

Supervisor/Proctor of Injured Party Reporting Tools and Tips

When an individual reports an injury, the supervisor identified by the injured party will receive an email notification from the system with a link. The supervisor will click on the link to login the system the same way they would if reporting an injury.

**Workers' Compensation
Risk Management Department**

Report of Work Environment Injury System

Active Directory Login for Injured Parties and Supervisors:

Novell User Name:

Password:

Login

* This application utilizes popup windows. If you have a popup blocker, please ensure it is disabled before you proceed.

If at any time you have questions, please call 4-2451 or 4-7189.

Your Novell name and password are entered here. These are the same as when you login the OHSU network each day.

Dashboard - Requestor - Microsoft Internet Explorer

Address http://ozone-dev.ohsu.edu/wccms/index.cfm?method=request.ShowDashboard

DASHBOARD

Injury Report - Dashboard

[Start a New Report](#)

Submitted Injury Reports ▼▲

Draft Injury Reports ▼▲

Supervisor If you're not this employee's supervisor, call 4-7189. ▼▲

Injured Party	Reporter	Supervisor	Injury Date	Submit Date	Age(days)	
Park, Kelly	Honda, Judie	Honda, Judie	07/31/2007 12:29 PM	08/08/2007 12:29 PM	0	Open

Supervisor Submitted Queue (No action required unless submission deferred) ▼▲

Click on [Open](#)

If this is your first encounter with the new injury reporting system, your Dashboard will look like this. Just under the gray bar entitled "Supervisor" you will see very basic information about the injury. You may have more than one line of information in this section at a given time. Each line of information represents a different injury event that requires your attention. To proceed, click on the word [Open](#) on the right side of the injury you would like to process.

Report of Work Environment Injury - Microsoft Internet Explorer

Address http://ozone-dev.ohsu.edu/wccms/index.cfm?method=request.requestPage48x=222

DASHBOARD

Report of Work Environment Injury

Section IV: Supervisor/Proctor Information [View Worker Sections I - III](#)

Why did the injury/event occur? (please describe)

What needs to be done to keep this from happening again? (Please answer this question with input from the employee)

What actions did you take?

Supervisor's shift: Facility From Which Worker Is/Was Supervised:

Did injury occur at the address in which employee is supervised? Yes No Facility Where Worker was Injured:

Was injury caused by failure of a machine or product, or by a person other than the injured worker? Yes No Were other workers injured? Yes No Did injury occur during the course and scope of job? Yes No Unknown

Date you knew of incident? (mm/dd/yyyy) Return to work status? Not returned Returned on next scheduled shift, without physical limitations Returned to work in a modified duty capacity

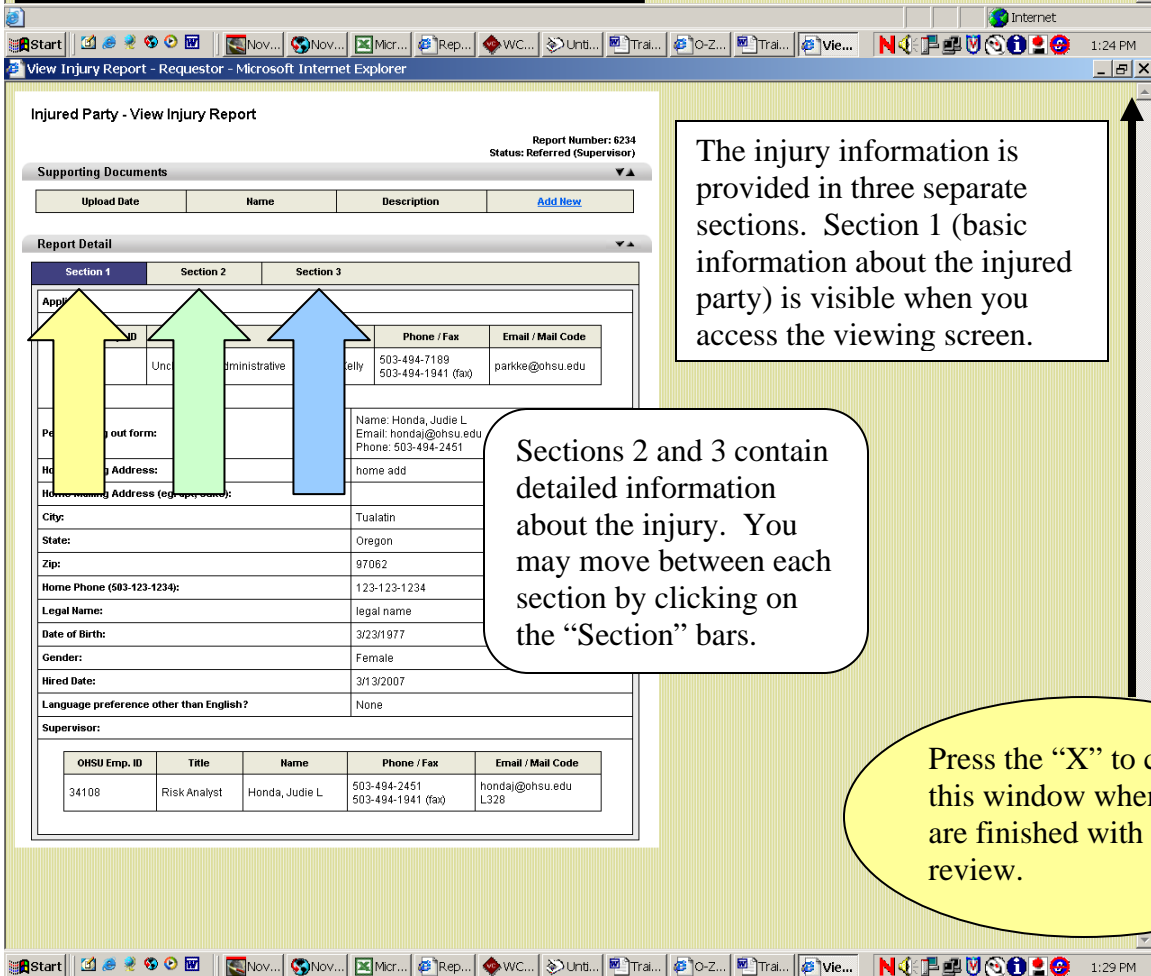
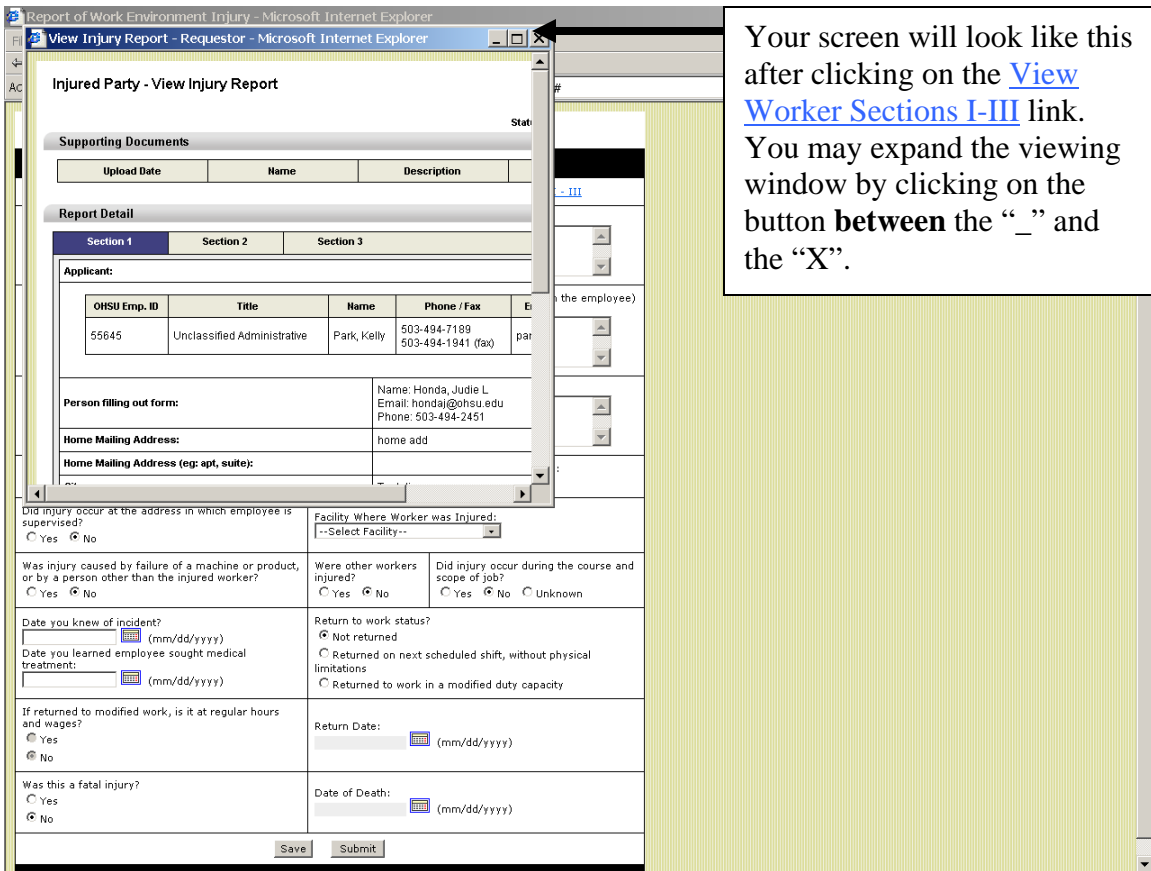
Date you learned employee sought medical treatment: (mm/dd/yyyy)

If returned to modified work, is it at regular hours and wages? Yes No Return Date: (mm/dd/yyyy)

Was this a fatal injury? Yes No Date of Death: (mm/dd/yyyy)

Click on the [View Worker Sections I-III](#) link to read detailed information about the injury.

This block of questions may or may not be visible based on the type of injury reported.



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 Returned on next scheduled shift, without physical limitations
 Returned to work in a modified duty capacity

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If returned to modified work, is it at regular hours and wages? Yes No Return Date: (mm/dd/yyyy)

Was this a fatal injury? Yes No Date of Death: (mm/dd/yyyy)

Please provide the requested information and click on "Submit" when finished. You may click on the "Save" button if you would like to come back to the report later in the day (use the same steps provided on pages 1 and 2 of this packet).

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Submit

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Injured Party	Reporter	Supervisor	Injury Date	Submit Date	Age(days)	
Supervisor Submitted Queue (No action required unless submission deferred)						
Injured Party	Reporter	Supervisor	Injury Date	Knowledge Date	Super. Submit Date	Status
Patel, Sherna	Honda, Judie	Honda, Judie	01/08/2007 01:55 PM	01/09/2007 01:55 PM	01/09/2007 02:07 PM	Processing Complete View
Wilmoth, Stephanie	Honda, Judie	Honda, Judie	01/08/2007 04:35 PM	01/09/2007 04:35 PM	01/09/2007 04:38 PM	Processing Complete View
Wilmoth, Stephanie	Honda, Judie	Honda, Judie	04/15/2007 12:26 PM	04/16/2007 12:26 PM	04/16/2007 12:28 PM	Processing Complete View
Wilmoth, Stephanie	Honda, Judie	Honda, Judie	04/13/2007 12:48 PM	04/13/2007 12:48 PM	04/16/2007 01:12 PM	Processing Complete View
Wilmoth, Stephanie	Honda, Judie	Honda, Judie	04/14/2007 01:23 PM	01:23 PM	04/16/2007 01:25 PM	Processing Complete View
Wilmoth, Stephanie	Honda, Judie	Honda, Judie	04/16/2007 01:32 PM	04/16/2007 01:32 PM	04/16/2007 01:35 PM	Processing Complete View
Wilmoth, Stephanie	Honda, Judie	Honda, Judie	04/16/2007 01:40 PM	04/16/2007 01:40 PM	04/16/2007 01:43 PM	Processing Complete View
Wilmoth, Stephanie	Honda, Judie	Honda, Judie	04/17/2007 09:46 AM	09:46 AM	04/18/2007 09:51 AM	Processing Complete View
Wilmoth, Stephanie	Honda, Judie	Honda, Judie	04/16/2007 10:13 AM	10:13 AM	04/18/2007 10:14 AM	Processing Complete View

The injury report is then moved under the "Supervisor Submitted" bar of your Dashboard. You may check on the status of a report by entering the system at any time. All injury reports submitted by you as the supervisor will remain in this area of your Dashboard.

You may hide or expand the information under the Dashboard bars by clicking the up and down arrows on the right side of the bar.

The two most common status indicators are "Processing" (under review by Risk Management) and "Processing Complete" at which time you and the injured party will receive an email with one or two attachments (based on the type of injury) with instructions on what needs to be done to finalize documentation of the event.

