

Quick Start Guide

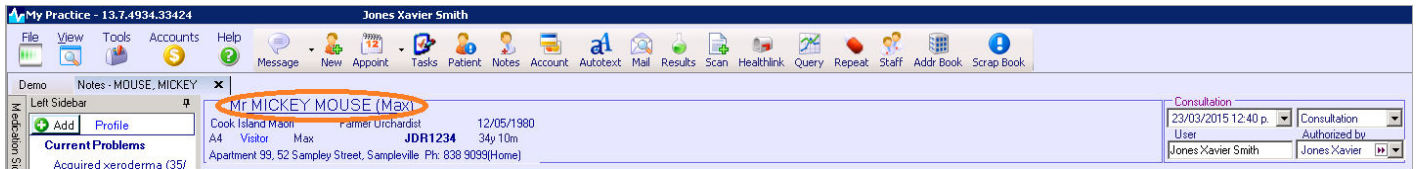
Sending a Work and Income Work Capacity medical certificate from myPractice

Electronic submission (e-Lodgement) of Work and Income Work Capacity medical certificate is possible only through the HealthLink Online Forms from HISO-capable electronic medical record (EMR) systems.

The Work and Income Work Capacity medical certificate online form has been designed to make it easier for you to complete and submit a medical certificate for your patient electronically to Work and Income. This guide has been created to show you the key steps involved in completing a Work and Income medical certificate within myPractice.

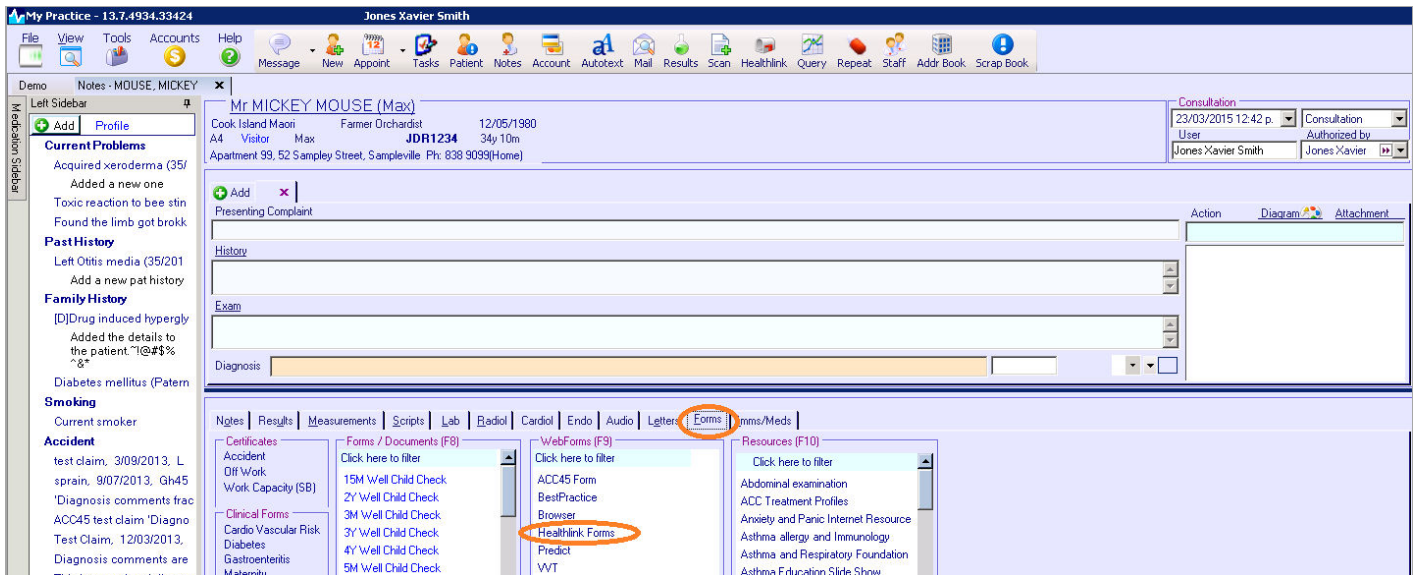
1. Open the patient record

Search for the patient and open their medical record in myPractice. Go into the 'Clinical Notes' section of your patient's profile.



2. Select the Forms tab

Select the 'Forms' tab and click on the HealthLink forms option.



The HealthLink launch page will display. Select Work and Income Work Capacity Med Cert from the Referred Services section

Mr MICKEY MOUSE (Max)
Cook Island Maori Famer Orchardist 12/05/1980
A4 Visitor Max JDR1234 34y 11m
Apartment 99, 52 Sampley Street, Sampleville Ph: 838 9099(Home)

30/04/2015 10:36 a
User Authorized by
Jones Xavier Smith Jones Xavier

Notes Results Measurements Scripts Lab Radiol Cardiol Endo Audio Letters Exms Inms/Meds Healthlink Forms

Address: http://localhost:5088/hisofomsdirectory/FormsListing.action?hisof_formid=hisofomsdirectory&hisof_version=hisof_v1

HL HealthLink Certainty in Care
0800 288 887 (NZ)
1800 125 036 (AUS)
helpdesk@healthlink.net Contact Us

Specialist and Allied Health Referrals

CareSelect Enter keywords, e.g. Name, Speciality, Procedure ... near Anywhere clear

General Services
Health Pages NHI Lookup Healthpoint NZ Guidelines Group

Referred Services
Work and Income Work Capacity Med Cert

Support
Auckland eReferrals Demo

3. Complete the Work and Income Work Capacity medical certificate

The Work and Income Work Capacity medical certificate will display and is very similar in format and functionality to a DHB eReferral form.

Complete the relevant fields under each tab on the left. You can park the form if you want to work on it later.

Work and Income Work Capacity Medical Certificate

Capacity to Work MICKEY MOUSE
Patient Information MICKEY MOUSE 34yrs
Recipient / Referrer Referred by: Jones Xavier ...

Client Details
The information you provide will be used by Work and Income to help set appropriate work expectations and assist people into work.
Work and Income Client Number 366187536

Capacity to Work
Does the person have a health condition, injury or disability that presents a barrier/limitation to work? Yes No

What are the barriers/limitations to work for the person from the health condition/injury or disability?*

Please provide a diagnosis of the health condition, injury or disability that is presenting a barrier to full-time work and its READ code.*

Read Code	Description	Covered by ACC	Primary
<input type="checkbox"/> N245	Found the limb got broken	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> M211z	Acquired xeroderma	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> TE532	Toxic reaction to bee sting	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> F52z	Left Otitis media	<input type="checkbox"/>	<input type="checkbox"/>

When was the person's capacity to work reduced from?*

Is the person's capacity expected to?*

- Improve and allow them to regularly undertake **full-time** work with appropriate accommodations and support
- Improve and allow them to regularly undertake **part-time** work with appropriate accommodations and support
- Fluctuate significantly
- Deteriorate
- Remain unchanged

Comments

Submit Preview Park Help

4. Submit the Work and Income Work Capacity medical certificate

Select the 'Submit' button when you are ready to send your form to Work and Income. The Work and Income Work Capacity medical certificate will be sent electronically via HealthLink.

HL

Submit Preview Park Help

If you want to print a copy of the Work and Income Work Capacity medical certificate, select 'Print' at the end of your submitted form, remembering to select your default printer.

Work and Income Work Capacity Medical Certificate

Patient: MICKEY MOUSE, 48yrs, M, DOB 01/11/1966, PH: Hme 0800288887, Mob 021022077
13 Teed Street, Auckland, Newmarket, Auckland 1023

Referred by: Sam Entwistle, Millstone Family Practice, NZMC 123456, PH 09 358 0117, FAX 789457

Capacity to Work

Client Details
Work and Income Client Number: 366187536

Capacity to Work
Does the person have a health condition, injury or disability that presents a barrier/limitation to work? Yes
What are the barriers/limitations to work for the person from the health condition/injury or disability?
client is unable to walk or support themselves
Please provide a diagnosis of the health condition, injury or disability that is presenting a barrier to full time work and its READ code.

Read Code	Description	Covered by ACC	Primary
C104.00	Diab.mell. with nephropathy	No	Yes

When was the person's capacity to work reduced from? 01/04/2015

Is the person's capacity expected to:

- Improve and allow them to regularly undertake full-time work with appropriate accommodations and support

5. Hints and Tips

a. Work and Income Work Capacity medical certificate help

Help for specific questions in the Work and Income Work Capacity medical certificate form can be found by clicking on the icon next to relevant question on the form.

When was the person's capacity to work reduced from?

Is the person's capacity expected to?

For details about the purpose of the Work and Income Work Capacity medical certificate and the information required go to the 'Help' menu and click on the link provided.

Submit Preview Park Help

Work Capacity Form Help Alt+1

b. Access parked Work and Income Work Capacity medical certificate from patient electronic medical record

A parked Work and Income Work Capacity medical certificate can be found in your 'Notes' tab in your electronic medical record within myPractice.

Date	Time	Action	Notes
15/05/2015	04:26 p.m.	sprain	Demo (Demo)
01/05/2015	01:39 p.m.	Action: Submitted: Influenza	Demo (Demo)
30/04/2015	10:37 a.m.	Action: Parked: WorkCapacity	Demo (Demo)
25/03/2015	02:19 p.m.	Action: Parked: John Chaplin Referral	Demo (Demo)
28/08/2014	01:53 p.m.	Action: Submitted: eLab Lab Request: Non fasting Lipids	Max (Max)
28/08/2014	01:43 p.m.	Action: Submitted: eLab Amendment- C-Reactive Protein, Co...	Max (Max)
28/08/2014	01:21 p.m.	Action: Submitted: eLab Amendment: Non fasting Lipids, Th...	Max (Demo)
28/08/2014	01:19 p.m.	Action: Submitted: eLab Lab Request: Non fasting Lipids...	Max (Demo)

- c. Access submitted Work and Income Work Capacity medical certificate from patient electronic medical record
A copy of the Work and Income Work Capacity medical certificate submitted for the patient can be found in your 'Notes' tab in your electronic medical record within myPractice.



**For all queries, please call the
HealthLink Customer Support Line:**

Monday to Friday (except public holidays) 8am – 6pm
Phone: 0800 288 887 Support email: helpdesk@healthlink.net



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New Zealand

www.healthlink.net
info@healthlink.net

HealthLink delivers certainty in care to over 30,000 healthcare practitioners by integrating their computer systems and enabling them to exchange data quickly, reliably and securely.

0800 288 887 (NZ)
1800 125 036 (AU)