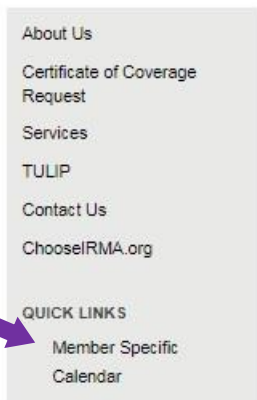


***Pivot Tables User Guide:
Make the Data Work for Your Safety Program***

Every Spring, IRMA distributes claims data which is specifically tailored to show your entity's losses. This is an excellent tool which should be used to provide further analyze your loss history and can help you shape your safety program initiatives.

Analysis of your prior losses will assist you in identifying adverse claims trends as well as gain further insight as to the cause, frequency and severity of the losses which are affecting your entity. This data can then be used to focus the goals of your safety program towards actively pursuing remedies for preventable losses through policy review and implementation, staff training and development, and resource allocation.

The pivot tables were created using Microsoft Excel, have been uploaded to the IRMA Website and are located under your Member Specific Page for review.



**24 Hour Emergency Claim Phone Number
(708) 236-6373**

The 24 hour emergency number should be used for serious accidents, claims or events, such as police shootings, death related incidents or destruction of Village property, where immediate resources, legal assistance or consultation is needed.

You have successfully logged in.

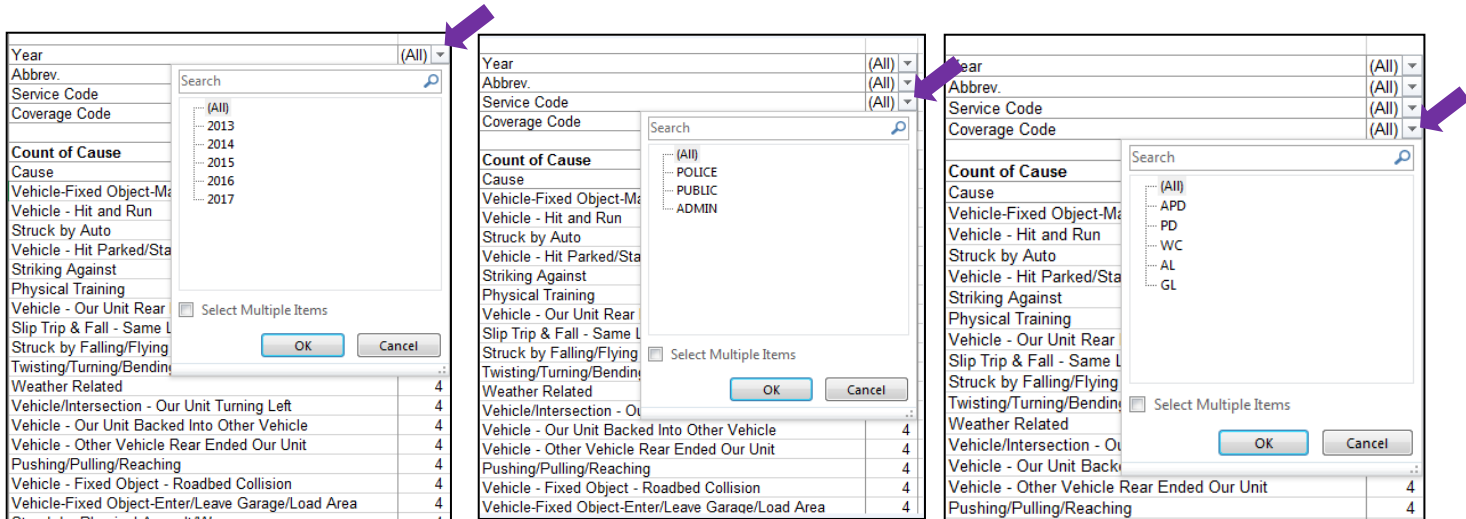
[Enter Riskmaster X](#)

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Claims
[Pivot Table](#)

A purple arrow points to the 'Pivot Table' link.

Select the Claims Pivot Table hyperlink to open the table in a separate window. IRMA recommends you save this report to your computer system for ease of use. Each table includes causes of injury, types of injury, and affected body parts and can be manipulated to display data via different operating departments, years or coverage.



Once your desired combination is selected from the category drop-down menus, the data is automatically populated and ready for analysis. The sample data shown below may indicate an increased need for driver training, such as distracted driving training or vehicle backing.

Year	2017	▼	Year	2017	▼
Abbrev.	(All)	▼	Abbrev.	(All)	▼
Service Code	PUBLIC	▼	Service Code	PUBLIC	▼
Coverage Code	APD	▼	Coverage Code	APD	▼
Count of Cause			Sum of Incurred		
Cause	▼	Total	Cause	▼	Total
Vehicle-Fixed Object-Enter/Leave Garage/Load Area		1	Vehicle-Fixed Object-Enter/Leave Garage/Load Area		5,187
Vehicle - Hit Parked/Standing Vehicle		1	Vehicle - Fixed Object - Collision with Building		3,280
Vehicle - Fixed Object - Collision with Building		1	Vehicle - Hit Parked/Standing Vehicle		210

The generated data can be verified under by reviewing a separate tab, called Data. This tab lists additional information, such as the claim number, which will further direct your claims analysis and risk remediation efforts.

Remember, IRMA is here to help! Should you have any questions regarding the use or operation of your member specific data, please contact us. We also have many resources which can greatly assist in the implementation of your safety program goals. From member discounts to grants, model policies to on-site trainings and more, we are your partner in risk management.