
INTRODUCTION

All work-related injuries and illnesses must be reported to a supervisor or production management as soon as possible. Any injury or illness that results in a worker being admitted into a hospital must also be reported immediately to the production executive and production safety specialist.

If an injury/illness requires treatment beyond basic first-aid (sent out to a clinic or emergency room), production safety must be notified, production will initiate an investigation and the injury investigation report will be submitted within 24 hours. In order to streamline this process, all productions will now submit the Injury/Illness Investigation Report electronically.

Upon submission, the report will automatically be sent to risk management, production safety and if applicable, the payroll company for workers' compensation reporting.

This offering uses tools provided by our Risk Management Information System (RMIS), Marsh ClearSight, to enter the required data into an entry form. Please see the following instructions for accessing the electronic injury reporting system.

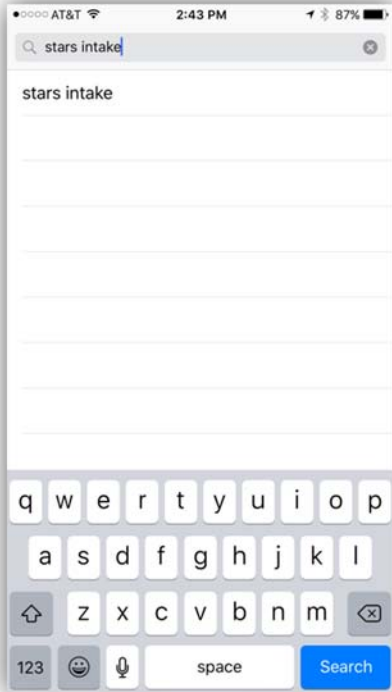
METHODS FOR REPORTING

There are (3) methods to electronically report Employee injuries/illnesses:

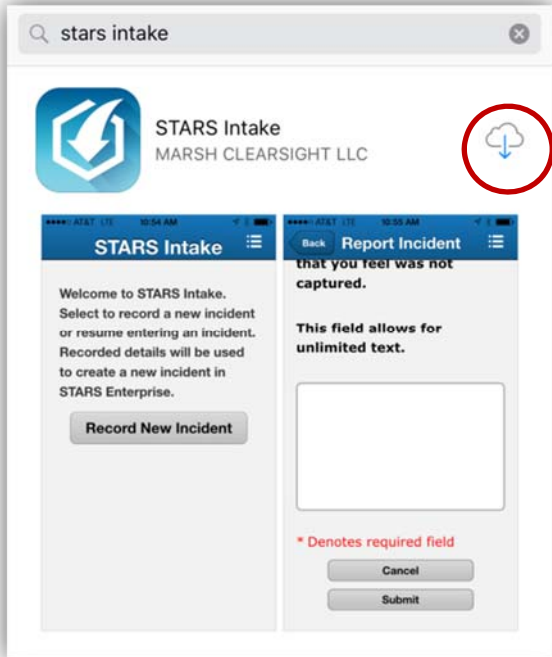
1. STARS Intake app on Apple mobile device
2. STARS Intake app on Android mobile device
3. Web link on a computer

STARS INTAKE APP ON APPLE MOBILE DEVICE

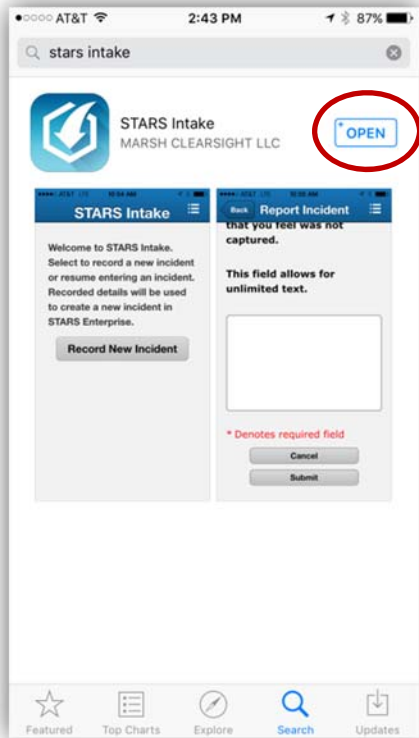
1. Go to the App Store and search for 'stars intake'



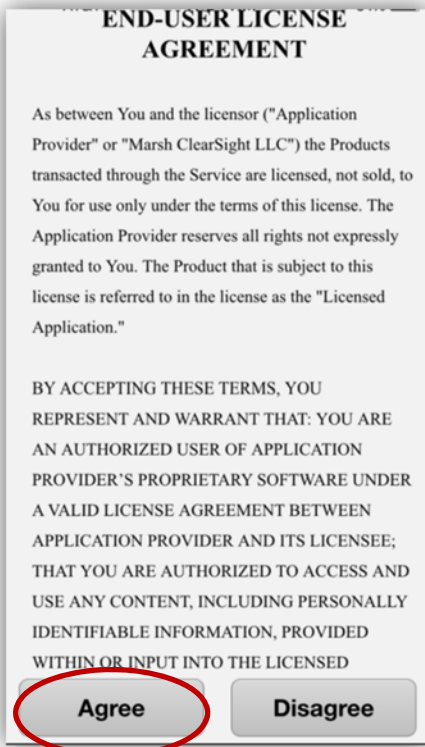
2. Press cloud to download



3. OPEN app



4. ACCEPT End-User License Agreement

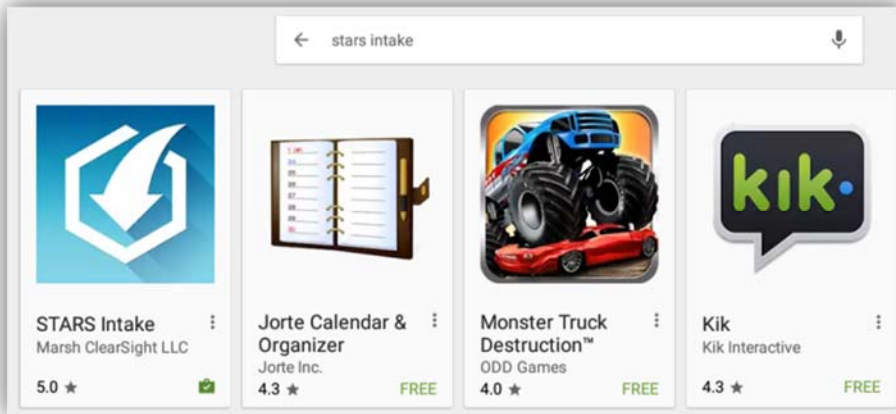


- 5. Enter login information. The Client ID is D397. The User ID is Production1 and the password is #Stars4me (only the password is case sensitive). The URL will default.

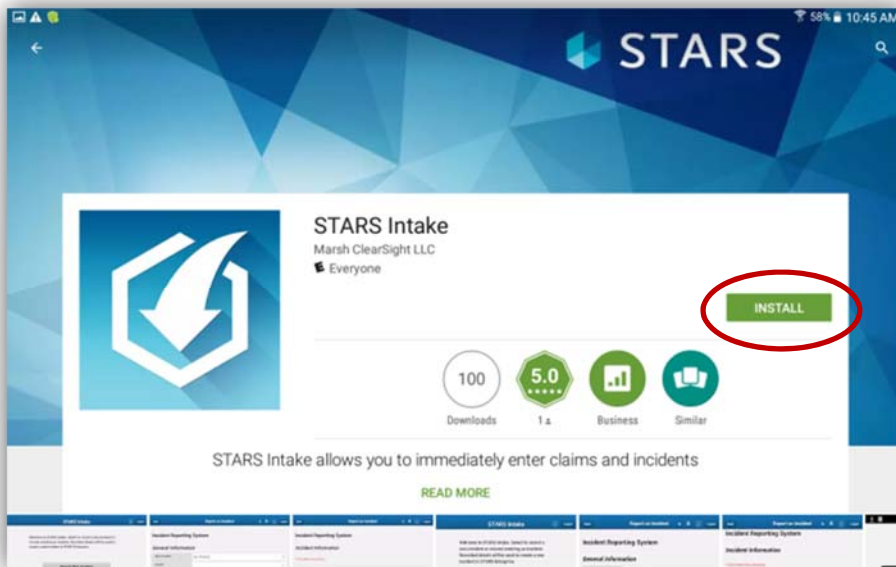
The image shows a mobile application login screen. At the top, the text "LOG IN" is displayed. Below this, there are four input fields stacked vertically. The first field contains the text "D397" and has a small "X" icon to its right. The second field is empty and contains the placeholder text "User ID". The third field is empty and contains the placeholder text "Password". The fourth field contains the text "https://www.css" and has a small "X" icon to its right. At the bottom of the form is a rounded rectangular button with the text "Log In to STARS".

STARS INTAKE APP ON ANDROID MOBILE DEVICE

1. Go to Google Play and search for 'stars intake'

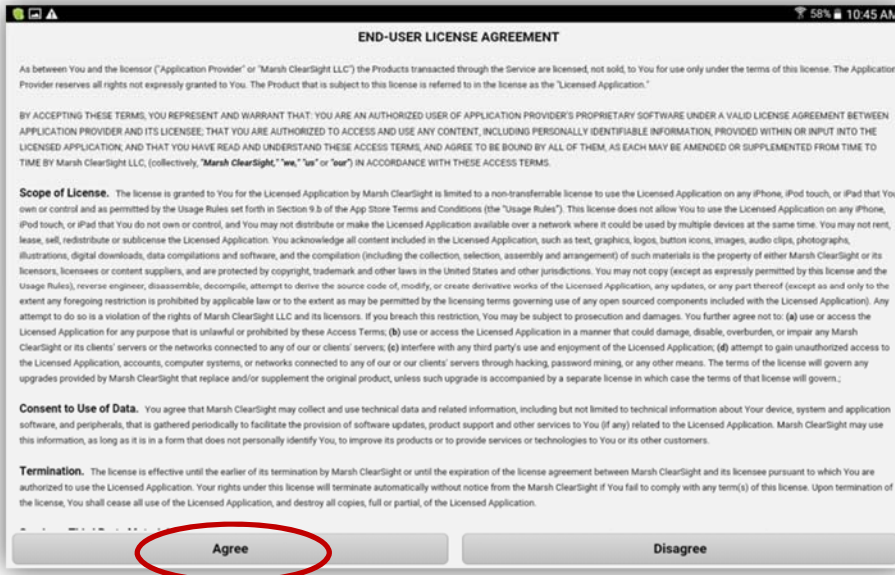


2. Select Install

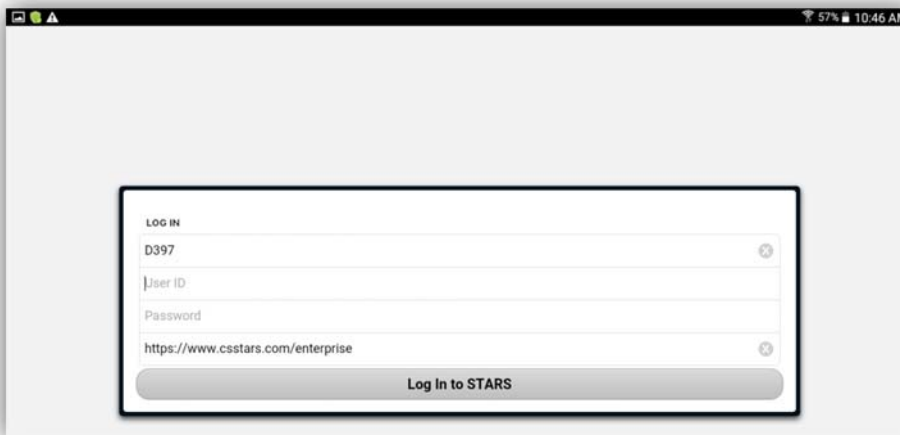


3. OPEN app

4. ACCEPT End-User License Agreement



5. Enter login information. The Client ID is D397. The User ID is Production1 and the password is #Stars4me (only the password is case sensitive). The URL will default.



WEB LINK ON A COMPUTER

1. Open any browser, including Safari, Chrome, Firefox, and Internet Explorer
2. Go to <https://www.csstars.com/enterprise/stormspackages/storms.intake/>
3. Login as follows:
 - a. Client ID: D397
 - b. User ID: production1
 - c. Password: #Stars4me

Note: Only the password is case sensitive



Welcome

Please enter your user information.

Client ID

User ID

Password

[Forgot your password?](#)

Log In

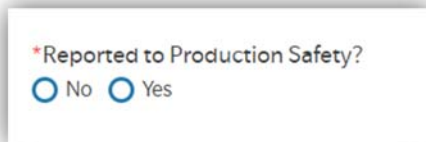
ENTRY INSTRUCTIONS

The entry form is divided into 4 pages (General Information, Employee Information, Accident Information, and Safety Information) and will navigate you through all 4 pages. The following instructions relate to the iPad or iPhone app. The workflow is the same for Interview Entry via Internet Explorer, but the user interface is slightly different.

THINGS TO KNOW

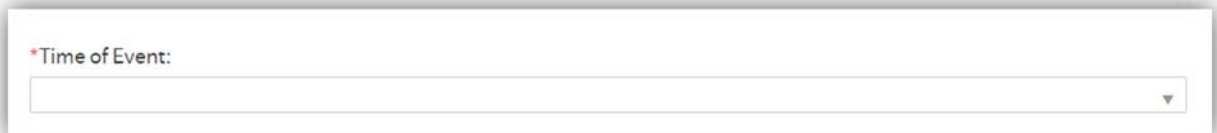
1. Required fields are identified with a red asterisk
2. Text fields are typically limited to 254 characters
3. Date fields include a calendar for easy selection
4. Selection fields will be shown in one of 2 ways:

- a. Radio button



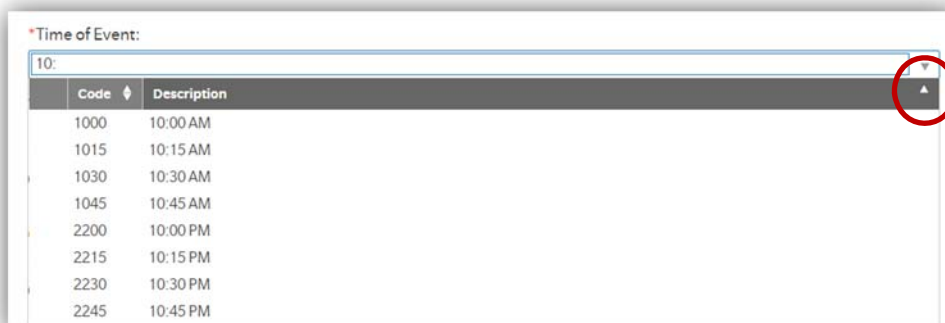
*Reported to Production Safety?
 No Yes

- b. Drop down list of codes



*Time of Event:
[Drop-down menu]

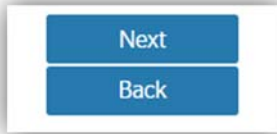
With the drop down list, you may search on the code or description by typing in the search field. The column header with the single arrow is the column that is being searched.



*Time of Event:
10: [Search field]

Code	Description
1000	10:00 AM
1015	10:15 AM
1030	10:30 AM
1045	10:45 AM
2200	10:00 PM
2215	10:15 PM
2230	10:30 PM
2245	10:45 PM

5. Use the Back and Next buttons at the bottom of each page to navigate between pages



GENERAL INFORMATION

The General Information page includes general information about the injury/illness, including date and time of event, who is reporting the event, what production it relates to, and who was injured.

The ***Production_Lookup*** button launches a window to search for and select a production on which the injury/illness occurred.

A screenshot of a "Production Lookup" search window. At the top, there is a text input field labeled "Production Name" containing the text "grey". Below this field is a blue "Search" button. A red box highlights the "Production Name" field, and a red arrow points from it to the "Search" button. Below the search area is a table with a green header row labeled "Production Name" and a dropdown arrow. The table contains 14 rows of search results, each with a checkbox and a production name. The names include "GREYS ANATOMY-SEASON9", "GREYS ANATOMY (10-11)", "GREYS ANATOMY (05-06)", "GREYS ANATOMY (04-05)", "GREYS ANATOMY-11-12", "GREYS ANATOMY (08-09)", "GREYS ANATOMY (07-08)", "GREYS ANATOMY (09-10)", "GREYS ANATOMY (06-07)", "GREY'S ANATOMY - SEASON 13", "GREY'S ANATOMY - SEASON 10", "GREY'S ANATOMY - SEASON 11", "GREY'S ANATOMY - SEASON 12", and "GREY'S ANATOMY - SEASON 14". At the bottom right of the table area, it says "Page 1 of 1". At the bottom of the window, there are two buttons: "Cancel" and "Select And Review".

Enter some search criteria in the ***Production Name*** search field and click Search. Matches are returned to the screen.

Select the production by checking the box next to it and clicking Select And Review. If there is more than one season or sequel, select the most current.

Production Name

Search

Page 1 of 1

<input type="checkbox"/>	Production Name
<input type="checkbox"/>	GREYS ANATOMY-SEASON9
<input type="checkbox"/>	GREYS ANATOMY (10-11)
<input type="checkbox"/>	GREYS ANATOMY (05-06)
<input type="checkbox"/>	GREYS ANATOMY (04-05)
<input type="checkbox"/>	GREYS ANATOMY-11-12
<input type="checkbox"/>	GREYS ANATOMY (08-09)
<input type="checkbox"/>	GREYS ANATOMY (07-08)
<input type="checkbox"/>	GREYS ANATOMY (09-10)
<input type="checkbox"/>	GREYS ANATOMY (06-07)
<input type="checkbox"/>	GREY'S ANATOMY - SEASON 13
<input type="checkbox"/>	GREY'S ANATOMY - SEASON 10
<input type="checkbox"/>	GREY'S ANATOMY - SEASON 11
<input type="checkbox"/>	GREY'S ANATOMY - SEASON 12
<input checked="" type="checkbox"/>	GREY'S ANATOMY - SEASON 14

Page 1 of 1

Cancel Select And Review

You will be returned to the General Information page and the Production Name will be populated for you.

(When searching for your production, please only select current season or sequel, if applicable)

Production_Lookup

*Production Name

GREY'S ANATOMY - SEASON 14

Complete the remaining information and click the Next button to proceed to the Employee Information page.

EMPLOYEE INFORMATION

Enter employee demographic data and click Next when complete to navigate to Accident Information.

Employee Detail

*SSN (No dashes)

*Address 1

Address 2

*City

*State

*Zip

County

*Country

Note: Selecting a Payroll Company of *Cast & Crew* OR *Entertainment Partners* will automatically trigger a notification to the selected Payroll Company.

*Payroll Company

Cast & Crew Entertainment Partners Not Applicable Other

ACCIDENT INFORMATION

Enter accident information and click Next when complete to navigate to Safety Information.

Accident Information

Date of Event
3/21/2018

*Time Employee started work
6:00 AM

*Accident Description (limit 254 characters):
Employee slipped on ice in parking lot when walking to the stage

Accident Description Continued

*Cause:
FALL SLIP OR TRIP INJURY

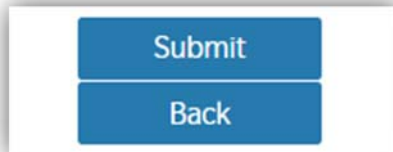
*Detailed Cause:
FALL SLIP OR TRIP INJURY ON ICE OR SNOW

*Nature of Injury
CONTUSION

*Body Part Affected
LOWER EXTREMITIES: LOWER LEG

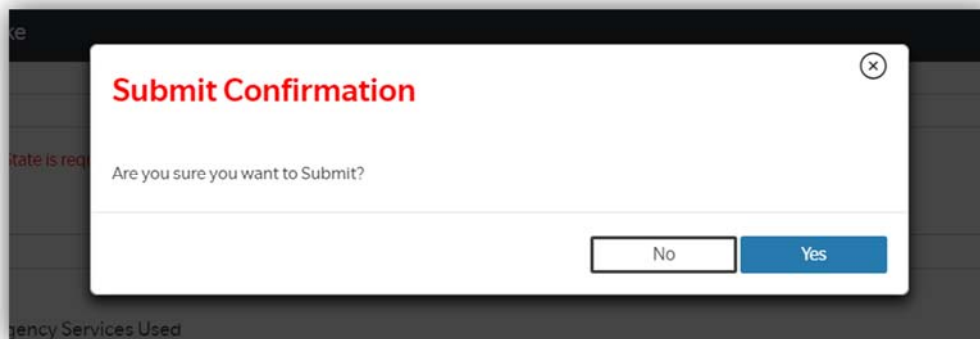
SAFETY INFORMATION

Enter safety information and click Submit when complete to save the record to the system.



SUBMISSION

Following click of Submit, a confirmation window will appear.



Click Yes. A confirmation screen will appear showing the system generated claim number. You may submit another incident or close.