

## Quick Start Guide

### Sending a Work and Income Work Capacity medical certificate from Profile for Mac

**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 Profile for Mac.

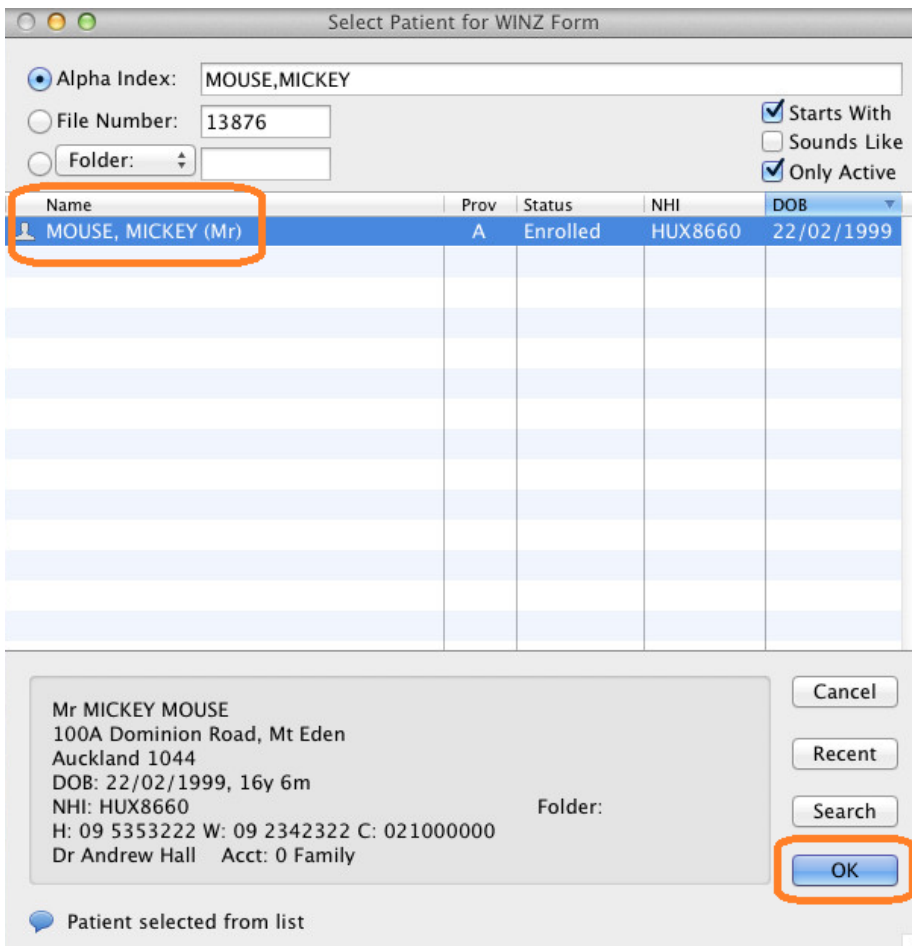
#### 1. Launch the WINZ Form

Click on the Work and Income Work Capacity medical certificate online form (WINZ Form) from the Profile for Mac toolbar menu.



#### 2. Open the patient record

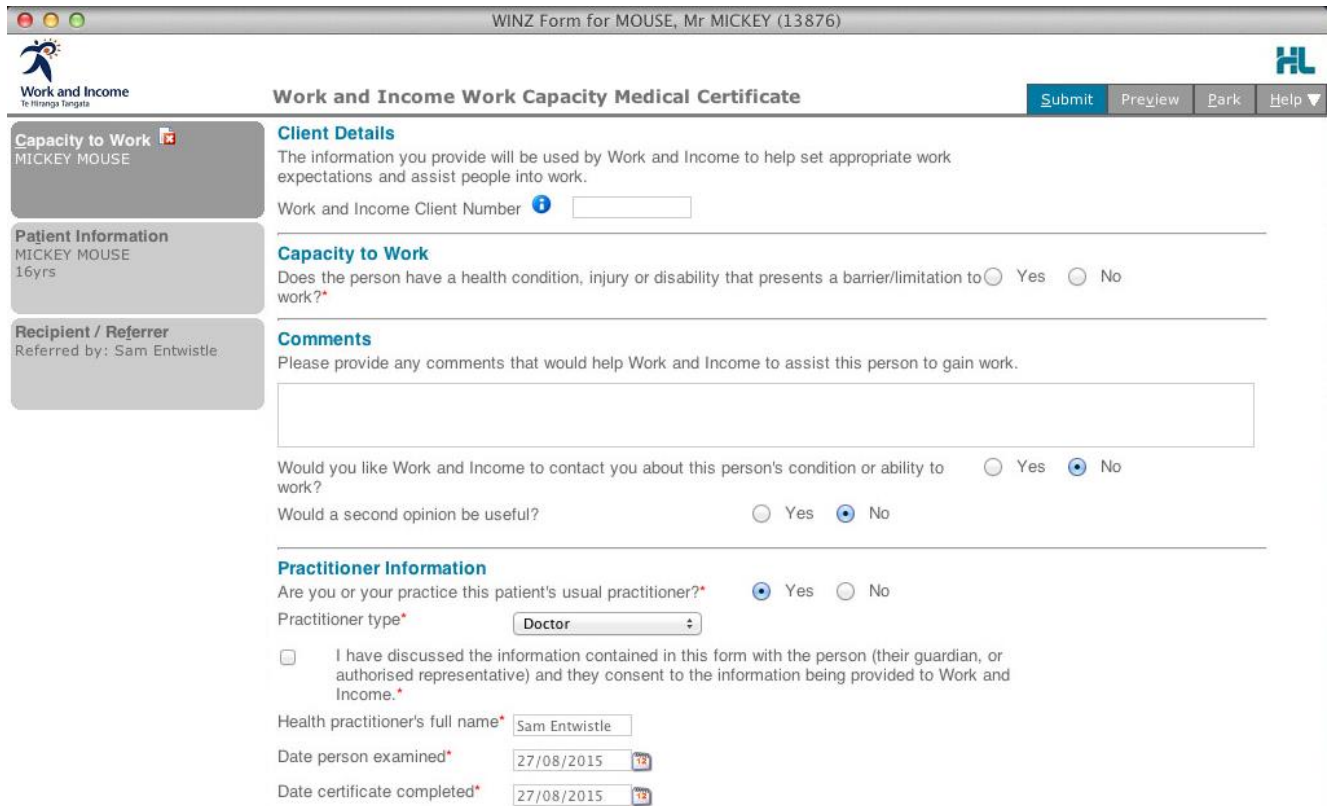
Search for the patient and click on OK to open the WINZ form on the context of the selected patient.



### 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.



WINZ Form for MOUSE, Mr MICKEY (13876)

Work and Income Te Hirianga Tangata

**Work and Income Work Capacity Medical Certificate** [Submit] [Preview] [Park] [Help]

**Capacity to Work**  
MICKEY MOUSE

**Patient Information**  
MICKEY MOUSE  
16yrs

**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 [ ]

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

**Comments**  
Please provide any comments that would help Work and Income to assist this person to gain work.  
[ ]

Would you like Work and Income to contact you about this person's condition or ability to work?  Yes  No

Would a second opinion be useful?  Yes  No

**Practitioner Information**  
Are you or your practice this patient's usual practitioner?\*  Yes  No  
Practitioner type\*

I have discussed the information contained in this form with the person (their guardian, or authorised representative) and they consent to the information being provided to Work and Income.\*

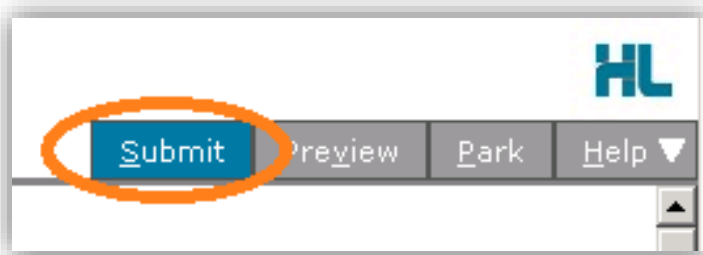
Health practitioner's full name\*

Date person examined\*

Date certificate completed\*

### 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.

Patient Web Form for MOUSE, Mr MICKEY (13876)

## Work and Income Work Capacity Medical Certificate

Work and Income  
Te Hirianga Tāngata

**Patient:** MICKEY MOUSE, 16yrs, M, DOB 22/02/1999, PH: Hme 09 5353222, Mob 021000000  
100A Dominion Road, Mt Eden, Auckland 1044

**Referred by:** Sam Entwistle, Millstone Family Practice, NZMC 889843, PH 09 3580116, FAX 09 4433456

### Capacity to Work

**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?  
patient is not able to stand for a long duration

Select at least one health condition, injury or disability (including READ code) that is presenting a barrier to full-time work

| Read Code | Description              | ACC Claim | Primary |
|-----------|--------------------------|-----------|---------|
| C108.13   | Type I diabetes mellitus | No        | Yes     |

When was the person's capacity to work reduced from? 11/08/2015

In the future is the persons capacity expected to (you can choose one or more options if applicable):

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

What treatments and/or support is the person receiving to manage or improve their condition?  
physiotherapy

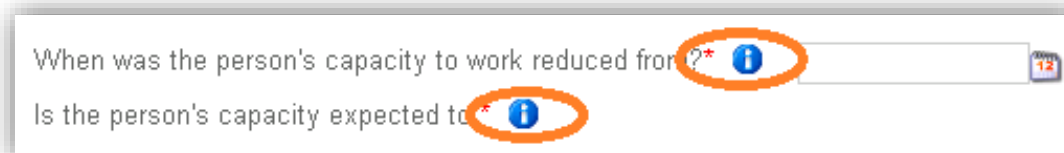
Currently, can the person undertake suitable and open employment if accommodations, support and services are provided?  
Regularly fewer than 15 hours a week-with limitations

If you have answered 'yes with limitations', what type of work situations would be appropriate?  
sit down work

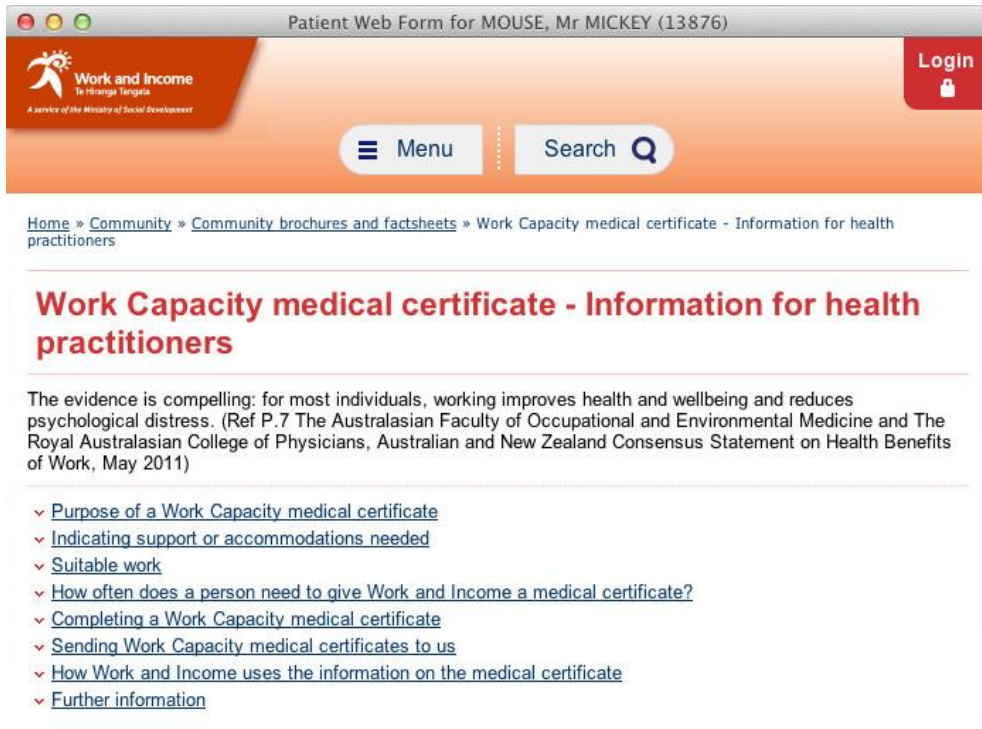
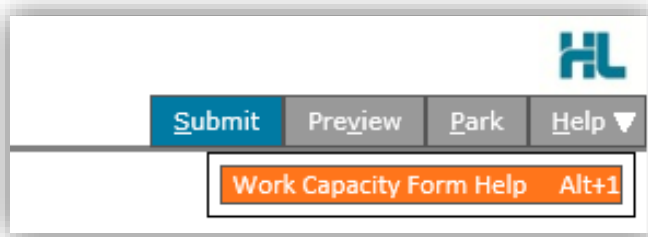
## 5. Hints and Tips

### 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.

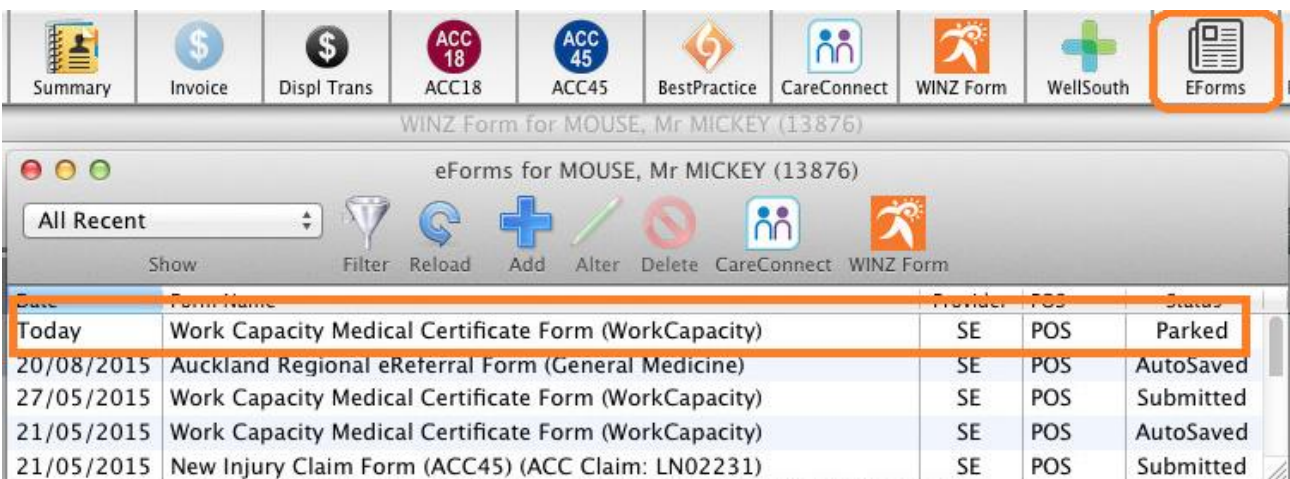


For details about the purpose of the Work and Income Work Capacity medical certificate and the information required go to the 'Help' menu and click on the link provided.



b. Accessing parked WINZ Form from Profile for Mac

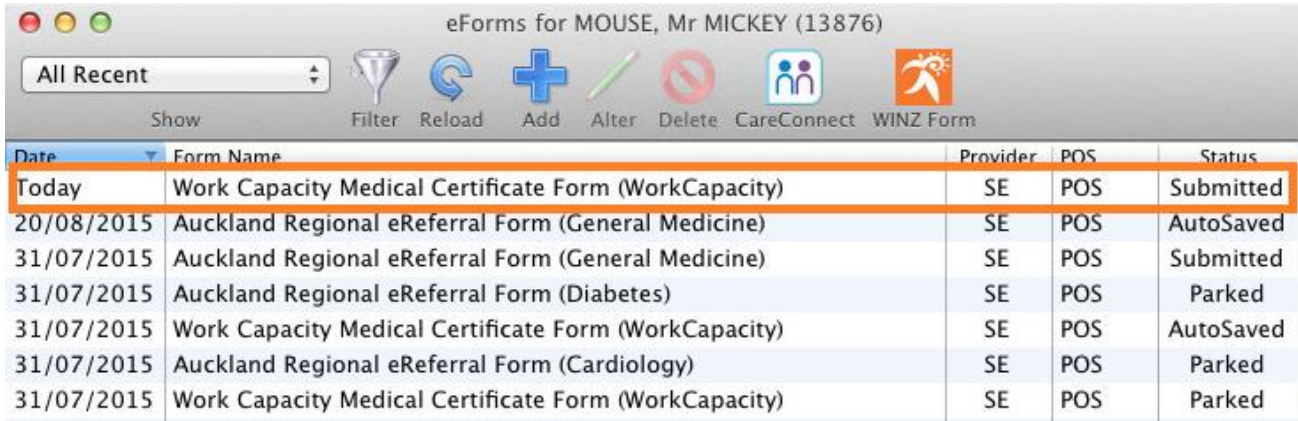
Parked Work and Income Work Capacity medical certificate forms are located at the EForms screen (click on the EForms icon within the Profile for Mac toolbar menu). The EForms display will show a list of forms that have been parked or submitted under the context of the selected patient. Select the parked form to open it.





c. Accessing submitted WINZ Form from Profile for Mac

Submitted Work and Income Work Capacity medical certificate forms are located at the EForms screen (click on the EForms icon within the Profile for Mac toolbar menu). The EForms display will show a list of forms that have been parked or submitted under the context of the selected patient. Select the submitted form to open it.



| Date       | Form Name   | Provider | POS | Status    |
|------------|---|----------|-----|-----------|
| Today      | Work Capacity Medical Certificate Form (WorkCapacity) | SE       | POS | Submitted |
| 20/08/2015 | Auckland Regional eReferral Form (General Medicine)   | SE       | POS | AutoSaved |
| 31/07/2015 | Auckland Regional eReferral Form (General Medicine)   | SE       | POS | Submitted |
| 31/07/2015 | Auckland Regional eReferral Form (Diabetes)           | SE       | POS | Parked    |
| 31/07/2015 | Work Capacity Medical Certificate Form (WorkCapacity) | SE       | POS | AutoSaved |
| 31/07/2015 | Auckland Regional eReferral Form (Cardiology)         | SE       | POS | Parked    |
| 31/07/2015 | Work Capacity Medical Certificate Form (WorkCapacity) | SE       | POS | Parked    |

**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](mailto:helpdesk@healthlink.net)