

Estimate Review for Staff Written Estimates Scenario 3: Create Review (Library Master)

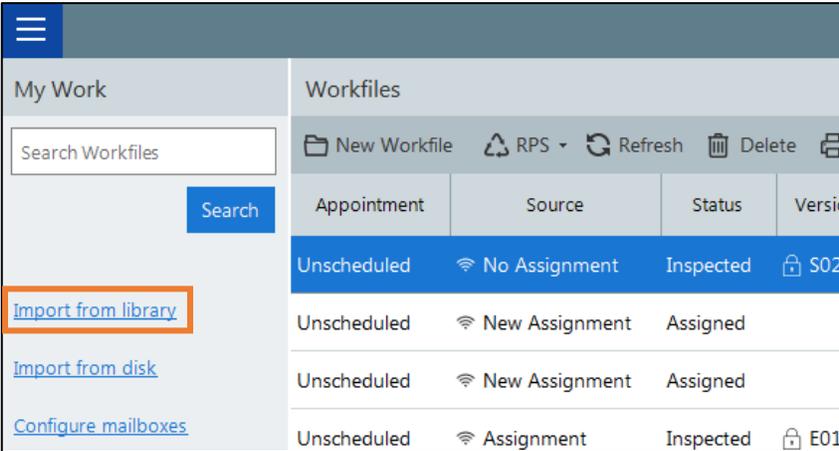
Overview

Unlike RF Reviews, a reviewer does not request changes to the Workfile. Instead, you can create a Supplement for the Workfile and/or write the Estimate Review.

This job aid details how to create an Estimate Review in CCC ONE® Insurance Estimating on a Staff-written Estimate. For more information on how to create an Estimate Review on an RF-written estimate, please consult the appropriate job aid.

Create Review (Library Master)

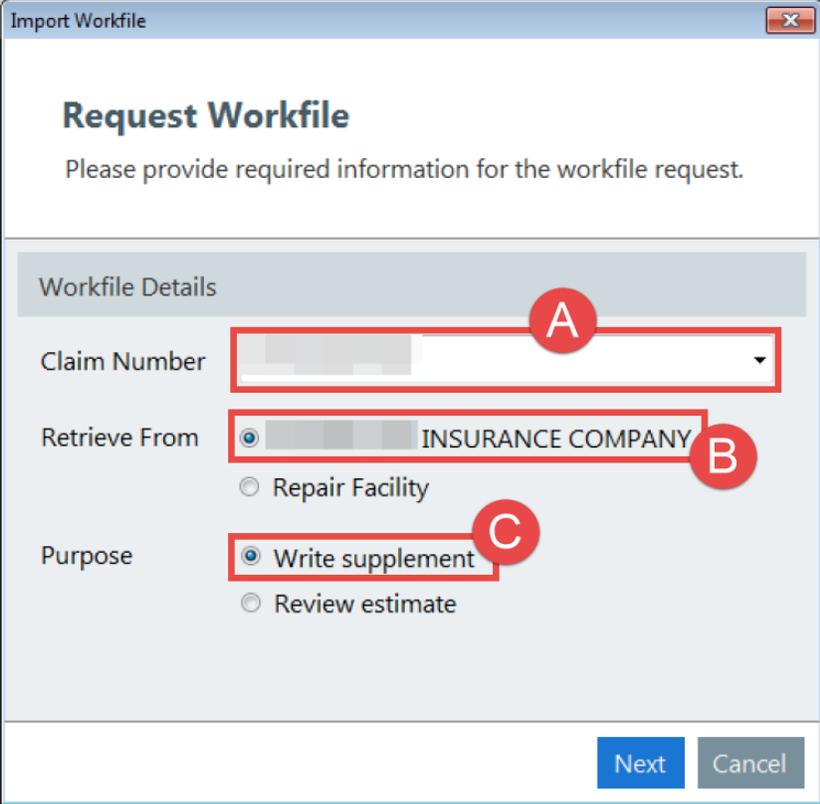
First, you must request a Library Master of the Workfile. Retrieving a Master permits you to create a Review that can be communicated.

Step	Action
1	<p>Click Import from library in CCC ONE's left side panel.</p>  <p>The screenshot shows the CCC ONE interface. On the left, under 'My Work', there is a search bar and a list of options: 'Import from library' (highlighted with an orange box), 'Import from disk', and 'Configure mailboxes'. On the right, the 'Workfiles' section is visible, showing a table with columns for Appointment, Source, Status, and Version. The table contains several rows of workfile data, including one with 'No Assignment' and 'Inspected' status.</p>

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Estimate Review for Staff Written Estimates Scenario 3: Create Review (Library Master), Continued

Create Review (Library Master),
continued

Step	Action
2	<p>Enter the Claim Number, select the Insurance Company radio button in the Retrieve From field, and select the Write supplement radio button in the Purpose field.</p> <p>Note: Selecting Write supplement requests a Library Master of the Workfile.</p> 

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Estimate Review for Staff Written Estimates Scenario 3: Create Review (Library Master), Continued

Create Review (Library Master),
continued

Step	Action
3	Click the Next button. A confirmation message appears in the Import Workfile popup: "Request for workfile has been submitted. A notification will be generated when the workfile is received in the Inbox."
4	Click the Finish button in the Import Workfile popup to dismiss it.
5	Once the Library Master copy of the Workfile is retrieved, double-click the claim in the Workfiles worklist. <div data-bbox="581 785 1425 1121" data-label="Image"> </div> <p>Note: This icon () in the Source column indicates that Workfile changes can be communicated.</p> <p>The Workfile opens.</p>
6	Navigate to the Estimate tab.
7	Click the Create Supplement button. <div data-bbox="581 1402 1425 1686" data-label="Image"> </div>

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Estimate Review for Staff Written Estimates Scenario 3: Create Review (Library Master), Continued

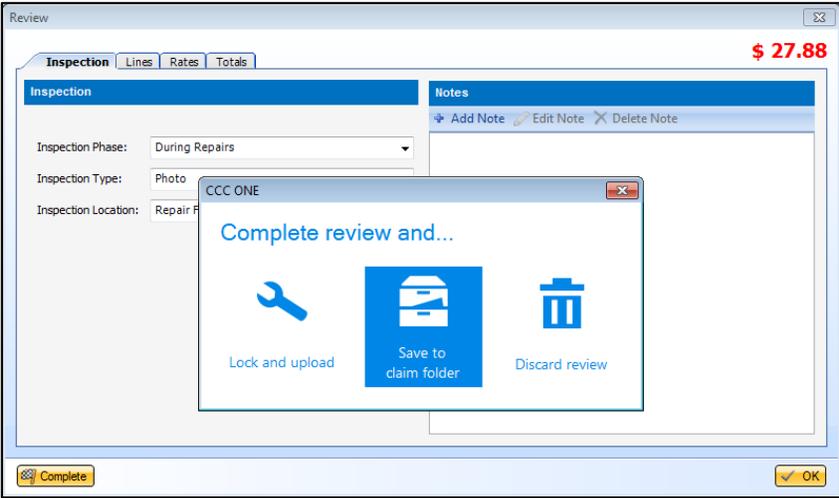
Create Review (Library Master),
continued

Step	Action
8	Click Yes in the popup window. <div data-bbox="954 432 1425 625" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> </div>
9	After making your changes, click Lock > Create Review . <div data-bbox="581 697 1425 1136" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> </div>
10	Select the appropriate values from the Inspection dropdown menus and click the Complete button in the lower left corner. <div data-bbox="581 1297 1425 1627" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> </div>

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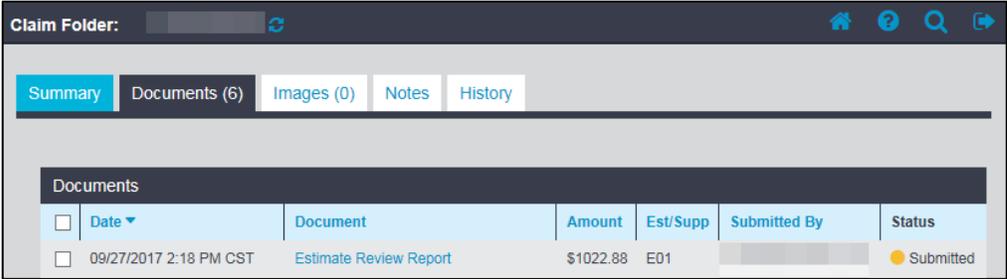
Estimate Review for Staff Written Estimates Scenario 3: Create Review (Library Master), Continued

Create Review (Library Master),
continued

Step	Action
11	<p>Click the Save to claim folder button.</p>  <p>This creates the Review without generating a Supplement. Digital images will not be communicated if they were added as part of the Supplement.</p> <p>Note: The Discard review option cancels the Estimate Review and deletes the Workfile.</p>

Estimate Review Report Generated

This process creates only the Estimate Review Report under the Documents tab in the Claim Folder.



Claim Folder: [Refresh]						
Summary Documents (6) Images (0) Notes History						
Documents						
<input type="checkbox"/>	Date ▼	Document	Amount	Est/Supp	Submitted By	Status
<input type="checkbox"/>	09/27/2017 2:18 PM CST	Estimate Review Report	\$1022.88	E01		Submitted