

Welcome to:

Welcome to Keenan & Associates' Ultra ClaimsONLINE web site. This web site enables our Keenan & Associates customers to submit their Workers' Compensation 5020 reports online.

If you have a User ID & Password click '[simply login](#)', or, if this is your first time visiting Ultra ClaimsONLINE, please click on the Support link above for help and instructions.

To utilize Ultra ClaimsONLINE properly, your browser must be Internet Explorer 5.0 or above. You may want to review our complete list of [system requirements and recommendations](#). In order to print any of the claim forms, you must have the free Adobe Acrobat Reader installed on your system. If you don't have Acrobat Reader installed, please [install now](#).

Logging In:

For your UserID you will use your complete email address that Keenan has on file.
(ex. Rsmith@xyz.k12.ca.us)

Keenan & Associates will provide a default password to you. It can be changed from the tables menu.

The first screen is the main screen of Ultra ClaimsONLINE (UCO).



report a claim

Report of a claim begins at the entry of the Date of Injury. If you must quit the creation of a claim, you must click cancel to exit the screen or a bad record will be created.

If Doctor/Hospital Information is available, it is recommended to first click on Tables and then Doctor/Hospital and enter that information first ... Then return to Report a Claim tab.

To report a claim, click on the tab "report a claim" and follow the instructions given.

(Click Next after reading "Report a Claim: Start" information.)

(Please do not use only UPPER case the free text fields.)

1. If you have entered employees into the system you may select from the list, else click Skip.
2. Enter the Date of Injury (**mm/dd/yy**) as shown
3. Complete the 5020 form then click Next at bottom
4. Do You wish to Notify Keenan Y/N then click Next
5. Create an OSHA Log entry Y/N, you can select an OSHA Assignment Code or skip
6. Click Generate you copy of the 5020 claim form
 - Print form 5020
 - Once printed, Click return then click finish and you will be brought back to the beginning of the process

claim maintenance

*****In this screen you can add information to a claim for your records. Information added is not uploaded into Keenan & Associates database.**

To review or edit existing claims, click on the claim maintenance tab.
Click on the Report ID # that you wish to view.

You can:

- Generate a new 5020 if needed
- Generate a DWC1 form

You can also modify or add information to a claim by clicking on the following section headers:

- Claim Info - When done click on Update at bottom
 - Claim Detail - When done click on Update Record
 - Documentation – Click add record - When done click on Add Documentation then Back to Claim Maintenance Page
 - Modified Duty/Disability - Click add record - When done click on Add Record then Back to Claim Maintenance Page
 - Claim Values - Click add record - When done click on Add Record then Back to Claim Maintenance Page
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OSHA Log

You can document important OSHA information by clicking on the OSHA Log tab and then clicking the OSHA Case # for the claim you wish to add information to. Once your done adding your information you can click the Update OSHA Log button at the top of the form.

tables

You can manage your own tables in the tables area. You can modify/add:

- Departments – add record to Departments if you would like to identify departments separate form Locations
 - Doctor/Hospital – add record to Doctor/Hospital if you have Doctors or Hospitals that are frequently used
 - Employees – Optional, please call your Keenan IMS contact for information on loading employees
 - OSHA Assignment Codes - Optional
 - Passwords – add record or edit users in your client profile
 - Worker's Comp Codes - Optional
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reports

You are able to generate various simple reports only on the data entered into Ultra ClaimsONLINE.
