

## CompWatch® Training Classes

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*CompWatch* is the fastest and easiest way to manage workers' compensation claims. Our training can help you get started right away.

The training series includes three classes that are led by an experienced *CompWatch* user and trainer. Since the classes are offered Online you never need to leave your desk and the classes are kept short so you still have plenty of time to finish your daily activities. Each class takes less than two hours to complete.

Your instructor will cover the essentials of preparing for, setting up and managing your workers' compensation claims. After you complete the three classes you will have a better understanding of the software and how *CompWatch* will make managing claims easier this year and in the future.


### Who should attend?



The training classes are designed for new or experienced *CompWatch* users. New users should take the classes sequentially. Experienced users will benefit from taking one or more of the classes to learn new skills.

### Online Class Fees

Each class is \$150, but when all three are taken in sequence and paid in advance, a 10% discount applies.

### What is covered in the classes?

Class	What's covered
<p><b>1. Set up and Introduction</b></p> 	<p><b>A how-to presentation designed to introduce new users to <i>CompWatch</i>.</b></p> <p>What is <i>CompWatch</i>? • Overview of the menu bar options • Custom codes • Universal codes • Policy information • Default Settings • <i>CompWatch</i> users</p> <ul style="list-style-type: none"> <li>• Introduction to all 9 tabs in Claim Maintenance</li> </ul>

Class	What's covered
<p data-bbox="207 205 574 275"><b>2. Entering Claims and Using the Basic Reports</b></p> 	<p data-bbox="643 218 1451 327"><b>An in-depth lesson on claim entry and the production of major workers' compensation reports such as first reports of injury and OSHA 300 logs.</b></p> <p data-bbox="646 365 1446 548">Entering claims from worksheets • How to determine OSHA 300 "recordability" • Entering/updating claim costs • Producing first reports of injury • Covering all fields in the OSHA 300 log setup screen • Using the diary tickler and creating diary reports</p>
<p data-bbox="172 632 607 701"><b>3. Management Reports and Utilities</b></p> 	<p data-bbox="662 646 1430 716"><b>A demonstration of the setup, use and flexibility of the many management reports and graphs.</b></p> <p data-bbox="651 753 1446 1010">Injury summary reports and graphs • Loss analysis • Verification/audit reports • Claim completion verification, claimant Social Security number verification • Authorized physician/clinic reports • Exception reports (work status reports, "repeaters" report, "red flag" report • Specific claim reports (claim status report, all claims for a specific person report) • Quick (custom) reports</p>