

Quick Start Guide

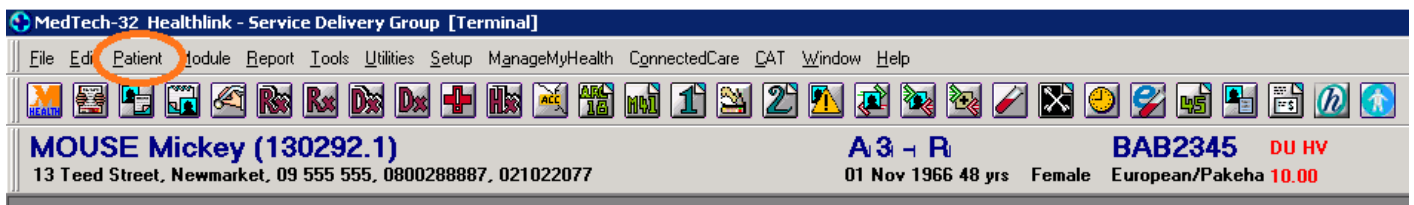
Sending a Work and Income Work Capacity medical certificate from Medtech32

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 Medtech32.

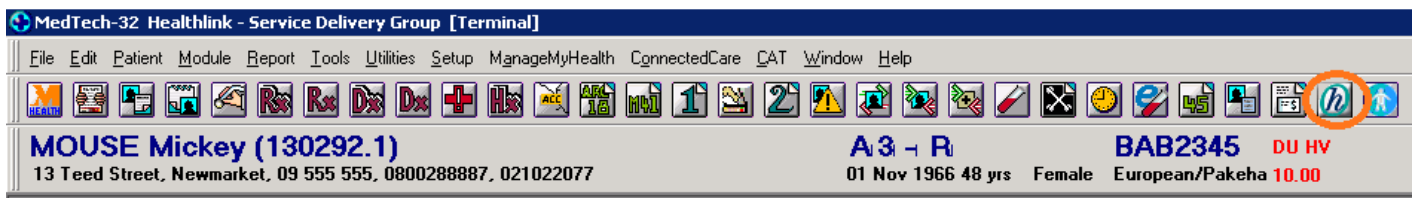
1. Open the patient record

Search for the patient and open their medical record in Medtech32.

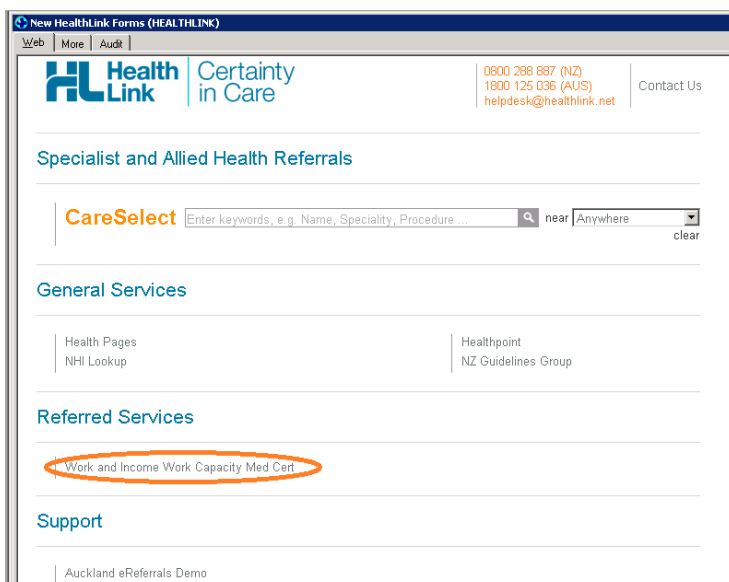


2. Select the HealthLink icon

Select the HealthLink icon above the patient details banner.



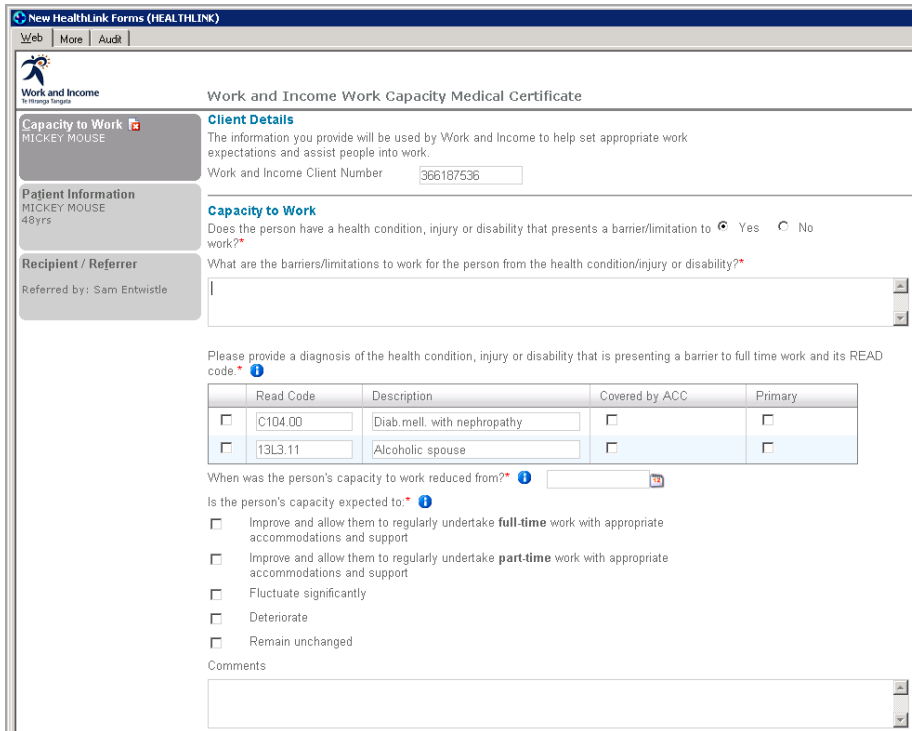
The HealthLink launch page will display. Select Work and Income Work Capacity Med Cert from the Referred Services section.



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.



Capacity to Work
MICKEY MOUSE

Patient Information
MICKEY MOUSE
48yrs

Recipient / Referrer
Referred by: Sam Entwistle

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"/> C104.00	Diab.mell. with nephropathy	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> I3L3.11	Alcoholic spouse	<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

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.



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 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?

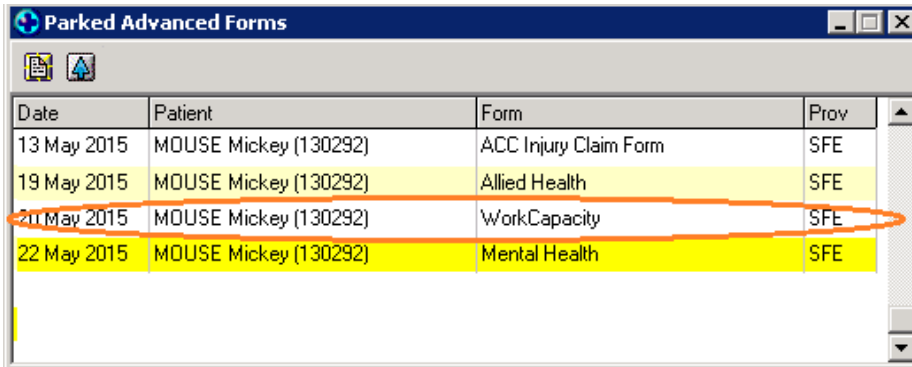
Is the person's capacity expected to?

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

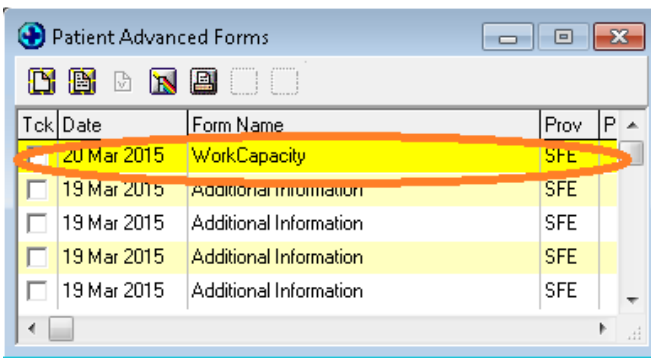
Work Capacity Form Help Alt+1

- 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 the Parked Forms list (Module > Advanced Forms > Parked) in your electronic medical record within Medtech32.



Date	Patient	Form	Prov
13 May 2015	MOUSE Mickey (130292)	ACC Injury Claim Form	SFE
19 May 2015	MOUSE Mickey (130292)	Allied Health	SFE
21 May 2015	MOUSE Mickey (130292)	WorkCapacity	SFE
22 May 2015	MOUSE Mickey (130292)	Mental Health	SFE

- 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 the Patient Forms list (Module > Advanced Forms > Patient Forms) in your electronic medical record within Medtech32.



Tck	Date	Form Name	Prov	P
<input checked="" type="checkbox"/>	20 Mar 2015	WorkCapacity	SFE	
<input type="checkbox"/>	19 Mar 2015	Additional Information	SFE	
<input type="checkbox"/>	19 Mar 2015	Additional Information	SFE	
<input type="checkbox"/>	19 Mar 2015	Additional Information	SFE	
<input type="checkbox"/>	19 Mar 2015	Additional Information	SFE	

**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