QuickStart Guide



The Claim at a Glance process is a new process exclusive to CompHub. The process essentially allows a user to view high-level details of a claim. It wouldn't be a stretch to say that the Claim at Glance processes purpose is to provide the user with a dashboard view of the selected Claim. The information the user may see is governed by their specific user role or specific role in the Claim.

Form Tab	Role(s)	
Claim Summary	Claim Participants, Employer Designees, and Internal Users.	
Claim History	Participants, Internal Users, and Employer Designees.	
Claim Annotation	Internal Users	
Initial Claim	Participants/Internal Users	
C-40/Issues Raised	Participants/Internal Users	
Claim Documents	All Roles*	To facilitate Access Control for the documents there are three (3) distinctive categories: Confidential: Only Visible to participants in the Claim Internal Only: Only Visible to WCC staff Public: Visible to All users by default
Orders	Participants/Internal Users	
Other Claims by Claimant	All Roles*	The "Body Parts Affected" table is not visible to Non-Participants (External Role).
Other Claims by Employer	Internal Users	

Claim Summary Tab

The Claim Summary Tab as pictured is the most comprehensive of the available tabs, it essentially gives the "birds eye view" of the claim.

Claim Number:	W301204			Date Filed:		06/07/2022			
Claimant:	Carlos Medina			Consideration Date:		07/07/2022			
 Claimant Information 									
Full Name:	Carlos Medina			DOB:	07/10/1980				
Address:	7523 MAURY RD		WINDSOR MILL	М	D	21244-4002	Baltimore County	United States	
Email Address:	carlos.medina@wcc.statemd.us			Phone:	410-125-4521 Ext. 125	50			
✓ Claimant Attorneys									
Name		Address		Email					
Aruna Kamana		2 Line Streetd Baltimore MD 21043		akamana@w	co.state.md.us				
Claim Number:	W301204			Claimant:	Carlos Medina				
Date/Time of Accident:	02/01/2022 11:25 am			Type of Claim:	Accidental Injury				
Average weekly wage:	\$1,250.00			Description of Accident/Injury:	This the accidental injury				
Rody Parts Affected									
Area of body		Major part of body		Specific body part of	fidentifier				
Lower Extremities		Knee		Left Knee					
Neck		Disc							
Unnar Extramitian		Weist		Lat Milet					
Power of Attorney									
Power of Attorney Power of Attorney History View	Created By		Status		Created Date				
Power of Attorney Power of Attorney History View <u>View</u>	Created By Aruna Kamana		Status ACTIVE		Created Date 08/07/2022	÷			
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W301204 Claim Summary Claim History Claim Annotation Canned Phrases Initial Claim C-40 / Issues Raised Claim Documents Orders Other Claims By Claimant Other Claims By Employer

Claim Number:

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Claim History Tab

The Claim History tab contains the Claim history table which records various events (e.g. Claim Filed, Issues Raised, etc.) that occur during a Claim's life cycle. This tab is read only.

aim Number:	m Summary Claim⊕	listory							
Claim Summa	ry Claim History	Claim Annotation	Canned Phrases	Initial Claim	C-40 / Issues Raised	Claim Documents	Orders	Other Claims By Claimant	Other Claims By Employer
V Claim	listory								
Event		Created By	,	Date File	ed 🗢 Da	te	Action Take	n Detail	View Details
Claim A	mendment	Aruna Kam	ana	01/09/20	23				View Details
Claim A	mendment	Aruna Kam	ana	06/07/20	22				View Details
Claim A	mendment	Aruna Kam	ana	06/07/20	22				View Details
Claim A	mendment	Aruna Kam	ana	06/07/20	22				View Details
C40 Ou	t	DARLENE	JONES	06/07/20	22				View Details
C30 Ou	t	DARLENE	JONES	06/07/20	22				View Details
Employ	ee Claim	Aruna Kam	ana	06/07/20	22				View Details
Conside	ration Date				07	/07/2022			View Details
									View Details

Claim Annotation Tab

The Claim Annotation tab lists all annotations and special hearing flags that have been entered thus far. This tab also allows internal users to add annotations and special flags, making it one of the few Claim at a Glance tabs that allows you to take action in the system rather than view a read-only page.

Claim Number:	W30 ⁻	1204 Claim An	notation						
Claim Summary	Claim History	Claim Annotation	Canned Phrases	Initial Claim	C-40 / Issues Raised	Claim Documents	Orders	Other Claims By Claimant	Other Claims By Employer
Claim Number:	W301204	L							
Annotations	5								
Annotation					Created By			Created Date	
This is the first	st claim annotation.				DARLENE JONES	3		06/07/2022	
+									
✓ Hearing Sp	ecial Flags								
					No records				
+									

Canned Phrase Tab

e Canned Phrase table a	allows a user to view a	and add							
nned Phrases and/or ge	nerate a custom Hea	aring Notice.	*	To add a Canned Phro plus(+) icon and selec from the drop-down	ase, click the t a canned phrase menu.	Add Canned Phrases			
Claim Summary Claim His	story Claim Annotation	Canned Phrases	Initial Cl	C-40 / Issues Raised	Claim Documente	Ulueis (Annotation and an and a factor of an and a second and as second and a	Other Claims E	3y Employe
Claim Number:	W301204								
Canned Phrases SIF need not appear +									
Notice Text									
If I generate a Hearing Notice	, the text I type here will popu	ulate the Notice Templ	ate						G
Generate Hearing Notice?:		0	Yes 🔵 No						
					If you text t	ı choose to Gene o be displayed o	rate a Hearing Notce, yo n the notice template us	ou can add the ing the textbox	

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above.

Initial Claim Tab

The Initial Claim tab is comprised of the Initial Claim submission and supplemented by the verification history section. This tab is read-only.

Claim Number:	W301204		Date Filed:	06/07/2022	
Claimant:	Carlos Medina				
 Claimant 					
First Name:	Carlos	Middle Name:	Last Name:	Medina	Suffix:
Date of Birth:	07/10/1980	Gender:	Marital Status:		SSN: 0000
Claimant Contact I	nformation				
Email:	carlos.medina@wcc.st	atemd.us	(?)		
Phone:	410-125-4521 Ext. 125	6	2		
Address					
Country:	US		State-	МР	
Address Line 2:			County:	Baltimore County	
Address Line 3:			Postal Code:	21244-4002	1
City:	WINDSOR MILL				
* Employer					
Employer					
Name	Number	FEIN	Address		Email Phone
AMGEN INC	04680392	953540776	1 AMGEN CENTER DR THOUSAND OAKS CA 91320-1730		
 Employer Attorney 	S				
Employer AMGEN INC	Prima	y Attorney	Address	Email Other Atto	orneys
Is workplace different from	m employer's address?	Yes			
Street Address (Only ente	r if work site is different from	employer's address)			
Country: Address Line 1 [,]	US 230 W BALTIMODE ST		State:	MD	
Address Line 2:	200 TO WILLINGRE ST		County:	Baltimore City	
Address Line 3:			Postal Code:	21201-	2
City:	BALTIMORE				
Claim Information					
This section describes the	accident or occupational disc	ease and how it occurred. The in	formation provided here is used to determine w	hether the accident or occupational (disease is work-related in the event that the
claim goes to a hearing. Type of claim:	Accide	ental Injury	Date / Time of a	ccident: 02/01/2022 11:25 am	
Please describe the accide	ntal injury: This th	ne accidental injury			Ģ
Where were you when you	were injured? This is	where i was when injured			Į.
is the address where you v than your workplace addre	vere injured different No		Injury Location:	230 W BALTIMORE ST BALTIMORE MD 21201-	
 Injured Body Parts / 	Affected	Malas and of body	Casalifia bashu a		(2
Lower Extremities		Knee	Left Knee		
Neck		Disc			
Upper Extremities		Wrist	Left Wrist		
Was amputation required?	No	2			
Did you notify someone at	the time? Yes	2	Whom did you r	John Smith (manager)	(2
1st day you didn't work:	03/03/2	2022	Date returned to	work: 05/30/2022	1
✓ Job					
Gross wages per week:	\$1,250.00	2	Paid full wages for day	? No	
What is your regular work	? This is my regular worl	¢	2 What was your work w	hen injured? This was my work a	at the time of injury
 Medical Care 					
This section details any tr	eatment received by the claim	ant relating to the incident.			
Was medical care provide	d to the claimant?	Yes			
Were you treated at a hosp	sital?	Yes	If Health Insurance used, give name	ame of Insurance Co.: Carefirst	
Healthcare Provide Provider Name	r / Practitioner	Provider Email Provider Ad	dress Provider Phone Practiti	oner Name Practitioner Email P	Practitioner Address Practitioner Phone
UNIVERSITY OF MAR	YLAND MEDICAL CENTER	22 SOUTH (GREENE STREET		
		BALTIMORE	- MD 21201-0000		
 Auach Additional File 	5				
Attachments Document Type			Description		
Supporting Documents	\$		Claim-Supp	doc1	
 Certifications and Sign 	ature				
Are you submitting a signed	I power of attorney for this clain	17 Yes			
Power of Attorney Document	a signing on behalf of the claima	int under the authority of a valid po	ower of attorney, a copy of which is attached.		
By checking this	s box, I affirm the electronic sign	view nature below to be the signature of d Code of Mandand and the Mandand	the attorney on behalf of the claimant with power o	f attorney for all purposes under the Ma	ryland Workers' Compensation Law, Title 9 of
Authorization fo	r Disclosure of Health Information	o socie or maryland and the Maryla on. formation. Including Information 5	egarding any work-related activity or return to work	either before or after an award of benef	its, may subject the signer and the claimant to
fines, imprisonn THIS CLAIM, A C	ent, or both, and disquality clai	mant from receiving benefits. A FA MMAY BE SENT TO THE EMPLOY	ILURE TO COMPLETE THIS FORM IN COMPLIANCE ER.	WITH THE DIRECTIONS MAY RESULT	IN THE CLAIM BEING REJECTED. TO EXPEDIT
l hereby certify t disease) arising	hat the information on this form out of and in the course of the	Is legally binding on the claimant claimant's employment, I solemnly	and by signing and submitting this claim for compe affirm under the penalties of perjury that the conter	insation for an injury resulting in the cla its of the foregoing form are true to the	ilmant's disability due to an accident (or best of my knowledge, information, and belief.
By checking this date the claim is resulting in the	box, I am authorizing the discl filed. I hereby certify that the ci claimant's disability due to an a	osure of the claimant's protected h almant has read the information or coldent and (or disease) arising ou	ealth information in accordance with the property e In the Medical Authorization form (click below to view t of an in the course of the claimant's employment.	xecuted power of attorney document. Ti v it) and consents to signing and submi	his authorization is valid for one year from the itting this claim for compensation for an injury
View Medical Aut	horization				
I hereby certify t a statutory form and at the exprese	hat to the best of my informatio power of attorney in accordance iss direction of the principal; o i	n, knowledge, and belief, the attach e with Md. Ann. Code, Estates and a is acknowledged by the principal	hed power of attorney complies with COMAR 14.09. Trusts art., §§ 17-101 – 17-204; o it is signed by the before a notary public; and o it is attested and sign	J1.02C and Md. Ann. Code, Estates and principal or by some other person for ti ed by two or more adult witnesses who	Trusts art., §§ 17-101 – 17-204, as follows: o it he principal, in the presence of the principal, sign in the presence of the principal and in the
presence of eac Public employee – Was the	n other. claimant injured while working (is an employee of a unit or an instr	umentality of the State or of a political subdivision?	No	
Electronically signed under po	ower of attorney by:				
Aruna Kamana					
Claimant Attorney					
ELONEORE ILEU ant					

C-40/Issues Raised Tab

The C40/ ssues filed form allows a user to view or download any Claim Response or Issues Filed PDFs.

Claim Number:		W301204									
Claim Summary	Claim History	Claim Annotation	Canned Phrases	Initial Claim	C-40 / Issues Raised	Claim Documents	Orders	Other Claims By Claimant	Other Claims By Employer		
					1						
🗸 Claim Resp	onse										
Employer Na	ame		Ins	urer Name					C40	Not Submitted	
AMGEN INC			AN	I C O INSURANCE	COMPANY					Not Submitted	
Consolidate	d Issues (Note: I	Please select a row	and click on the se	earch symbol to	see more details)						
						Noi	records				
5											

Claim Documents Table

The Claim Documents Tab displays the familiar "Documents" table. You can view, download, or print the document by clicking the View button on the left hand side.

Claim Summary	Claim History	Claim Annotation	Canned Phrases	Initial Claim	C-40 / Issues Raised	Claim Document	s Orders	Other Claims By Claimant		Claims By Claimant Other Claims By Empl		
	Information					•						
The most recen	t version of the do	ocument is in blue. Clic	k on the View link to s	see the document	<u>.</u>							
	te				-							
View	Doc	ument Name			Form		Created By		Party		Date ≑	
View	Noti	ice of Claim			C30		DARLENE JON	ES			01/09/2023	Yes
View	Clai	im Amendment			C3		Aruna Kamana		Claimant Attor	ney	01/09/2023	Yes
View	Awa	ard Order			AO		admin				08/10/2022	Yes
View	Noti	ice of Claim			C30		DARLENE JON	ES			06/07/2022	
View	Clai	im Amendment			C3		Aruna Kamana		Claimant Attor	ney	06/07/2022	
View	Pow	ver of Attorney			POA		Aruna Kamana		Claimant Attor	ney	06/07/2022	Yes
View	Noti	ice to Insurer			C40-OUT		DARLENE JON	ES			06/07/2022	Yes
View	Org	anization Registration Re	equest Letter		ORG-REG-REQ-LETTER		DARLENE JON	ES			06/07/2022	Yes
View	Noti	ice of Claim			C30		DARLENE JON	ES			06/07/2022	
View	Pow	ver of Attorney			POA		Aruna Kamana		Claimant Attor	ney	06/07/2022	
View	0 Initia	al Claim			C1		Aruna Kamana		Claimant Attor	ney	06/07/2022	Yes

Orders Tab

The Orders tab will display any Orders issued in the Claim thus far.

Claim Number:	W301204						Orders			
Claim Summary	Claim History	Claim History Claim Annotation Canned Phrases			Initial Claim C-40 / Issues Raised Claim Documents			Other Claims By Claimant	Other Claims By Employer	
Orders										
View		Order			Created By			Creation Date		
View		Award Order						08/10/2022		

Other Claims by Claimant Tab

The Other Claims by Claimant tab allows a user to view brief narrative information about other claims this claimant has filed.

Clain	n Number:	W	301204								Other Claims B	By Claimant		
Cla	im Summary	Claim History	Claim Annotation	Canned Phrases	Initial Claim	C-40 / Issu	ues Raised	Claim Documents	Orders	Other Claims	By Claimant	Other Clair	ms By Employer	
СІ	aimant:		Carlos Me	edina										
V Claims By Claimant														
	Claim Number		Clai	Claim Filing Date			Accident Date			Body Part Affe	cted			
	W301204		06/0	06/07/2022			02/01/2022			Left Knee, Disc, Left Wrist				
	W301217		06/1	06/10/2022			06/01/2022			Head, Multiple Head Injury				
	W301429		11/1	8/2022			11/01/2022			Multiple Head I	njury			

Other Claims by Employer

In addition to the Other Claims by Claimant, Internal Users may find the Other Claims by Employer tab as part of their

Claim at a Glance form.

Claim Summary Claim History Claim Annotation Canned Phrases Initial Claim C-40 / Issues Raised Claim Documents Orders Other Claims By Claimant Other Claims By Employer

 Claims by Employers 				
Claim Number	Claim Filing Date	Accident Date	Body Part Affected	
- Name: AMGEN INC				
W300232	03/26/2021	03/01/2021	Head, Multiple Head Injury	
W300299	04/20/2021	04/01/2021	Head, Skull	
W300300	04/20/2021	04/01/2021	Head, Skull	
W300301	04/20/2021	04/01/2021	Head, Skull	
W300302	04/20/2021	02/05/2021	Head, Skull	
W300310	04/23/2021	04/16/2021	Lower Extremities, Knee, Left Knee	
W300314	04/23/2021	04/19/2021	Lower Extremities, Ankle, Left Ankle	
W300316	04/23/2021	04/16/2021	Lower Extremities, Knee, Left Knee	
W300318	04/23/2021	04/01/2021	Head, Skull	
W300333	04/26/2021	04/19/2021	Upper Extremities, Wrist (s) & Hand(s), Right Wrist & Hand	
W300334	04/26/2021	04/19/2021	Upper Extremities, Wrist (s) & Hand(s), Right Wrist & Hand	
W300335	04/26/2021	04/19/2021	Upper Extremities, Wrist (s) & Hand(s), Left Wrist & Hand	
W300337	04/26/2021	04/16/2021	Lower Extremities, Knee, Left Knee	
W300352	05/03/2021	04/19/2021	Upper Extremities, Shoulder(s), Left Shoulder	
W300365	05/04/2021	04/21/2021	Trunk, Upper Back Area; Trunk, Lower Back Area	
W300374	05/05/2021	05/05/2021	Head, Skull	
W300375	05/05/2021	05/05/2021	Head, Skull	
W300376	05/05/2021	05/05/2021	Head, Skull	
W300377	05/05/2021	05/05/2021	Head, Skull	
W300378	05/05/2021	05/05/2021	Head, Skull	
1		<< < 1 2 3	4 5 6 7 8 9 10 > >>	B