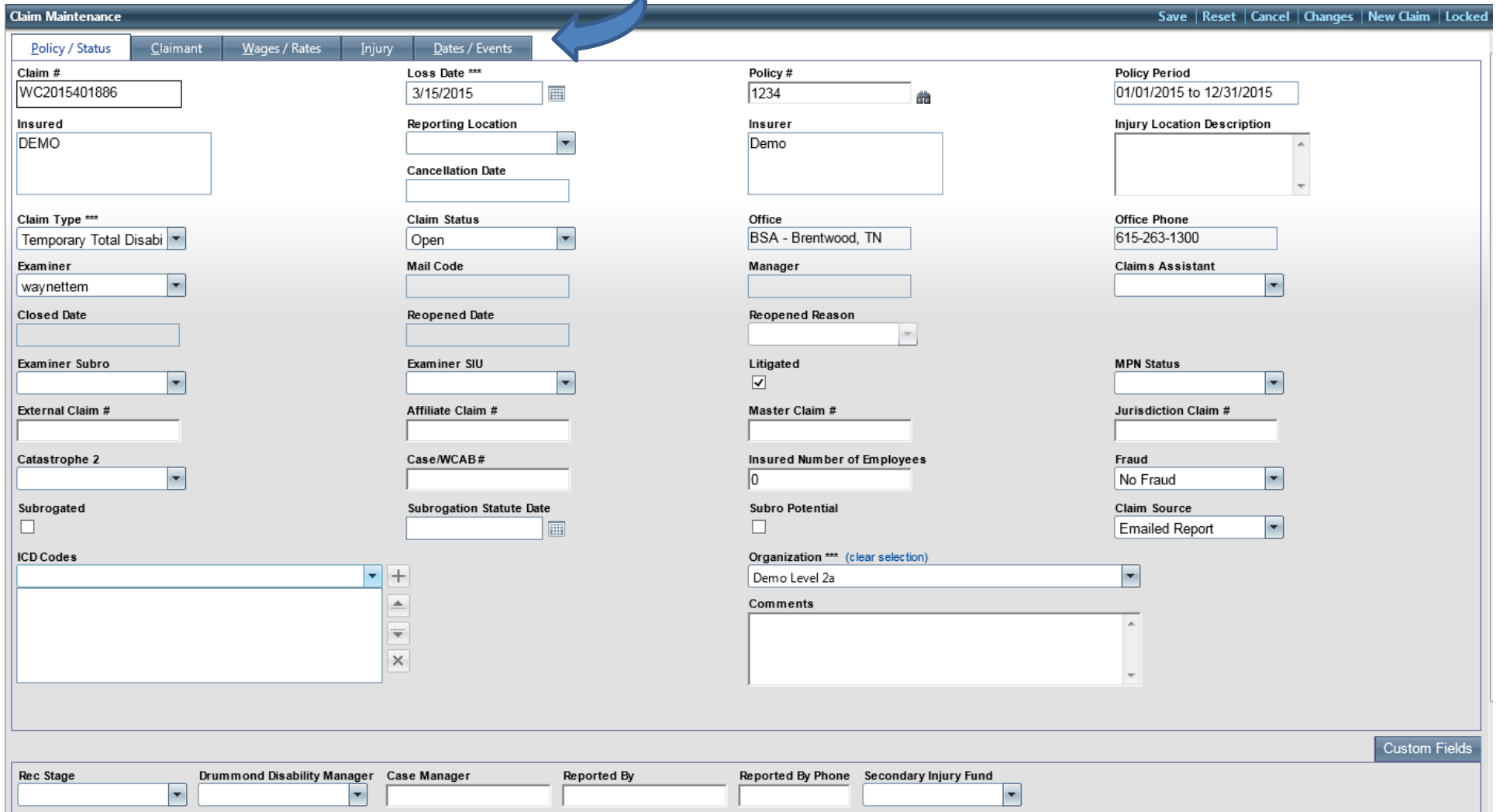


Claim Summary Screen: contains an overview of the claim details

Claim Summary
Changes New C

Claim Information		Financial Information																																					
Claim # WC2015401886	Loss Date 3/15/2015	<div style="text-align: center;"> <table border="1" style="margin-top: 10px;"> <caption>Reserves Data</caption> <thead> <tr> <th>Category</th> <th>Incurred</th> <th>Paid</th> <th>Reserves</th> </tr> </thead> <tbody> <tr> <td>MEDR</td> <td>~\$1,500</td> <td>~\$1,500</td> <td>~\$1,500</td> </tr> <tr> <td>INDR</td> <td>~\$5,000</td> <td>~\$5,000</td> <td>~\$5,000</td> </tr> <tr> <td>RHBR</td> <td>~\$5,000</td> <td>~\$5,000</td> <td>~\$5,000</td> </tr> <tr> <td>LEGR</td> <td>~\$0</td> <td>~\$0</td> <td>~\$0</td> </tr> <tr> <td>EXPB</td> <td>~\$0</td> <td>~\$0</td> <td>~\$0</td> </tr> <tr> <td>MPLI</td> <td>~\$0</td> <td>~\$0</td> <td>~\$0</td> </tr> <tr> <td>AB</td> <td>~\$0</td> <td>~\$0</td> <td>~\$0</td> </tr> <tr> <td>Totals</td> <td>~\$6,500</td> <td>~\$6,500</td> <td>~\$6,500</td> </tr> </tbody> </table> </div>		Category	Incurred	Paid	Reserves	MEDR	~\$1,500	~\$1,500	~\$1,500	INDR	~\$5,000	~\$5,000	~\$5,000	RHBR	~\$5,000	~\$5,000	~\$5,000	LEGR	~\$0	~\$0	~\$0	EXPB	~\$0	~\$0	~\$0	MPLI	~\$0	~\$0	~\$0	AB	~\$0	~\$0	~\$0	Totals	~\$6,500	~\$6,500	~\$6,500
Category	Incurred			Paid	Reserves																																		
MEDR	~\$1,500			~\$1,500	~\$1,500																																		
INDR	~\$5,000			~\$5,000	~\$5,000																																		
RHBR	~\$5,000	~\$5,000	~\$5,000																																				
LEGR	~\$0	~\$0	~\$0																																				
EXPB	~\$0	~\$0	~\$0																																				
MPLI	~\$0	~\$0	~\$0																																				
AB	~\$0	~\$0	~\$0																																				
Totals	~\$6,500	~\$6,500	~\$6,500																																				
Type Temporary Total Disability	Status Open																																						
Examiner Waynette McKay x-0	Litigated Yes																																						
Insured Reported 3/15/2015	Admin. Reported 3/22/2015																																						
Policy Information		Plan of Action																																					
Policy # 1234	Insurer Demo	<p>Description of Injury This claim involves a 46 year old RESTAURANT who was hired on 03/01/2015.</p> <p>Body Part: ARMELBOW - LEFT Nature of Injury: Contusion Age at Date of Claim: 46 Occupation: RESTAURANT Hire Date: 03/01/2015 Diagnosis: Elbow Contusion Additional Injury Information: Swelling</p> <p>Medical Control MMI: Employee is not yet MMI Medical Status: Claimant is keeping ice on the elbow to minimize swelling</p> <p>Indemnity Status Return To Work Status: RTW regular duty Return To Work Restrictions: Returned to work, no restrictions Accommodation of Restrictions: ER can accommodate Date Returned To Work: 03/15/2015 Temporary Disability: None Permanent Disability: None anticipated</p> <p>Recovery</p> <p>Legal</p> <p>Settlement Reserves: Reserves set to cover minor medical treatment</p>																																					
Inception 1/1/2015	Expiration 12/31/2015																																						
Insured DEMO																																							
Policy Deductible Information		Claimant Information																																					
This claim has no deductible information.		Name Davis, Skeeter	DOB 5/1/1968																																				
		SSN 400-27-1563	Occupation RESTAURANT																																				
		Hire Date 3/1/2015	Weekly Wage \$0.00																																				
		PD Rating 0.00%	TD Rate \$0.00																																				
		PD Rate \$0.00	VR Rate \$0.00																																				
		Life Pension Rate \$0.00																																					
Special Handling Information		Injury Information																																					
No Special Handling at this time.		Body Part	Injury Mechanism																																				

Claim Maintenance Screen: Contains multiple tabs that house various details about the claim. Click on any of the tabs to browse the various details.



The screenshot shows the 'Claim Maintenance' application window. At the top, there are tabs for 'Policy / Status', 'Claimant', 'Wages / Rates', 'Injury', and 'Dates / Events'. A blue arrow points to these tabs. The main area contains various input fields and dropdown menus for claim details. At the bottom, there is a 'Custom Fields' section with several dropdown menus.

Field Name	Value
Claim #	WC2015401886
Loss Date ***	3/15/2015
Policy #	1234
Policy Period	01/01/2015 to 12/31/2015
Insured	DEMO
Reporting Location	[Dropdown]
Insurer	Demo
Injury Location Description	[Text Area]
Claim Type ***	Temporary Total Disabi
Cancellation Date	[Text Field]
Office	BSA - Brentwood, TN
Office Phone	615-263-1300
Examiner	waynettem
Claim Status	Open
Manager	[Text Field]
Claims Assistant	[Dropdown]
Mail Code	[Text Field]
Reopened Reason	[Dropdown]
Reopened Date	[Text Field]
Litigated	<input checked="" type="checkbox"/>
MPN Status	[Dropdown]
Examiner Subro	[Dropdown]
Examiner SIU	[Dropdown]
Master Claim #	[Text Field]
Jurisdiction Claim #	[Text Field]
External Claim #	[Text Field]
Affiliate Claim #	[Text Field]
Insured Number of Employees	0
Fraud	No Fraud
Catastrophe 2	[Dropdown]
Case/WCAB #	[Text Field]
Subrogated	<input type="checkbox"/>
Subrogation Statute Date	[Text Field]
Subro Potential	<input type="checkbox"/>
Claim Source	Emailed Report
ICD Codes	[List Box]
Organization *** (clear selection)	Demo Level 2a
Comments	[Text Area]
Rec Stage	[Dropdown]
Drummond Disability Manager	[Dropdown]
Case Manager	[Text Field]
Reported By	[Text Field]
Reported By Phone	[Text Field]
Secondary Injury Fund	[Dropdown]

Custom fields allow us to capture client specific data

Notepads: Contain the adjusters notes related to the claim.

Hover your mouse over
"view" to see a quick
snapshot of the note or
click "edit" to view

Click "Excel" to export
the notes into an
Excel spreadsheet

Notepads										Grid Actions	Search: <input type="text"/>		Add	POA	Excel	Changes	New Claim
Edit	View		Notepad Type	Subject	Confidential	Entered By	Entry Date	Updated By	Updated Date								
edit	view		Client Notes	Plan Of Action		epc	04/01/2015	epc	04/01/2015								
edit	view		180 Days	test		epc	03/26/2015	epc	03/26/2015								
edit	view		1st Contact Claimant	first claimant contact		epc	03/24/2015	epc	03/24/2015								
edit	view		1st Contact Claimant	Claimant contact		epc	03/24/2015	epc	03/24/2015								

Payments: contain details of each payment on the claim.

Payments																Grid Actions	Add Payment	Refresh	Excel	Auto-Payments	Changes	New Claim
Edit			Processed	Type	Payment Desc	Payee	Method	From	Through	Amount	Billed Amount	Check #	Chk Date	Due	Document #							
edit				1132	Physical Therapy	ALIGN / BENCHMARK PHYSICAL THERAPY	Check	03/15/2015	03/16/2015	\$100.00	\$100.00				2015							
edit				1205	Temporary Total Disability	Davis, Skeeter	Check	03/16/2015	03/22/2015	\$500.00	\$500.00				2015							
edit				1101	Authorized Physician	Davis, Skeeter	Check	03/15/2015	03/21/2015	\$50.00	\$50.00				2015							



Click Excel to
export payments
to a spreadsheet

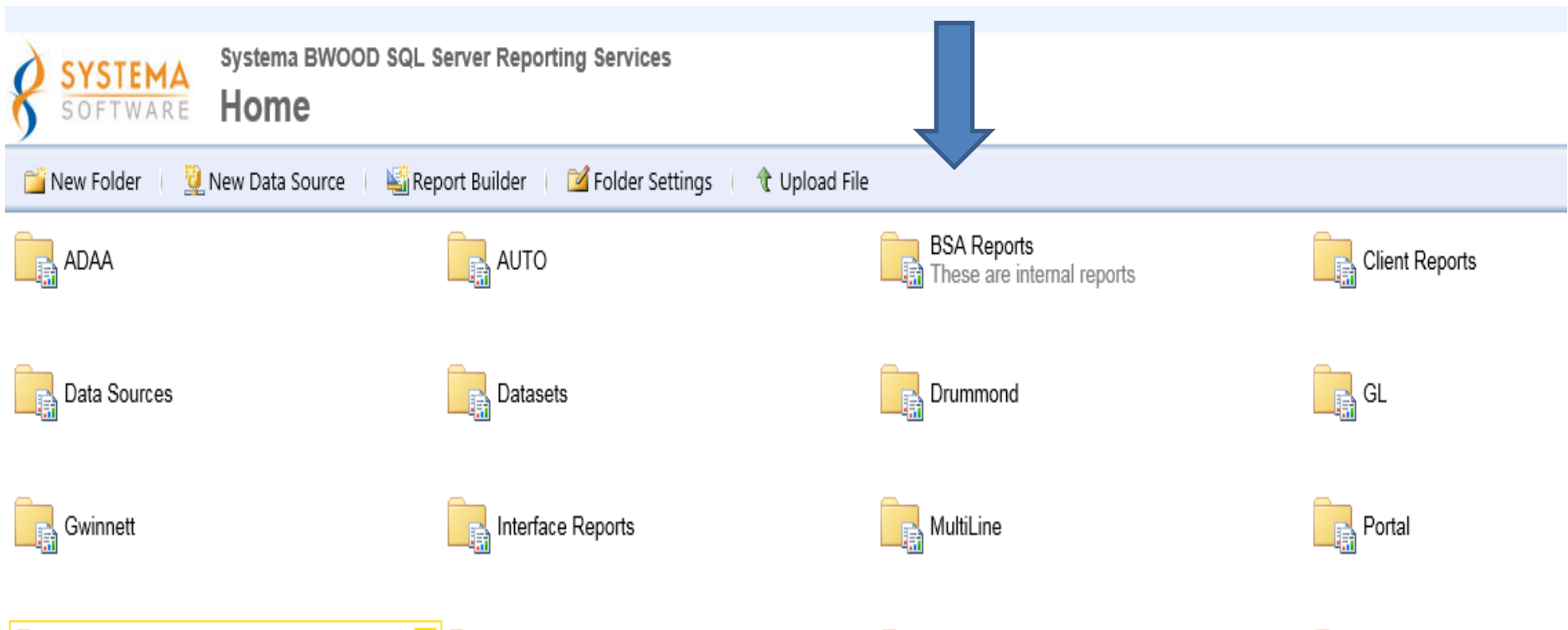
Click Edit to
view
payment
details

Reserves: this module contains a snapshot of the current incurred, paid and outstanding reserves on the claim

Reserves								Save	Reset	Excel	Reserve History	Changes	New Claim
			TD Rate: 0.00	PD Rate: 0.00	VR Rate: 0.00	Life Pension: 0.00	PD Rating: 0.00	PD Weeks: 0.00					
Type	Incurred	Paid	Pending Payments		Pending Reserves		Outstanding	Recovered	Net				
+ WC Medical Reserve	1,500.00	0.00	150.00		0.00		1,500.00	0.00	1,500.00				
+ WC Indemnity/Disability Reserve	5,000.00	0.00	500.00		0.00		5,000.00	0.00	5,000.00				
+ WC Rehab/Case Management Reserve	0.00	0.00	0.00		0.00		0.00	0.00	0.00				
+ WC Legal Reserve	0.00	0.00	0.00		0.00		0.00	0.00	0.00				
+ WC Expense Reserve	0.00	0.00	0.00		0.00		0.00	0.00	0.00				
+ WC Employers Liability Reserve	0.00	0.00	0.00		0.00		0.00	0.00	0.00				
Totals	6,500.00	0.00	650.00		0.00		6,500.00	0.00	6,500.00				

Running Reports

- Click on Applications  Report Manager  Reports to access report folder.
- Select BSA reports, or select from your custom report folder (if applicable).
- Tip: Loss Run = Claim Cost Detail



SYSTEMA SOFTWARE Home

Systema BWOOD SQL Server Reporting Services

New Folder | New Data Source | Report Builder | Folder Settings | Upload File

ADAA

AUTO

BSA Reports
These are internal reports

Client Reports

Data Sources

Datasets

Drummond

GL

Gwinnett

Interface Reports

MultiLine

Portal

Running Reports (Continued)

Select the report you'd like to run by double clicking the name.

Home

SYSTEMA SOFTWARE Systema BWOOD SQL Server Reporting Services BSA Reports

New Folder | New Data Source | Report Builder | Folder Settings | Upload File

ActiveClaimDetail	ChangeOfIncurred	ClaimActivity	ClaimCostDetail
ClaimCostDetailByMember	ClaimCostDetailByMemberByPolicy	ClaimCostDetailByMemberByYear	ClaimCostDetailByYear
ClaimCostDetailExcel	ClaimSummaryByMemberByYear	ClaimSummaryByPolicy	ClaimSummaryByYear
ClaimSummaryExcel	DuplicatePayments	LagTime	PaidInPeriod
TempDisabilityPaymentsByClaim	TotalPayments	TransactionRegister	TransactionRegisterByCategory
TransactionRegisterByMember	TransactionRegisterExcel	TTDandTPDByPayment	

Running Reports (Continued)

Fill in the report parameters

Organization level relates to your company's hierarchy. Level 1 is the company as a whole. Levels 2-4 correspond to locations or departments below that. Select the level based on how much you want to break down the data, then pick the level name from the organization field.

Home > BSA Reports > Claims Cost Detail

Organization Level	1	Organization	Demo Level 2b
Activity Date From	1/1/15	Activity Date Through	4/1/15
Injury Date From	1/1/15	Injury Date Through	4/1/15
As Of Date	4/1/15	Fiscal Year Month	January
Fiscal Year Day	1	Insurance Line	Workers Comp
Claim Status	All Claims	Subtype	-- All Subtypes --

After filling in the parameters, click "View Report" (Right side of screen)

Organization	Demo Level 2b	View Report
Activity Date Through	4/1/15	
Injury Date Through	4/1/15	
Fiscal Year Month	January	
Insurance Line	Workers Comp	
Subtype	-- All Subtypes --	

Running Reports (Continued)

The report will be visible in the bottom half of the screen

Organization Level Organization

Activity Date From Activity Date Through

Injury Date From Injury Date Through

As Of Date Fiscal Year Month

Fiscal Year Day Insurance Line

Claim Status Subtype

To export the report, click on the floppy disk and select your desired format.

1 of 1 100% Find | Next

Demo Level 2b
Claim Cost Detail - Workers Comp As of 4/1/2015 Status: All Claims
Injury dates 1/1/2015 through 4/1/2015 Activity dates 1/1/2015 through 4/1/2015

Claim Number	Claim Type	Claimant	Status		Reserve	Paid	Incurred	Paid in Activity Period
WC2015401884	Temporary Total Disability Injury Date: 2/2/15 Description: Lifting speakers sprained back.	Young, Faron Report Date: 3/22/15	O	Medical	10,000.00	0.00	10,000.00	0.00
				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
				Total (Net)		0.00	10,000.00	0.00
Recovery								
	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 Injury Date: 3/1/15 Description: f	E, E Report Date: 3/24/15	O	Medical	0.00	0.00	0.00	0.00
				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
				Total (Net)		0.00	0.00	0.00
Recovery								
	Excess	Subrogation	Deductible	SIF	Other			

<https://reports.bwood.com/Reports/Pages/Report.aspx?ItemPath=%2fBSA+Reports%2fClaimCostDetail>

SIMS Access Guide

Created: February 19, 2015

Updated: February 20, 2015

Purpose

The information below is intended to provide you with the minimum (or suggested) requirements for utilizing SIMS Claims on your computer. If you are unable to determine whether your system meets these requirements, please discuss with a member of your Information Technology department.

Minimum Desktop Requirements

Operating Systems: Windows XP, Windows 7, or later (OS X presently not supported)

Hardware

Recommended Specifications are:

- Processor \geq 2GHz
- RAM \geq 2GB
- Resolution 1024 x 768
- Hard Drive Space Required \geq 1GB

Applications

- Internet Explorer, IE 6 and higher
- Microsoft Word and Excel, version 2003 or later
- Adobe Acrobat Reader 9.2 or later
- Microsoft Silverlight 5

Other

- It is recommended that claims.bwood.com and reports.bwood.com are added to the Internet Explorer compatibility view list.

Accessing SIMS

1. Verify that you meet the above listed minimum desktop requirements.
 - Your version (and installation status) of Microsoft Silverlight can be verified by using the following link: <http://www.microsoft.com/getsilverlight>
 - Follow the instructions in the following links to add claims.bwood.com and reports.bwood.com to Internet Explorer's compatibility view list:
 - i. [Internet Explorer version 11](#)
 - ii. [Internet Explorer version 10](#)
 - iii. [Internet Explorer version 9](#)
 - iv. [Internet Explorer version 8](#)

2. Browse to <https://claims.bwood.com/sims/sims.hta> and download the file named “sims.hta” to your desktop. Be sure to save this file as opposed to clicking run.
3. Double-click the sims.hta file to launch SIMS. The first time you run this it will enhance your Internet Explorer settings and prompt you to close and reopen Internet Explorer.
 - If the sims.hta file does not automatically open with Internet Explorer, please use the following links to change which program Windows uses to open .hta files by default:
 - i. [Windows 7](#)
 - ii. [Windows 8](#)
4. When prompted, enter your credentials and click the button to login.

SIMS Solutions:

System Access Issues: (forgot user name/password): Submit a ticket to Support@bwood.com

System Navigation Questions: Contact your BSA adjuster or Eryn Crawford at Eryn.Crawford@bwood.com

SIMS Client Overview Video: Approximately 20 minutes - <https://vimeo.com/123342868>

Password: Brentwood

Errors Running Reports: Before contacting BSA, please review the SIMS Access Guide to ensure that your settings are correct.