

Quick Start Guide

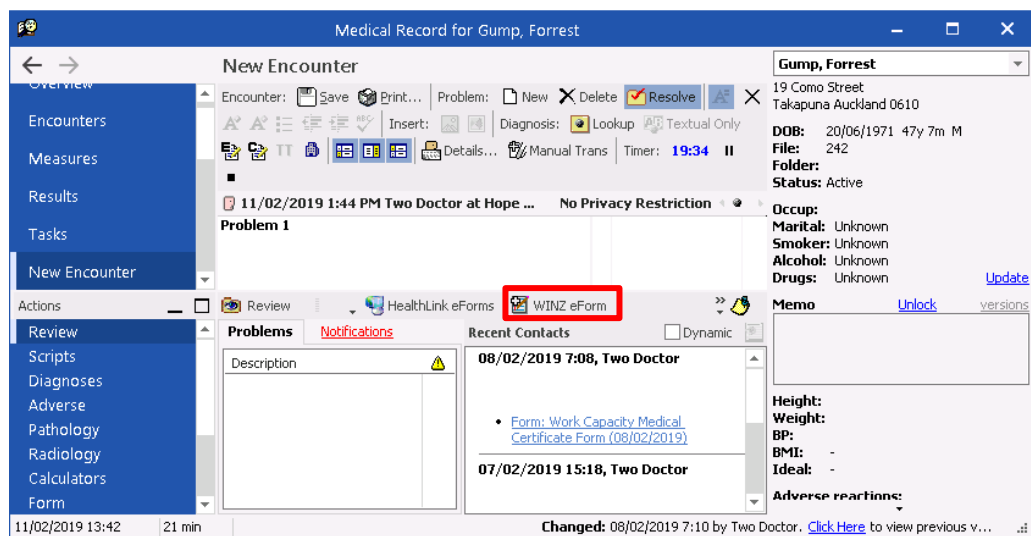
Sending a Work and Income Work Capacity medical certificate from Profile for Windows

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 Windows.

1. Accessing the WINZ eForm button

Open a New Encounter for the patient and click the **WINZ eForm** button in the Review view. This will launch the window for the Work and Income Work Capacity medical certificate online form (WINZ Form) within Profile.



2. Complete the Work and Income Capacity medical certificate

The Work and Income Work Capacity medical certificate 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

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: 123456789

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

3. 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. Alternatively, you can also print a copy of the certificate from within Profile in the eForms view of the Medical Record.

eForms

New X Delete... Print...

Date	Description	Status
08/02/2019	Work Capa...	Submitted
11/12/2018	New Injury ...	Incomplete
03/12/2018	New Injury ...	Incomplete
12/11/2018	Auckland R...	Incomplete
12/11/2018	Work Capa...	Incomplete
30/10/2018	New Injury ...	Submitted
30/10/2018	New Injury ...	Submitted
11/10/2018	Heartbeat ...	Incomplete
24/09/2018	New Injury ...	Incomplete

Work and Income Work Capacity Medical Certificate

Patient: Forrest Gump, 47yrs, M, DOB 20/06/1971
Residential address: 19 Como Street, Takapuna, Auckland 0610
Postal address: same as residential address
Referred by: Two Doctor, Hope Junction, NZMC 14578, PH 456 8765, FAX 456 8766
Referral date: 08/02/2019 07:09 NZDT

Work and Income Work Capacity Medical Certificate





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Referral date: 08/02/2019 07:09 NZDT


Capacity to Work	
Capacity to Work	
Does the person have a health condition, injury or disability that presents a barrier/limitation to work?	No
Comments	
Would you like Work and Income to contact you about this person's condition or ability to work?	No
Would a second opinion be useful?	No
Practitioner Information	
Are you or your practice this patient's usual practitioner?	Yes
Practitioner type	Doctor
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	Two Doctor
Date person examined	08/02/2019

4. 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 the icon next to the question on the form

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

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

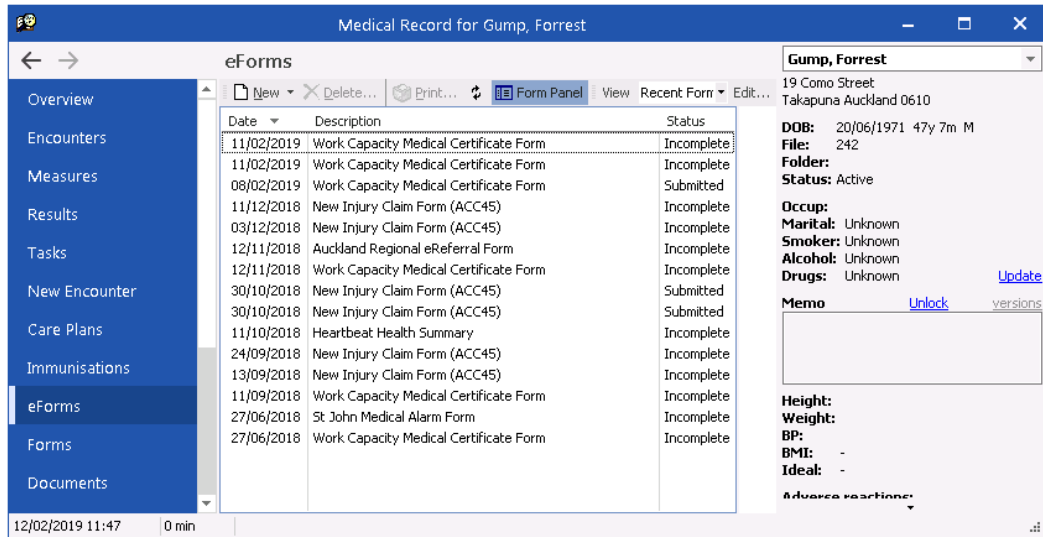
For details about the purpose of the Work and Income Work Capacity medical certificate and the information required, go to the 'Help' menu and click the link provided.



The screenshot shows the Work and Income website interface. At the top right is the HL logo. Below it are buttons for 'Submit', 'Preview', 'Park', and 'Help'. A search bar contains 'Work Capacity Form Help' with a keyboard shortcut 'Ctrl+Alt+1'. The main navigation bar includes 'WORK AND INCOME TE HIRANGA TANGATA', 'Employers', 'Providers', and 'myMSD login'. A secondary navigation bar has 'Benefits and payments', 'Work', and 'On a benefit'. A search bar is also present. The breadcrumb trail reads: 'Home / Providers / Health and disability practitioners / Guides for health and disability practitioners / Work Capacity medical certificate - Information for health practitioners'. The main content area features a sidebar with links like 'Activity in the Community projects', 'Projects in the Community', 'Large scale emergency', 'Childcare assistance', 'Youth Service provider resources', 'Advocates', 'Health and disability practitioners', 'Guides and forms', 'Roles', and 'Assisting people into work'. The main heading is 'Work Capacity medical certificate - Information for health practitioners'. The introductory text states: 'The evidence is compelling: for most individuals, working improves health and wellbeing and reduces psychological distress. (Ref P.7 The Australasian Faculty of Occupational and Environmental Medicine and The Royal Australasian College of Physicians, Australian and New Zealand Consensus Statement on Health Benefits of Work, May 2011)'

b. Accessing parks and submitted WINZ Forms from Profile for Windows

Parked and submitted Work and Income Work Capacity medical certificate forms are located in the eForms view (select the eForms option from the segment bar menu within the patient's Medical Record). The eForms view will show a list of forms that have been parked or submitted under the context of the selected patient. Double-click the parked or submitted form to open it.



Date	Description	Status
11/02/2019	Work Capacity Medical Certificate Form	Incomplete
11/02/2019	Work Capacity Medical Certificate Form	Incomplete
08/02/2019	Work Capacity Medical Certificate Form	Submitted
11/12/2018	New Injury Claim Form (ACC45)	Incomplete
03/12/2018	New Injury Claim Form (ACC45)	Incomplete
12/11/2018	Auckland Regional eReferral Form	Incomplete
12/11/2018	Work Capacity Medical Certificate Form	Incomplete
30/10/2018	New Injury Claim Form (ACC45)	Submitted
30/10/2018	New Injury Claim Form (ACC45)	Submitted
11/10/2018	Heartbeat Health Summary	Incomplete
24/09/2018	New Injury Claim Form (ACC45)	Incomplete
13/09/2018	New Injury Claim Form (ACC45)	Incomplete
11/09/2018	Work Capacity Medical Certificate Form	Incomplete
27/06/2018	St John Medical Alarm Form	Incomplete
27/06/2018	Work Capacity Medical Certificate Form	Incomplete

**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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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.
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