

Filing a Workers' Compensation Report

CSU OFFICE OF RISK MANAGEMENT & INSURANCE

SEPTEMBER 2015

A solid green horizontal bar at the bottom of the page.

Filing a Report

Access rmi.prep.colostate.edu/workers-compensation



The screenshot shows the website for Risk Management and Insurance at Colorado State University. The top navigation bar is dark green with white text for 'Risk Management and Insurance' and a menu of categories: RMI, AED/CPR, ERGONOMICS, INSURANCE, INTERNATIONAL TRAVEL, RISK MANAGEMENT, WORKERS' COMPENSATION, and TRAINING AND PRESENTATIONS. The 'WORKERS' COMPENSATION' link is highlighted in green. Below the navigation is a large photograph of the 'LOWY STUDENT CENTER' building with many people walking in front. On the left side of the page, there is a sidebar with the Colorado State University logo and a list of links: 'WORKERS' COMPENSATION HOME', 'FILE AN INCIDENT', 'AUTHORIZED TREATING PHYSICIANS', and 'DEPARTMENTAL DESIGNATED PERSONS (DDPS)'. A white box at the bottom of the page contains the heading 'WORKERS' COMPENSATION' and a paragraph of text: 'Workers' Compensation is an exclusive remedy for workplace injuries or illnesses. It provides wage replacement and medical benefits to employees injured in the course'.


Filing a Report

Select “File an Incident”

The screenshot shows a navigation menu at the top with the following items: RMI, AED/CPR, ERGONOMICS, INSURANCE, INTERNATIONAL TRAVEL, RISK MANAGEMENT, WORKERS' COMPENSATION (highlighted in green), and TRAINING AND PRESENTATIONS. Below the menu is a sidebar with the Colorado State University logo and several links: WORKERS' COMPENSATION HOME, FILE AN INCIDENT (highlighted in green), AUTHORIZED TREATING PHYSICIANS, and DEPARTMENTAL DESIGNATED. The main content area features the heading 'FILE AN INCIDENT', a paragraph stating that CSU provides workers' compensation coverage, a notice that the incident entry system has changed, a green link for 'Report a New Incident', a link to the 'New Incident Entry Guide', and a link for 'Incident or Injury - What's the difference?'.

Risk Management and Insurance

RMI ▾ AED/CPR ▾ ERGONOMICS ▾ INSURANCE ▾ INTERNATIONAL TRAVEL ▾ RISK MANAGEMENT ▾ **WORKERS' COMPENSATION ▾** TRAINING AND PRESENTATIONS ▾


Colorado State University

WORKERS' COMPENSATION HOME

FILE AN INCIDENT

AUTHORIZED TREATING PHYSICIANS

DEPARTMENTAL DESIGNATED

FILE AN INCIDENT

Colorado State University provides workers' compensation coverage, as required by law, for employees who are injured during the course and scope of employment.

CSU Workers' Compensation incident entry has changed!

[Report a New Incident](#)

For help with the new system, see the [New Incident Entry Guide](#)


[Incident or Injury - What's the difference?](#)

Filing a Report

From the File an Incident page, click “Report a New Incident”

Risk Management and Insurance

RMI ▾ AED/CPR ▾ ERGONOMICS ▾ INSURANCE ▾ INTERNATIONAL TRAVEL ▾ RISK MANAGEMENT ▾ **WORKERS' COMPENSATION ▾** TRAINING AND PRESENTATIONS ▾


Colorado State University

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CSU Workers' Compensation incident entry has changed!

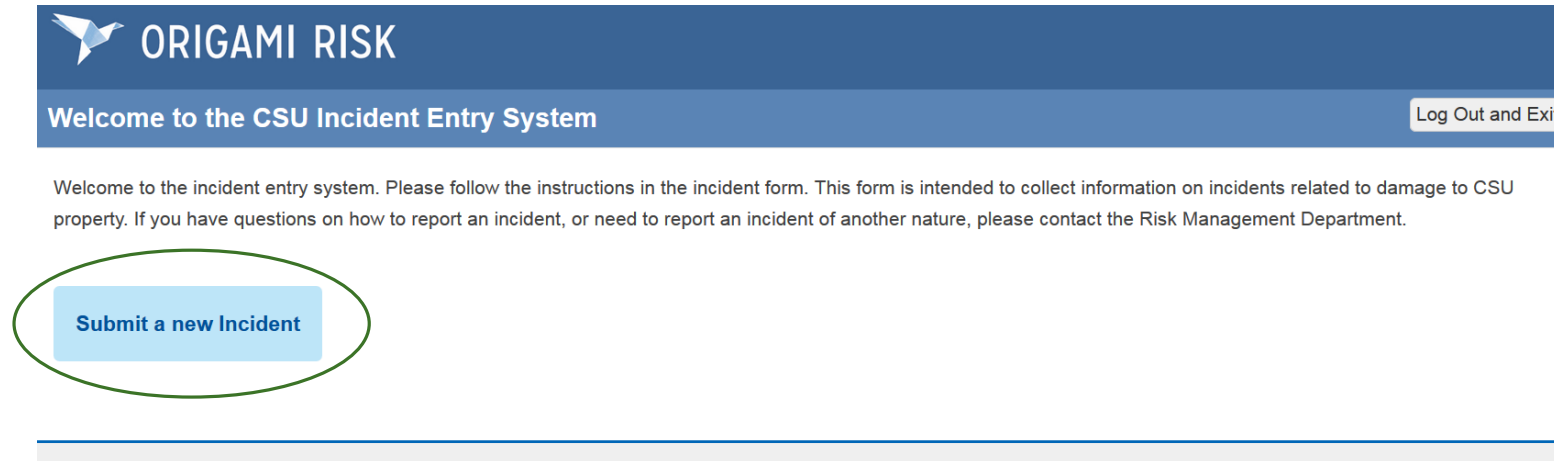
[Report a New Incident](#)

For help with the new system, see the [New Incident Entry Guide](#)

Incident or Injury – What's the difference?

Filing an Incident


You will be redirected to Origami Risk and the incident intake portal.
Click “Submit a new Incident”



The screenshot shows the top navigation bar of the Origami Risk system. It features the Origami Risk logo (a stylized bird) and the text "ORIGAMI RISK" on the left. Below this, a dark blue banner contains the text "Welcome to the CSU Incident Entry System" on the left and a "Log Out and Exit" button on the right. The main content area contains a welcome message: "Welcome to the incident entry system. Please follow the instructions in the incident form. This form is intended to collect information on incidents related to damage to CSU property. If you have questions on how to report an incident, or need to report an incident of another nature, please contact the Risk Management Department." Below the message is a light blue button labeled "Submit a new Incident", which is circled in green. A horizontal line is visible at the bottom of the interface.

Filing an Incident


Complete a new incident report. Please include as many details as possible.

 **ORIGAMI RISK**


New Incident Complete Incident or Cancel


Incident, Injury, Illness, Exposure

Claimant


Incident Date 


Incident Time


Department or Organizational Unit * 

Employment Classification 

Hours Worked Weekly


Location Detail 

Report Date 

Is Claimant an employee of CSU? 

Person Reporting Incident

Person Reporting Incident Email Address

Relationship to Claimant 

Employee Information


Employee Number

Claimant Address 1

Claimant Address 2

Claimant City

Claimant County

Claimant State 

Filing an Incident

For assistance, use the pictures to the right/left of the field:



- Select a date



- Lookup a value from a loaded table



- Select from drop down list



- More detail about information needed in field

Filing an Incident

Using the Lookup Tool 

When you select the magnifying glass, a new window will appear.



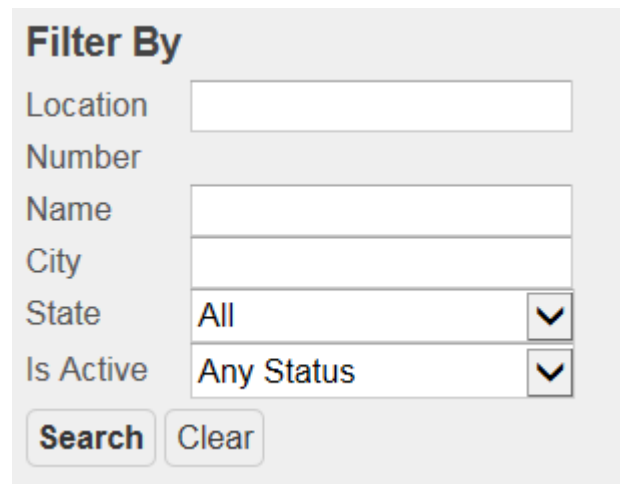
Name	all	#	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z		
Location Number	Name																											Street 1	City	State
1018A	Acad Cmput & Ntwrk Svcs (C)																													
8100A	Academic Advancement Center (C)																													
1271A	Accounting (C)																													
0113A	Admin Communications (C)																													
1062A	Admissions (C)																													
8048A	Adult Lrn & Veterans Svcs (C)																													
EXT9	Ag Exp Station (C)																													
EXP1A	Ag Sci Ag Exp Station (C)																													
EXT1	Ag Sciences (C)																													
1172A	Agr & Resource Econ (C)																													
3002A	AGRICULT RSRCH DEV & EDU CNTR (C)																													
3001A	AGRICULTURAL EXP STATION (C)																													
7114A	Alumni Relations (C)																													
1171A	Animal Sciences (C)																													
1787A	Anthropology (C)																													
8043	Apartment Life (C)																													
9009A	ARAPAHOE ROOSEVELT NAT FOREST (C)																													
1693A	ARBL Equine Rep Lab (C)																													
3040A	ARKANSAS VALLEY RESEARCH CNTR (C)																													
1770A	Art + Art History (C)																													
8018A	Asian/Pacific Ameri Cult Cntr (C)																													
0143A	Athletic Compliance (C)																													

Filing an Incident

Use the location number or name to find the department or building you are searching for.

:: When searching for a building, location number = building number

:: When searching for a department, location number = department number



The image shows a 'Filter By' form with the following fields and controls:

- Filter By** (Section Header)
- Location** (Text input field)
- Number** (Text input field)
- Name** (Text input field)
- City** (Text input field)
- State** (Dropdown menu with 'All' selected)
- Is Active** (Dropdown menu with 'Any Status' selected)
- Search** (Button)
- Clear** (Button)

Filing an Incident

Department More ▾

Name | all # a b c d e f g h i j k l m n o p q r s t u v w x y z

Location Number	Name	Street 1	City	State
6002A	Risk Management & Insurance (C)			

Filter By

Location

Number

Name

City

State

Is Active

Department More ▾

Name | all # a b c d e f g h i j k l m n o p q r s t u v w x y z

Location Number	Name	Street 1	City	State
6002A	Risk Management & Insurance (C)			

Filter By

Location

Number

Name

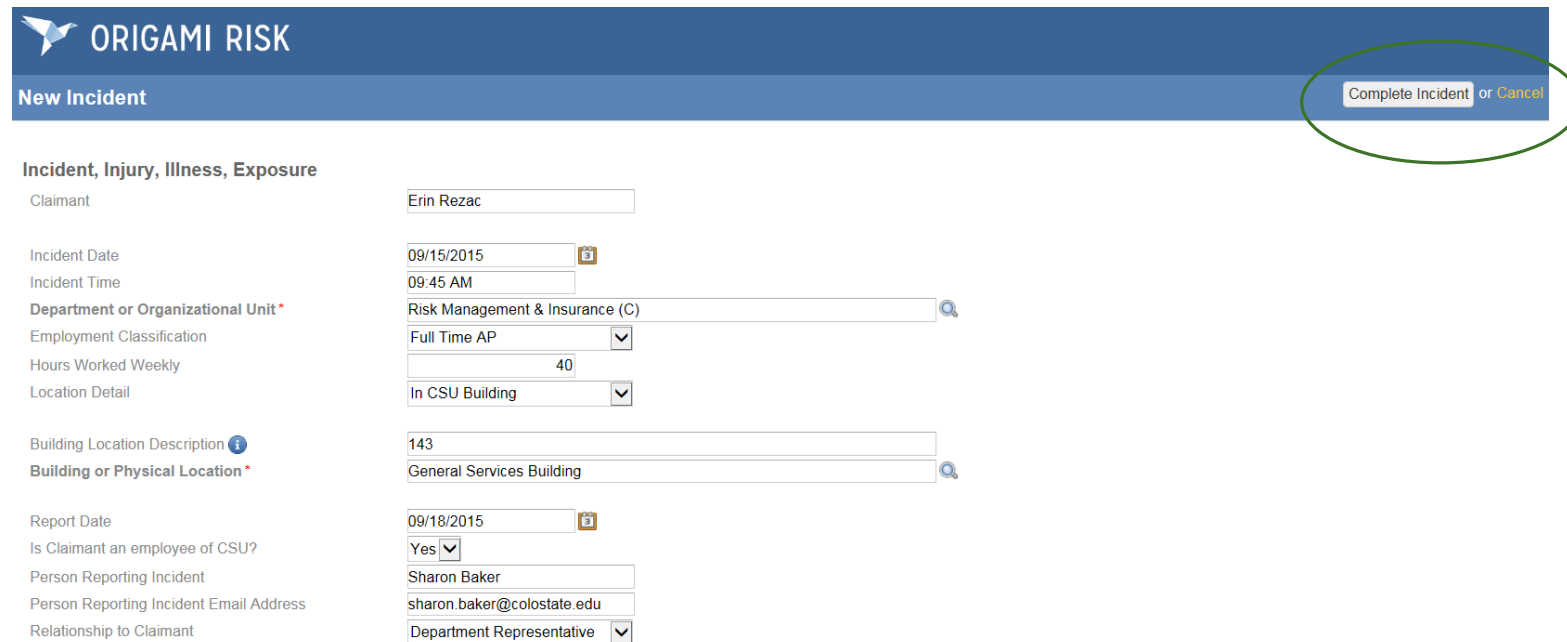
City

State

Is Active

Filing an Incident

Once you have completed all fields, click “Complete Incident” in the top right corner of the page.



ORIGAMI RISK

New Incident Complete Incident or Cancel

Incident, Injury, Illness, Exposure

Claimant	Erin Rezac
Incident Date	09/15/2015
Incident Time	09:45 AM
Department or Organizational Unit *	Risk Management & Insurance (C)
Employment Classification	Full Time AP
Hours Worked Weekly	40
Location Detail	In CSU Building
Building Location Description ⓘ	143
Building or Physical Location *	General Services Building
Report Date	09/18/2015
Is Claimant an employee of CSU?	Yes
Person Reporting Incident	Sharon Baker
Person Reporting Incident Email Address	sharon.baker@colostate.edu
Relationship to Claimant	Department Representative

Filing an Incident

After you click “Complete Incident”, you will be able to attach relevant documentation, photos or other materials as applicable.

Click “Upload File” or select “I’m Done”

The screenshot displays the Origami Risk interface. At the top, there is a dark blue header with the Origami Risk logo and the text "ORIGAMI RISK". Below the header, a blue bar contains the text "Upload any relevant files". A green notification bar indicates "Save Successful." with a right-pointing arrow. Below this, a grey bar contains a blue square icon and the text "You can upload any relevant documents and files for the incidents you submitted in this page. Please do so below before clicking on the I'm done button." The main content area shows the incident details: "#1 Erin Rezac (200058)" and "No files uploaded." To the right of the incident details, there is a blue plus icon followed by the text "Upload File", which is circled in green. At the bottom left, there is a button labeled "I'm Done" followed by the text "or click here to log out", which is also circled in green.

Filing an Incident

Once you have selected “I’m Done”, you will be redirected to a confirmation screen and can close your browser or return to the welcome screen to complete another report.



ORIGAMI RISK

Thank you for submitting the incident(s).

The Risk Management Department will follow up with you if there are questions.

[Return to Welcome Screen](#) or [click here to log out](#)

Need Assistance? Contact Us.

CSU Workers' Compensation

Office of Risk Management and Insurance

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