

DDSC - INDUSTRIAL ACCIDENT - CLAIM INPUT SCREEN

PURPOSE: THIS SCREEN ALLOWS YOU TO INPUT AN INITIAL CLAIM ALONG WITH SUPPORTING DATES OF RECEIPT OF REQUIRED DOCUMENTS.

EMPLOYEE NAME, ADDRESS, CITY, STATE, ZIP, SEX, DATE OF BIRTH, DATE OF HIRE, DEPARTMENT, AND OCCUPATION ARE TAKEN FROM THE EMPLOYEE PERSONNEL FILE WHEN THIS TRANSACTION IS INITIATED.

THE OPEN CLOSED STATUS DEFAULTS TO O (OPEN) AND DELETE CLAIM DEFAULTS TO N (NO).

DEPARTMENT AND OCCUPATION ARE PICKED UP FROM THE PERSONNEL FILE ON A NEW CLAIM. FOR AN EXISTING CLAIM, THE DEPARTMENT AND OCCUPATION ARE PICKED UP FROM THE INDUSTRIAL ACCIDENT RECORD.

INDUSTRIAL ACCIDENT CLAIM INPUT SCREEN

DATA:

ALL ENTRY FIELDS ON THIS SCREEN ARE OPTIONAL.

YOU CAN ENTER DEPARTMENT, OCCUPATION, NATURE OF ILL/INJ CODE, OPEN/ CLOSED, STATUS, BODY PART AFFECTED CODE, DELETE CLAIM. DATE RECEIVED DOCUMENT:

EMPLOYEE'S REPORT OF OCCUPATIONAL INJURY
COMMENTS

EMPLOYEE'S CLAIM FOR WORKERS COMENSATION
BENEFITS
COMMENTS

DOCTOR'S FIRST REPORT OF INJURY
COMMENTS

SUPERVISOR'S REPORT OF INJURY
COMMENTS

THE COMMENTS FIELDS WILL NOT BE ADDED TO THE FILE AND ARE STRICTLY INFORMATIONAL - USE ONLY IF YOU ARE GOING TO PRINT SCREEN.

CLAIM DATE DAY IS NOT NUMERIC
...PLEASE RE-ENTER

CLAIM DATE DAY HAS TO BE TWO
NUMERIC DIGITS

CLAIM DATE DAY IS OUT OF
RANGE

CLAIM DATE DAY MUST BE TWO
NUMERIC DIGITS 01 THRU 31

CLAIM DATE DAY IS GREATER
THAN CURRENT DAY
....PLEASE RE-ENTER

CLAIM DATE DAY CANNOT BE A
FUTURE DAY. IT MUST BE THE
CURRENT OR A PREVIOUS DAY

CLAIM DATE MONTH IS NOT
NUMERIC...PLEASE RE-ENTER

CLAIM DATE MONTH HAS TO BE
TWO NUMERIC DIGITS

CLAIM DATE MONTH IS OUT OF
RANGE

CLAIM DATE MONTH MUST BE TWO
NUMERIC DIGITS 01 THRU 12

CLAIM DTE MONTH IS GREATER
THAN CURRENT MONTH...PLEASE
RE-ENTER

CLAIM DATE MONTH CANNOT BE A
FUTURE MONTH

CLAIM NUMBER MUST BE SIX
NUMERIC DIGITS INCLUDING ALL
ZEROES (000000)

SELF EXPLANATORY

EMPLOYEE NOT ON PERSONNEL
FILE

EITHER AN INVALID SSN HAS
BEEN ENTERED OR EMPLOYEE IS
NOT IN YOUR DISTRICT

THIS IS A NEW CLAIM...
THIS RECORD WILL BE ADDED

CLAIM NUMBER AND DATE DO NOT
MATCH A PREVIOUS CLAIM FOR
THIS EMPLOYEE AND A NEW ONE
WILL BE CREATED

ONLY VALID KEYS ARE
ENTER OR CLEAR OR PF5

YOU HAVE PRESSED A KEY OTHER
THAN ENTER OR CLEAR...PRESS
ENTER TO COMPLETE YOUR ENTRY
OR CLEAR TO END TRANSACTION
OR PF5 TO TRANSFER TO DNDU
SCREEN

DATE MESSAGES:

EMPLOYEE'S REPORT OF
OCCUPATIONAL INJURY
EMPLOYEES CLAIM FORM

SEE CLAIM DATE MESSAGES

WORKERS COMP BENEFITS
DOCTOR'S FIRST REPORT OF INJURY
SUPERVISOR'S REPORT OF INJURY

INVALID BODY PART CODE.. MUST BE A VALID CODE OR BLANK IF YOU ENTER A BODY PART CODE IN THIS FIELD IT MUST BE ON THE DICTIONARY FILE

INVALID INJURY/ILLNESS CODE... MUST BE A VALID CODE OR BLANK IF YOU ENTER A BODY PART CODE IN THIS FIELD IT MUST BE ON THE DICTIONARY FILE

*** NOTE ***

IF THERE IS ALREADY A BODY PART OR INJURY/ILLNESS CODE IN THE RECORD AND YOU DELETE THE CODE FROM THE DICTIONARY, '***UNKNOWN***' WILL BE RETURNED TO THE DESCRIPTION FIELD

DELETE CLAIM FIELD MUST BE D, OR N SELF EXPLANATORY

OPEN/CLOSED MUST BE O OR C SELF EXPLANATORY

UPON SUCCESSFUL PROCESSING OF THE SCREEN YOU WILL SEE THE MESSAGE:

CLAIM HAS BEEN SUCCESSFULLY ADDED TO FILE OR

CLAIM HAS BEEN SUCCESSFULLY UPDATED

SCHEDULING:

THIS TRANSACTION CAN BE INITIATED ANY TIME THAT CICS IS UP.

UPDATING:

THE INDUSTRIAL ACCIDENT FILE (IA01) IS UPDATED BY THIS SCREEN

PRINTING:

THERE IS NO REPORT PRODUCED FROM THIS TRANSACTION

DMNU - INDUSTRIAL ACCIDENT - CLAIM SUMMARY SCREEN

PURPOSE: THIS SCREEN ALLOWS YOU TO SEE A SUMMARY OF EACH CLAIM. CLAIMS ARE SHOWN BY CLAIM DATE, CLAIM NUMBER. ITEMS SHOWN ARE OPEN/CLOSED STATUS, UNITS BALANCE OF THE CLAIM, AND BODY/PART, ILLNESS/INJURY DESCRIPTIONS.

ENTER: DMNU=SSN

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EMPLOYEE SOCIAL SECURITY NUMBER

INDUSTRIAL ACCIDENT CLAIM SUMMARY SCREEN DATA:

TAB DOWN TO THE CLAIM THAT YOU WANT AND HIT:

PF5 - TO TRANSFER TO DNDU SCREEN

PF6 - TO TRANSFER TO DSTS SCREEN

PF7 - TO TRANSFER TO DDSC SCREEN

PF8 - TO PAGE FORWARD TO SEE MORE CLAIMS (IF ANY)

OPTIONS ARE:

NONE

ERROR MESSAGES

COMMENTS

MENU SCREEN

EMPLOYEE NOT ON
PERSONNEL FILE

EITHER AN INVALID SSN HAS
BEEN ENTERED OR EMPLOYEE
IS NOT IN YOUR DISTRICT

THERE ARE NO CLAIMS
FOR THIS EMPLOYEE

THIS EMPLOYEE DOES NOT HAVE
A CLAIM. CHECK EMPLOYEE SS
NUMBER

THERE ARE NO CLAIMS
FOR THIS SELECTION

REPOSITION CURSOR TO A VALID
CLAIM LINE NUMBER

INVALID SELECTION...
PLEASE POSITION CURSOR

REPOSITION CURSOR TO A VALID
CLAIM LINE NUMBER

ONLY VALID KEYS ARE PF5,
PF6, PF7, PF8, OR CLEAR

YOU HAVE PRESSED A KEY OTHER
THAN PF5, PF6, PF7, PF8, OR
CLEAR. PRESS ONE OF THESE
KEYS TO TRANSFER TO ANOTHER
SCREEN, TO PAGE FORWARD OR
CLEAR TO END TRANSACTION

DNDU - INDUSTRIAL ACCIDENT - CLAIM ACTIVITY SCREEN

PURPOSE: THIS SCREEN ALLOWS YOU TO SEE ACTIVITY BY DATE AGAINST A CLAIM.

ON THIS LINE YOU CAN:

1. OVERTYPE 'CHG' WITH 'DEL' AND DELETE THIS ACTIVITY LINE FROM THE FILE
 - A. THE DPAT CODE MUST BE BLANKED OUT BEFORE YOU CAN DELETE OR CHANGE LINE. HOPEFULLY THIS ACTION WILL REMIND YOU TO ADJUST THE DPAT SCREEN ALSO.
2. CHANGE UNITS USED FIELD
3. ENTER VOUCHER NUMBER FIELD
 - A. ONCE A VOUCHER NUMBER HAS BEEN ENTERED, AND THE FILE UPDATED, YOU CANNOT CHANGE OR REMOVE IT.
 - 1) IF YOU NEED TO ALTER A VOUCHER NUMBER, DELETE THE LINE AND ADD CORRECTLY.
 - B. IF A VOUCHER NUMBER IS ENTERED, THE UNITS USED WILL BE ADDED TO THE BUY BACK FIELD AND WILL NOT AFFECT THE BALANCE FIELD

ALL AVAILABLE LINES FOR INPUT WILL SHOW ON THE SCREEN AS 'ADD' LINES. ON THIS LINE YOU CAN:

1. ENTER THE DATE, UNITS USED, DPAT ATTENDANCE CODE (IF ANY), AND VOUCHER NUMBER (IF ANY)
 - A. THIS ACTIVITY RECORD WILL BE ADDED TO THE FILE AND THE UNITS USED WILL BE SUBTRACTED FROM THE ENTITLEMENT ONE UNITS' TOTAL AND ADDED TO THE BALANCE TOTAL
 - 1) IF A VOUCHER NUMBER IS ENTERED, THEN THE UNITS WILL BE ADDED TO THE BUY BACK TOTAL AND NOT EFFECT THE ENTITLEMENT ONE UNITS OR BALANCE UNITS TOTAL

YOU CAN DELETE A 'CHG' LINE BY ENTERING 'DEL' OVER 'CHG' AND

PERSONNEL FILE

BEEN ENTERED OR EMPLOYEE
IS NOT IN YOUR DISTRICT

CLAIM NOT FOUND FOR
THIS EMPLOYEE

THIS EMPLOYEE DOES NOT HAVE
A CLAIM THAT MATCHES THE
DATE OR NUMBER THAT YOU HAVE
ENTERED

ONLY VALID KEYS ARE
ENTER OR CLEAR

YOU HAVE PRESSED A KEY OTHER
THAN ENTER OR CLEAR...PRESS
ENTER TO COMPLETE YOUR ENTRY
OR CLEAR TO END TRANSACTION

VOUCHER NUMBER MUST
BE SIX NUMERIC DIGITS

IF YOU ENTER A VOUCHER NO. IN THIS
FIELD IT MUST BE SIX NUMERIC DIGITS

INVALID DPAT REASON
CODE

IF YOU ENTER A DPAT REASON CODE IN
THIS FIELD IT MUST BE ON THE
DICTIONARY FILE, AND ALSO BE A '51X'
CODE

ANY ACTIVITY DATE
MESSAGE

SEE REMEDIES ON CLAIM DATE

THIS RECORD IS ALREADY
ON FILE PLEASE
CHECK ACTIVITY DATE

YOU ARE TRYING TO ENTER AN ACTIVITY
WITH A DATE THAT IS ALREADY ON FILE

ILLEGAL ACTIVITY CODE...
MUST BE ADD, CHG,
OR DEL

ACTIVITY CODE MUST BE ADD, CHG OR
DEL

DPAT REASON CODE MUST
BE CLEARED BEFORE
YOU CAN DELETE THIS LINE

BLANK OUT DPAT REASON CODE

DSTS - INDUSTRIAL ACCIDENT - STATUS SCREENS

PURPOSE: THESE SCREENS ALLOW YOU TO SEE AND MAINTAIN THE STATUS NOTES.

THERE CAN BE ANY NUMBER OF STATUS NOTES. THERE CAN BE UP TO 99 STATUS NOTES FOR A GIVEN DATE. THERE CAN BE UP TO 18 LINES OF FREE FORM DATA IN A STATUS NOTE.

ENTER: DSTS=SSSSSSSSMMDDYXXXXXX

			SIX DIGIT NUMERIC CLAIM
			NUMBER
			THE CLAIM DATE
			SOCIAL SECURITY NUMBER

THERE ARE TWO SCREENS:

THE FIRST SCREEN IS AN INDEX OF EXISTING STATUS NOTES. A MESSAGE WILL INDICATE IF MOTE STATUS NOTES EXIST AND PRESSING ENTER WILL PRESENT THE NEXT INDEX SCREEN. TAB TO THE ENTRY YOU DESIRE TO PROCESS AND PRESS PF7 TO BE PRESENTED WITH THE 18 LINES OF DETAIL IN THIS NOTE. IF YOU WISH TO ADD A NEW NOTE, ENTER THE DATE AND NOTE NUMBER OF THE NEW NOTE AND PRESS ENTER.

THE SECOND SCREEN IS THE 18 LINES OF DETAIL FOR THE INDICATED STATUS NOTE. ADD, CHANGE, OR DELETE THE SPECIFIED DATA AND PRESS ENTER TO UPDATE THE FILE. TO DELETE THE WHOLE STATUS NOTE ENTER "DEL" IN THE DELETE FIELD AND PRESS ENTER.

INDUSTRIAL ACCIDENT STATUS SCREENS:

SCREEN 1;

DATE: THIS IS THE DATE OF THE STATUS NOTE.

ENTRY: THIS IS THE ENTRY NUMBER OF THE STATUS NOTE FOR THE ABOVE DATE.

SCREEN 2;

DATE: SAME AS ABOVE

ENTRY: SAME AS ABOVE

DELETE ALL LINES: ENTER "DEL" TO DELETE ALL LINES.

ACT: ACTION. ENTER "DEL" OVER "CHG" TO DELETE A SINGLE LINE.

TO CHANGE IT: KEY OVER THE FREE FORM DATA. KEY IN THE
DATA AS DESIRED ON "ADD" LINES. THE
UNDERScores WILL BE REMOVED FOR YOU.

LN: THIS IS THE LINE NUMBER OF EACH LINE AND CANNOT BE
CHANGED BY THE USER.