

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 page features a dark green header with the title "Risk Management and Insurance" and a navigation menu with items: RMI, AED/CPR, ERGONOMICS, INSURANCE, INTERNATIONAL TRAVEL, RISK MANAGEMENT, WORKERS' COMPENSATION, and TRAINING AND PRESENTATIONS. On the left, there is a sidebar with the Colorado State University logo and a list of links: WORKERS' COMPENSATION HOME, ELIGIBILITY AND COVERAGE, AUTHORIZED TREATING PHYSICIANS, EMPLOYEE GUIDE, WORKERS' COMPENSATION FAQ, FILE AN INCIDENT, and CDMC AND POSTINGS. The main content area includes a photograph of the Lovell Hubbard Center building and a white box with the heading "WORKERS' COMPENSATION" and the 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 and scope of employment. If you would like to file an incident or injury claim please start [HERE](#)."

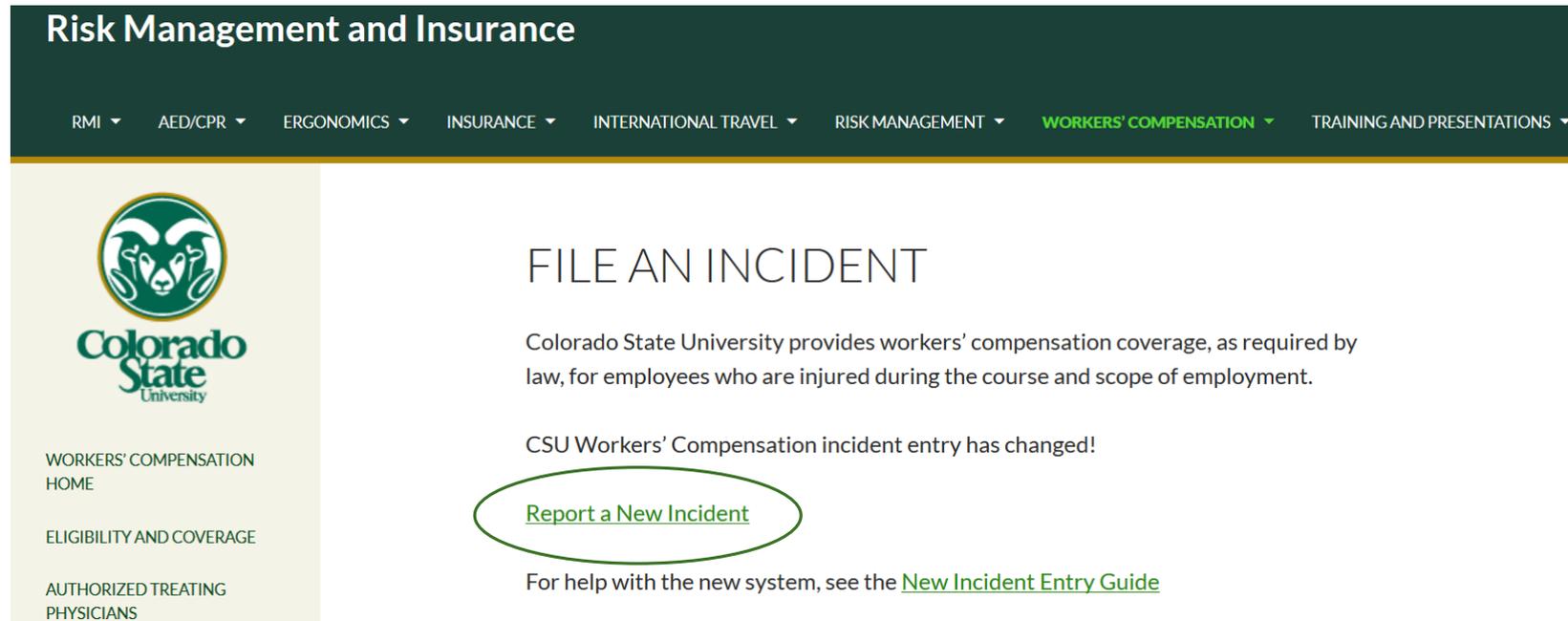
Filing a Report

Select “File an Incident”

The screenshot shows the 'Risk Management and Insurance' website. The navigation bar includes links for RMI, AED/CPR, ERGONOMICS, INSURANCE, INTERNATIONAL TRAVEL, RISK MANAGEMENT, WORKERS' COMPENSATION (highlighted), and TRAINING AND PRESENTATIONS. The left sidebar contains the Colorado State University logo and a list of menu items: WORKERS' COMPENSATION HOME, ELIGIBILITY AND COVERAGE, AUTHORIZED TREATING PHYSICIANS, EMPLOYEE GUIDE, WORKERS' COMPENSATION FAQ, and FILE AN INCIDENT (highlighted in green). The main content area is titled 'FILE AN INCIDENT' and contains the following text: 'Colorado State University provides workers' compensation coverage, as required by law, for employees who are injured during the course and scope of employment.' Below this is a notice: 'CSU Workers' Compensation incident entry has changed!' followed by a green link: '[Report a New Incident](#)'. Further down, it says: 'For help with the new system, see the [New Incident Entry Guide](#)'. Below that is the heading 'Incident or Injury – What's the difference?' and the sub-heading 'Incident'. A bullet point states: '• An incident is an accidental work injury or exposure that does not require a licensed

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

WORKERS' COMPENSATION HOME

ELIGIBILITY AND COVERAGE

AUTHORIZED TREATING PHYSICIANS

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.

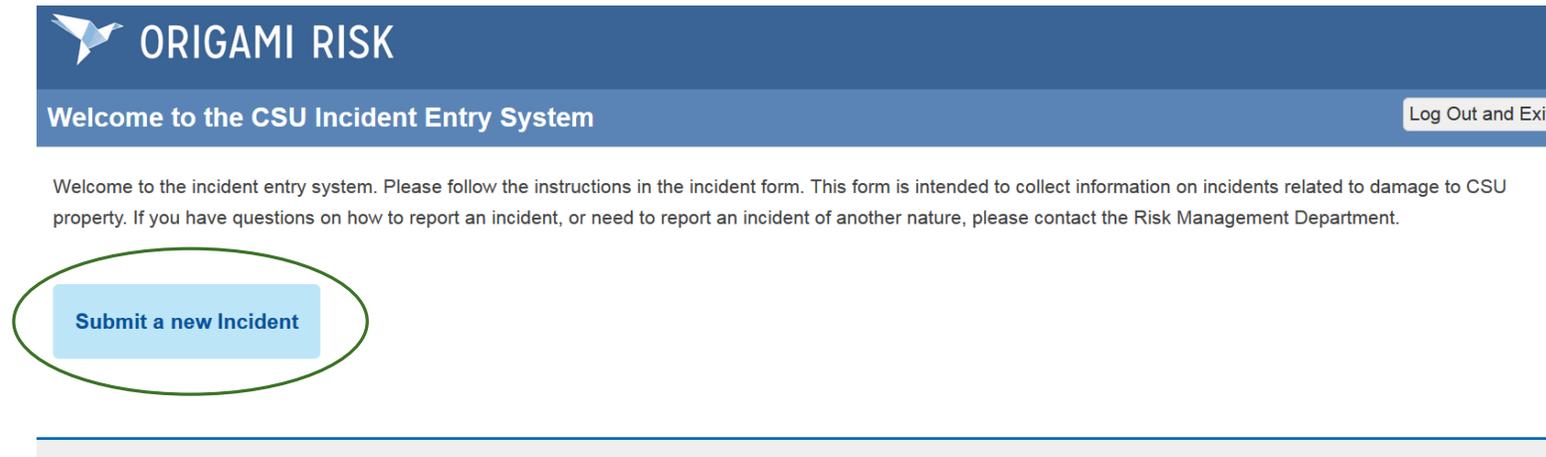
CSU Workers' Compensation incident entry has changed!

[Report a New Incident](#)

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

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.



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

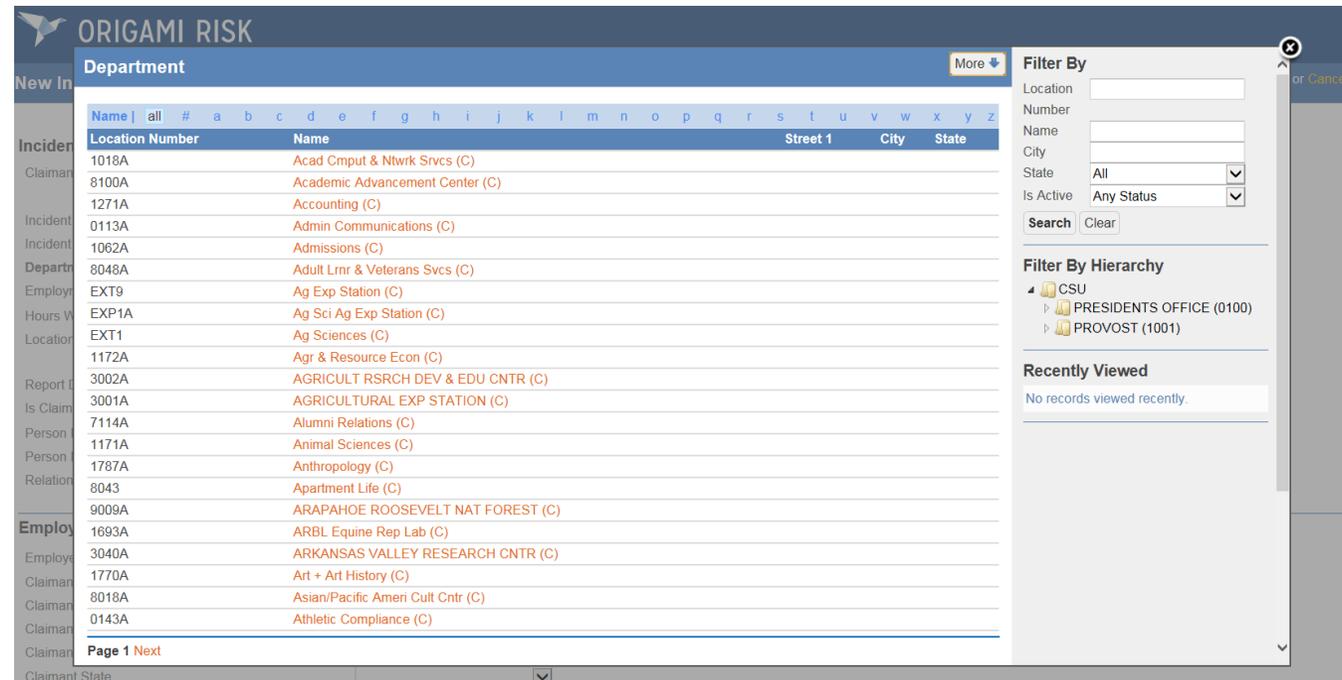


- More detail about information needed in field

Filing an Incident

Using the Lookup Tool 

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



ORIGAMI RISK

Department More ▾

Filter By

Location

Number

Name

City

State

Is Active

Filter By Hierarchy

- CSU
 - PRESIDENTS OFFICE (0100)
 - PROVOST (1001)

Recently Viewed

No records viewed recently.

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)																										

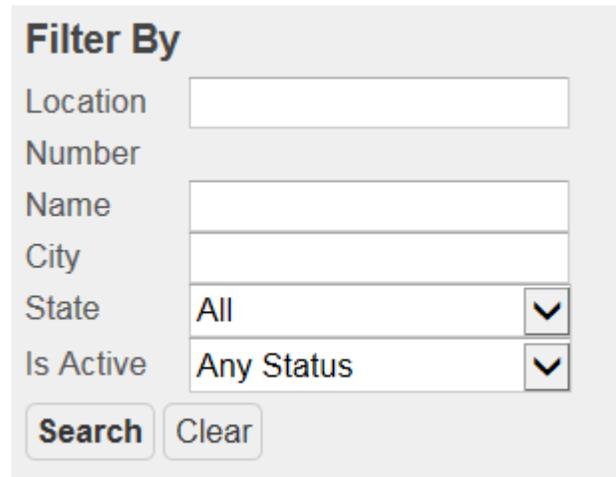
Page 1 Next

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 options:

- Location Number**: A text input field.
- Name**: A text input field.
- City**: A text input field.
- State**: A dropdown menu with 'All' selected.
- Is Active**: A dropdown menu with 'Any Status' selected.
- Search**: A button.
- Clear**: A 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

Search

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

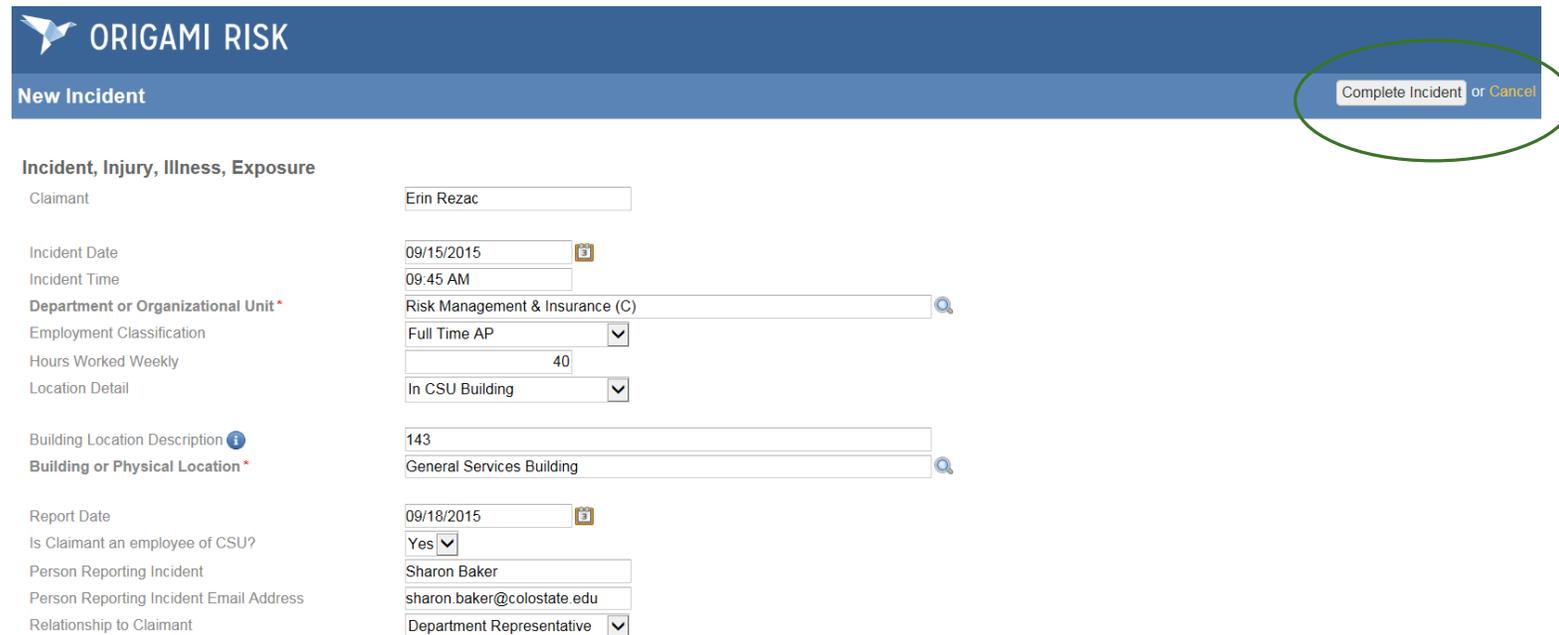
State

Is Active

Search

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

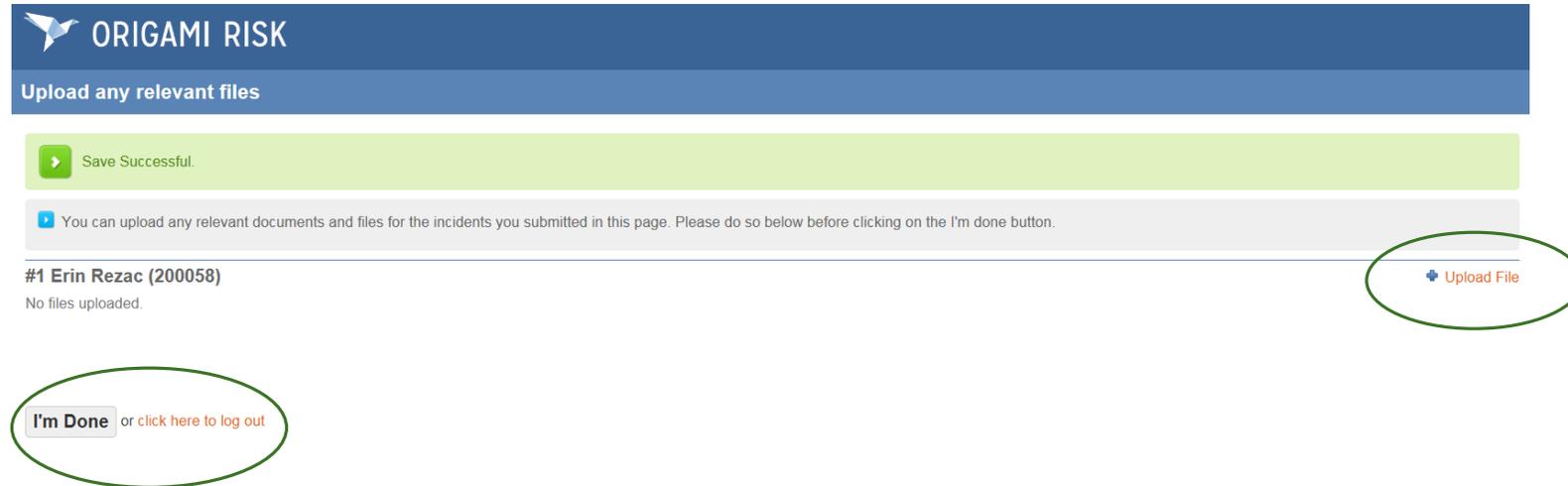
Incident, Injury, Illness, Exposure

Claimant	<input type="text" value="Erin Rezac"/>
Incident Date	<input type="text" value="09/15/2015"/>
Incident Time	<input type="text" value="09:45 AM"/>
Department or Organizational Unit *	<input type="text" value="Risk Management & Insurance (C)"/>
Employment Classification	<input type="text" value="Full Time AP"/>
Hours Worked Weekly	<input type="text" value="40"/>
Location Detail	<input type="text" value="In CSU Building"/>
Building Location Description ⓘ	<input type="text" value="143"/>
Building or Physical Location *	<input type="text" value="General Services Building"/>
Report Date	<input type="text" value="09/18/2015"/>
Is Claimant an employee of CSU?	<input type="text" value="Yes"/>
Person Reporting Incident	<input type="text" value="Sharon Baker"/>
Person Reporting Incident Email Address	<input type="text" value="sharon.baker@colostate.edu"/>
Relationship to Claimant	<input type="text" value="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 this is a lighter blue bar with the text "Upload any relevant files". A green notification bar indicates "Save Successful." with a right-pointing arrow. Below the notification is a grey bar with a blue information 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 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" with the text "or click here to log out" next to it, 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

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fax: 970.491.4804

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web: rmi.prep.colostate.edu/workers-compensation