

Track and update incidents; complete MIOHSA forms with iCE

Purpose: The new OSHA Module enables members to track and update incidents, and automatically generate MIOHSA forms. The iCE Initial Reports Form is integrated with the CCMSI Claims System to avoid duplication.

Finding external resources:

| Step | Action | Notes |
|------|--|---|
| 1 | Visit the Web site www.setseg.org and select Workers' Compensation, CCMSI, File a Claim. (If you prefer, you can also visit www.ccmsi.com and click on the iCE icon). | This will take you directly to the CCMSI-iCE login page . |
| 2 | Enter your login ID and password . | If you need assistance with your login ID or password, contact Fund Administrative Assistant Karen Carr, or the CCMSI Help Desk. Karen Carr - (800) 292-5421, ext. 620 CCMSI Help Desk - (800) 252-5059, ext. 1225 |
| 3 | Locate the OSHA link at the top left corner of the iCE home page. Select Home from the drop-down menu. | The OSHA/Home page provides three Web links that will direct users to the following helpful resources : <ul style="list-style-type: none"> • U.S. Department of Labor OSHA Web site; • OSHA Form Instructions; or • My OSHA. |

How to search/find incidents and update incidents:

| Step | Action | Notes |
|------|---|--|
| 1 | Locate the OSHA link at the top left corner of the iCE home page. Select Incidents from the drop-down menu. | Search for incidents by entering specific criteria on the OSHA/Incidents page. Results of the search will be listed in alphabetical order by last name. |
| 2 | Select the pencil icon near each name to change incident information. | <ul style="list-style-type: none"> • You can document the work days an injured employee missed by selecting Add a Lost Time Record. Enter dates or use the calendar function to calculate the number of lost-time days. • Save changes that you make to an incident by selecting Save. |

Continued on back

Track and update incidents; complete MIOHSA forms with iCE (continued)

How to create the MIOSHA 300 and 300A forms:

| Step | Action | Notes |
|------|---|---|
| 1 | <p>Select OSHA at the top left corner of the iCE home page. Select Forms from the drop-down menu.</p> | <ol style="list-style-type: none"> 1. Enter the incident dates that you want to appear on your form. 2. Select Form Type 300 Log or 300A Summary. 3. Select Michigan from the drop-down menu for the Federal/State Form. 4. Select your report format. 5. Select Build Form. |
| 2 | <p>Review the form for accuracy.</p> | <ul style="list-style-type: none"> • Changes can be made to the form(s) by updating the incidents. • Save the form to your computer or print the form. |

*Changes applied in the OSHA module **will not** be reflected in the CCMSI Claims System or communicated to your CCMSI claims representative. If a significant event occurs after the claim has been opened, this information should promptly be communicated to a claims representative. Conversely, changes applied in the CCMSI Claims System **will be** reflected in the OSHA Module.