UnityPoint Health

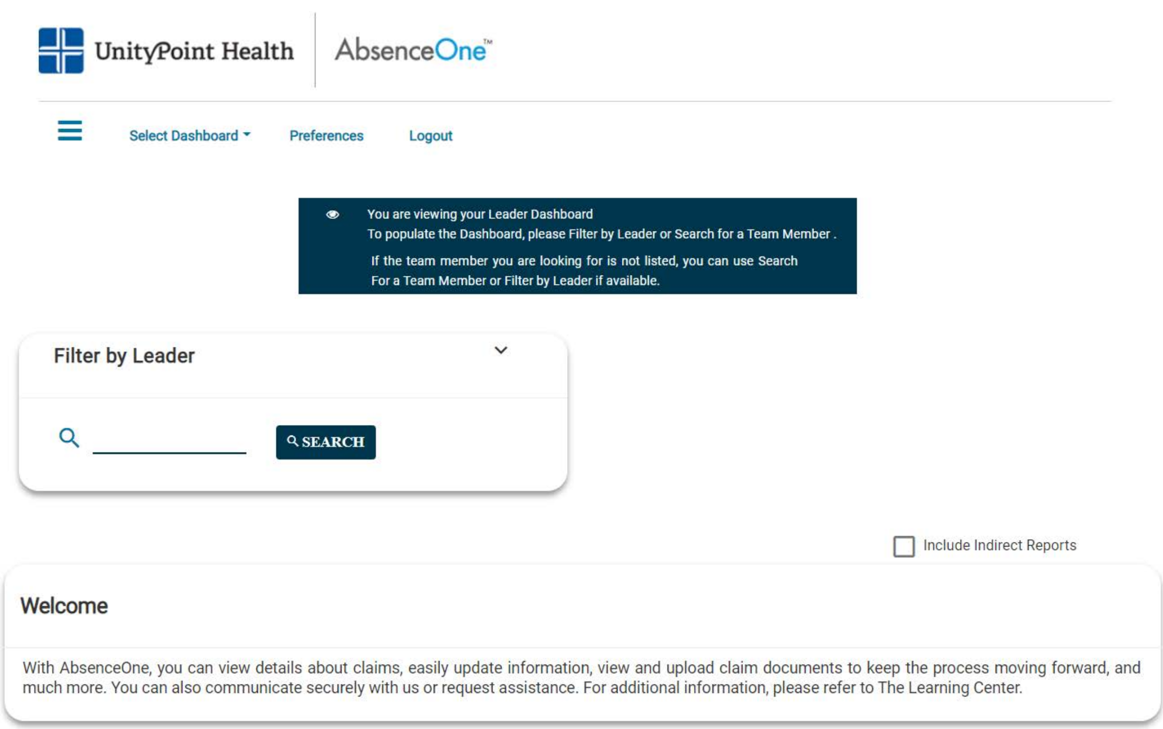
AbsenceOne™

for Disability and Leave of Absence Claims

Leader Dashboard Experience

The Leader Dashboard in AbsenceOne provides at-a-glance information about your team members claims via the **New Claims**, **Notifications**, and **Team Members Off Work** sections. Additional features allow you to filter claims by leader, confirm return-to-work dates, search for a team member, communicate with a claims specialist, and learn more about disability and leave of absence claims.

To easily access the features described below, click the menu button ≡ in the upper-left corner of the Leader Dashboard, as shown in the example below.

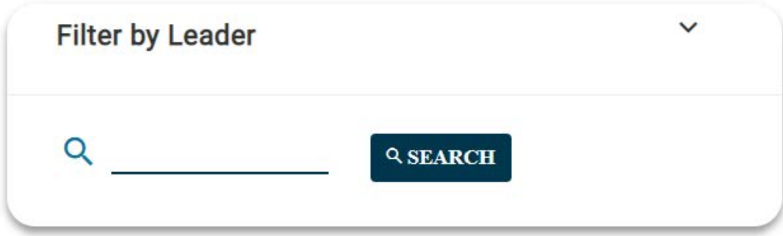


To view your team member's long-term disability claims, click the link in the **Welcome** message near the top of your Leader Dashboard, as shown above.

To explore a section in depth, click MORE. To return to this dashboard, click **Leader Dashboard** at the top of the page.

Filter by Leader

Leaders with team members who report both directly and indirectly to them can filter and include either group of team members. From the **Filter by Leader** section, search for and select other leaders to add them to your dashboard and view information about their direct reports.

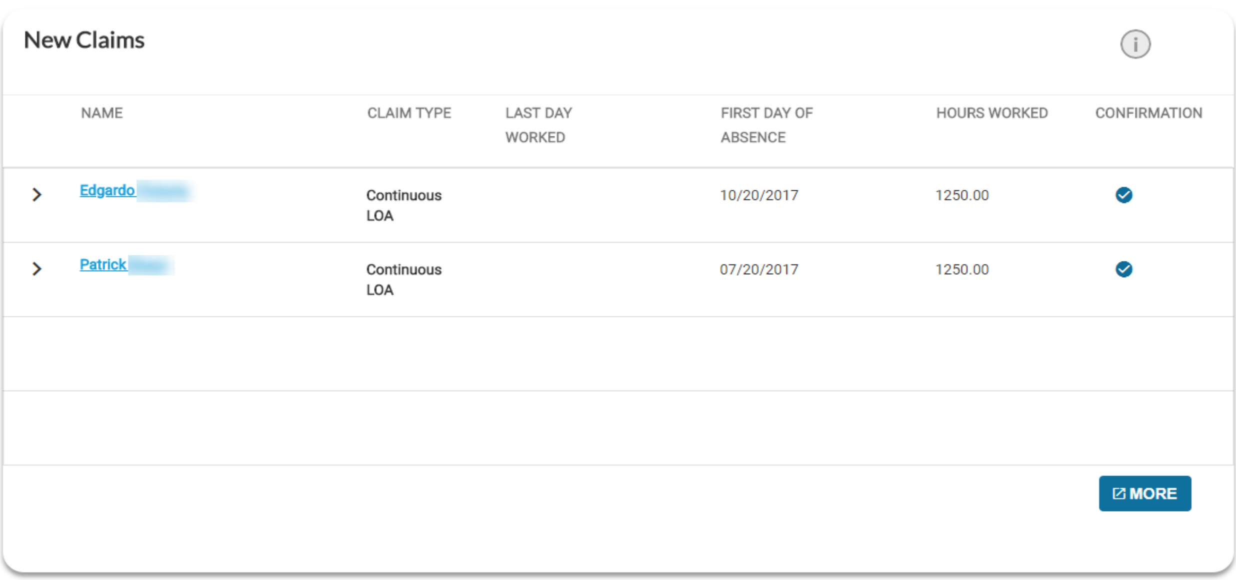


If you do not have direct reports, your dashboard will not display any information. Search for and select one or more leaders from this feature to view their team member's claims. Select **Include Indirect Reports** to view all team members within a selected leader's organization.

New Claims

The **New Claims** section displays new claims that team members have recently filed, displaying the date of injury or last day worked, first day absent, hours worked, and the date reported to Sedgwick for each claim. You can update this information or click ✔ to confirm it.

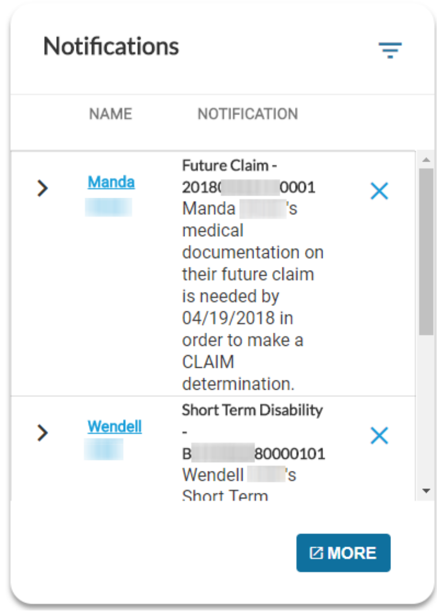
Click a team member's name to view their dashboard and get additional claim information.

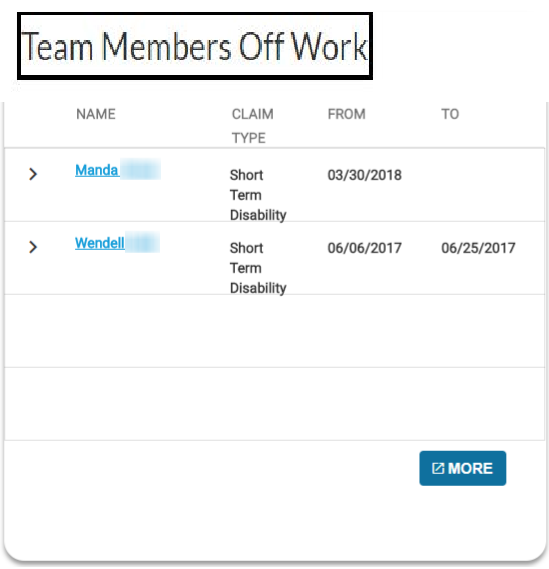


Notifications

The **Notifications** section displays updates and important events regarding your team members claims.

Click to select the types of notifications displayed. Click > to view additional information about a notification. Click a team member's name to view their Team Member Dashboard. Click ✕ to remove a notification.



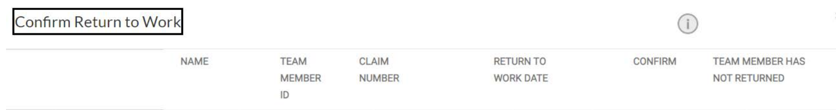


This section displays team members who are currently off work, the type of claim, and the dates they will be absent. Click to see all of a team member's current claims. Click > the team member's name to view their Team Member Dashboard.

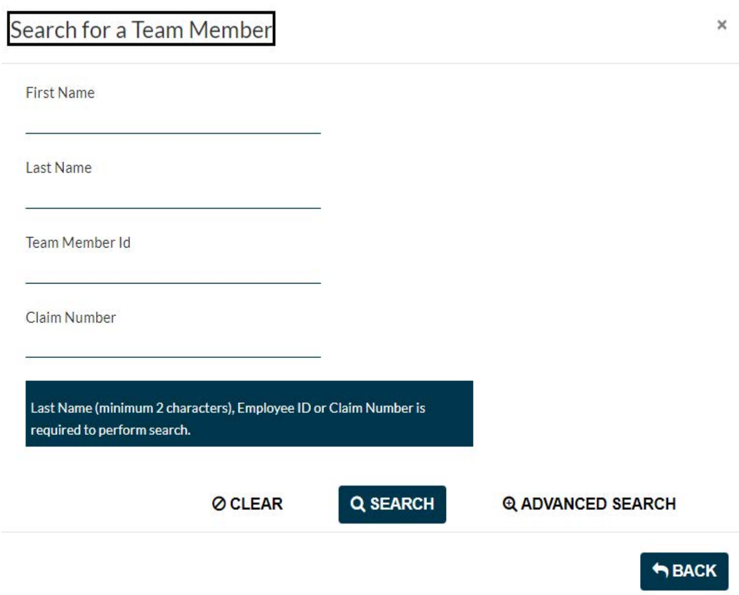
Confirm Return to Work

This section allows you to confirm that a team member has actually returned to the workplace, update their **Return to Work Date**, or indicate that the **Team Member Has Not Returned**.

After confirming a team member's return date, you can upload supporting documentation related to the return to work status (if your employer allows document uploads.



Confirm Return to Work



The **Search** section allows you to search for a specific team member to view their dashboard and other important information, such as claim(s) status and leave balances, or file a new claim on their behalf.

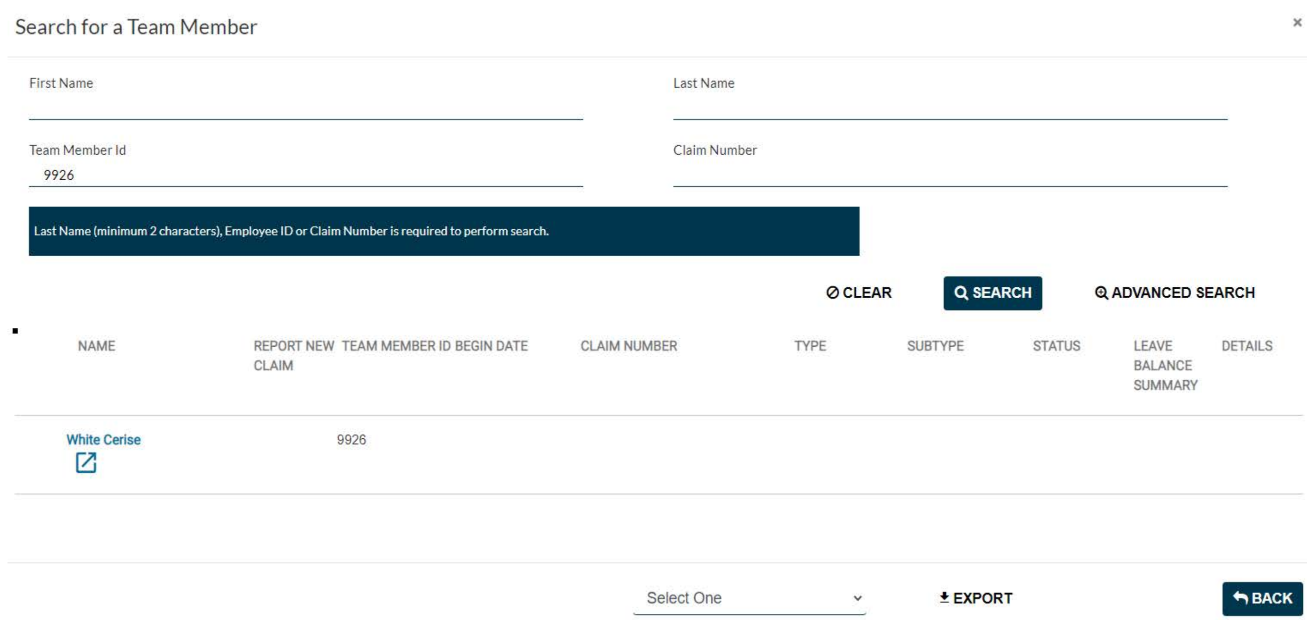
You can search by:

- First Name
- Last Name
- Team Member ID
- Claim Number

Click **Advanced Search** to access additional search options such as the type of claim, dates, claim status, and substatus. You can also search by leave of absence status and cause, allowing you to identify leaves that are not associated with other types of claims such as disability claims.

Search Results

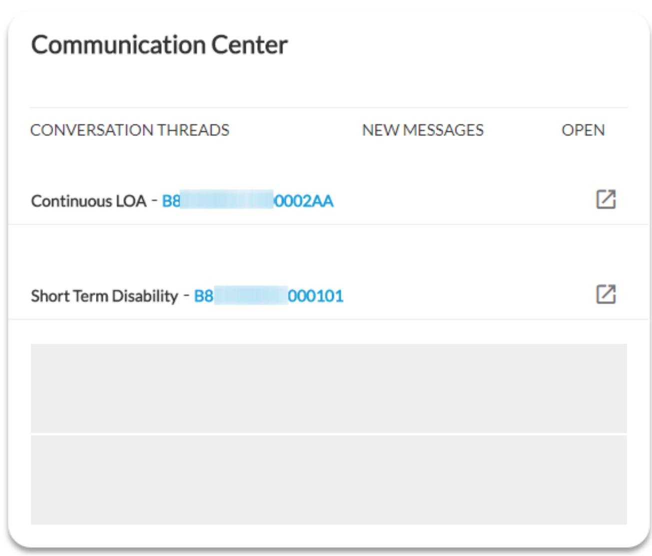
The search results provide information about claims matching your criteria as well as features for working with those claims directly.



- **Name**: Click the Team Member's name to open the Leader's view of the Team Member Dashboard where you can view any **Tasks Requiring Attention** as well as their **Leave Calendar**, **Communication Center**, and **Activity Stream**.
- **Start A New Claim**: Create a new claim for any team member in the search results who does not yet have a claim.
- **Claim Number**: Click the claim number to open the Claim Overview page and view details about the claim.
- **Export**: Click the **Select One** drop-down menu below the search results list and choose whether to save your results as a PDF or CSV file, then click **EXPORT** .

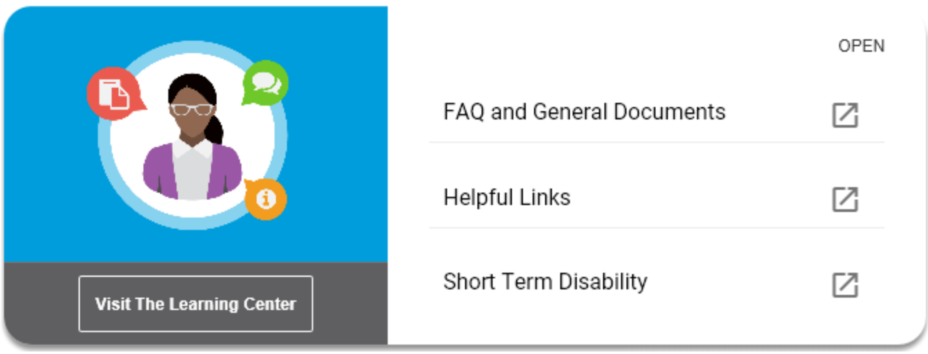
Communication Center

The **Communication Center** enables you to communicate directly with the claim specialist through AbsenceOne. Click **Open** to start a conversation thread and type your question or message to the claim specialist in the text box at the bottom of the section. The claim specialist will be notified of the message and should respond within one business day.



Learning Center

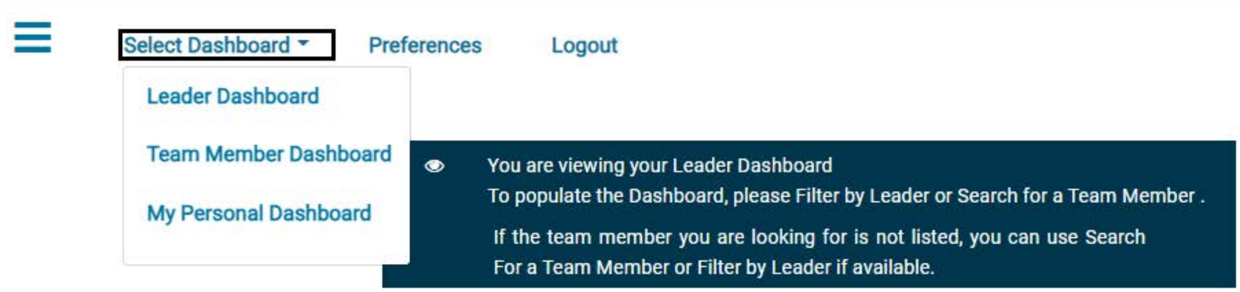
The **Learning Center** is a document library offering information to assist and educate you throughout the claim process. Click **Visit The Learning Center** to read about short-term disability and FMLA leave. You can also access additional information and helpful links from this section.



Team Member Dashboard for Leaders Experience

The Team Member Dashboard provides leaders a view of the team member's leave calendar, activity stream, and a communication center for interacting with the examiner. It also provides a combined list of tasks needing attention, providing quick and easy access to items requiring your consideration.

To access these features, select a team member from the Leader Dashboard or click Select Dashboard and choose Team Member Dashboard to search for a team member and view their information, as shown above. The blue banner near the top of the page changes to display, "You are viewing <team member's> Team Member's Dashboard. "



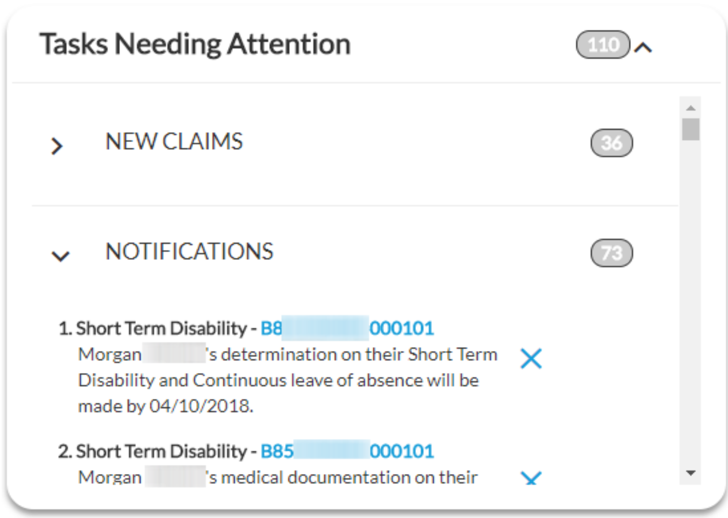
Tasks Needing Attention

The **Tasks Needing Attention** feature is available at the top of the Team Member Dashboard, providing a combined list of tasks needing your consideration, such as confirmation of new claims and team members that have returned to work, and acknowledgment of notifications about important claim events. The total number of tasks is available at a glance; click the down arrow ⌄ to expand the section and view tasks by group.

Three groups of tasks needing attention are displayed: **New Claims** that require confirmation, **Notifications** of information that needs to be addressed, and a **Confirm Return to Work** group. All three group headings display the number of tasks requiring attention within their group.

These groups provide the same information and functionality as their corresponding sections on the Leader Dashboard. Completing a task removes it from this list as well as from the Leader Dashboard.

To expand a group and view specific tasks, click the arrow > beside the group.



For more information about features on the Team Member Dashboard, refer to the Team Member Reference Guide.