Health Certainty in Care

Quick Start Guide

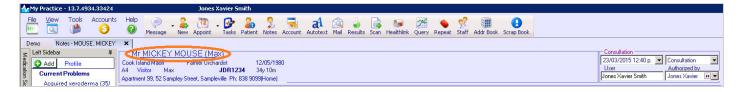
Sending a Work and Income Work Capacity medical certificate from myPractice

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.

My Practice - 13.7.4934.33424	Jones Xavier Smith
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Demo Notes - MOUSE, MICKEY Medical Sidebar 4 Add Profile Current Problems Acquired xeroderma (35/ Added a new one Toxic reaction to bee stin Found the limb got brokk PastHistop	Mr MICKEY MOUSE (Max) Consultation Cook Island Maori Farmer Orchardist 12/05/1980 JOBI 234 Ad Vision JOBI 234 Apathenet 99, 52 Sampleville Ph: 638 9099(Home)
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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 Maoi Farmer Dichardist 12/05/1980 A4 Visitor Max JDR1234 34y 11m Apartment 99, 52 Sampley Street, Sampleville Phr. 838 9099(Home)		User	talion 2015 10:36 a. 🔽 Consultation 💌 Authorized by avier Smith Jones Xavier 🕑 💌
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Health Certainty in Care	0800 288 887 (NZ) 1800 125 038 (AUS) helpdesk@healthlink.net		
Specialist and Allied Health Referrals			
CareSelect Enter keywords, e.g. Name, Speciality, Procedu	re Q near Anywhere dear 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.

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Work and Income Te Hungs Tangata	Work	and Income	Work Capacity Medical Certific	ate				
Capacity to Work 🖻 MICKEY MOUSE	The int expect	t Details formation you provi tations and assist and Income Client		elp set appropriate work				
Patient Information MICKEY MOUSE 34yrs			nealth condition, injury or disability that pr	resents a barrier/limitation to	Yes C No			
Recipient / Referrer	What a	are the barriers/lim	itations to work for the person from the he	ealth condition/injury or disabil	ity?*			
Referred by: Jones Xavier						*		
	Please code.*	e provide a diagnos • • • • • • • • • • • • • • • • • • •	is of the health condition, injury or disabil Description	ity that is presenting a barrier	to full time work and its REA	D		
		N245.	Found the limb got brokken					
		M211z	Acquired xeroderma					
		TE532	Toxic reaction to bee sting					
		F52z.	Left Otitis media					
	When	was the person's o	capacity to work reduced from?" 🚯 🗌					
	Is the	, person's capacity	expected to:* 🕦					
		accommodations						
		Improve and allow accommodations	v them to regularly undertake part-time w and support	vork with appropriate				
		Fluctuate signific	antly					
		Deteriorate						
		Remain unchang	ed					
	Comm	ients				*		

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 Yes barriedlimitation to work?
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 01/04/2015 from?
Is the person's capacity expected to: Improve and allow them to regularly undertake full-time work with appropriate accommodations ar support

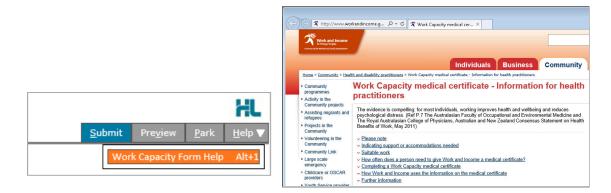
5. Hints and Tips

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 ¹ icon next to relevant question on the form.

When was the person's capacity to work reduced from 🕐 🚯	12
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.



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.

Ngles Results Measurements Scripts Lab Radial Cardal Endo Audio Letters Forms Imms/Meds			
🕅 Maximise 🔆 Filter 👔 Summary 🦹 Letters 🔍 Mail 🚱 Tasks 🔧 Expand All 🔯 View 🔸			N
🕞 15/05/2015 04:26 p.m. sprain	Demo	(Demo)	I
😥 01/05/2015 01:39 p.m. Action: Submitted : Influenza	Demo	(Demo)	Att
😋 30/704/2015 10:37 a.m. Action: Parked : WorkCapacity	Demo	(Demo)	Attachments
😥 25/03/2015 02:19 p.m. Action: Parked : John Chaplin Referral	Demo	(Demo)	nen
😥 28/08/2014 01:53 p.m. Action: Submitted : eLab Lab Request- Non fasting Lipids	Max	(Max)	_ <u>_</u>
😥 28/08/2014 01:43 p.m. Action: Submitted : eLab Amendment- C-Reactive Protein, Co	Max	(Max)	Side
😠 28/08/2014 01:21 p.m. Action: Submitted : eLab Amendment- Non fasting Lipids, Th	Max	(Demo)	Side View
😥 28/08/2014 01:19 p.m. Action: Submitted : eLab Lab Request- Non fasting Lipids	Max	(Demo)	2



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.

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Г	÷	28/08/2014 01:53 p.m.	Action: Submitted : Work Capacity	Max	(Max)	
	÷	28/08/2014 01:43 p.m.	Action: Submitted : eLao Amendment- C-Reactive Protein, Co	Max	(Max)	Att
	÷	28/08/2014 01:21 p.m.	Action: Submitted : eLab Amendment- Non fasting Lipids, Th	Max	(Demo)	Attachrw
	÷	30/09/2013 02:52 p.m.	Fracture of neck of femur (S30), Ankle sprain (S550.), Contusion, knee (SE411), Fracture of metaca	Demo	(Demo)	
	÷	27/09/2013-01:24 p.m.	Action: Parked : ACC Injury Claim Form	Demo	(Demo)	
	÷	24/09/2013 04:43 p.m.	Action: Parked : Medical Alarm	Demo	(Demo)	
	÷ I	09/09/2013 09:58 a.m.	Action: Added Citalopram (Ipca) 20 mg tablet:	Demo	(Demo)	
	÷۱	03/09/2013 11:32 a.m.	Ankle sprain (\$550.)	Demo	(Demo)	
	÷۱	03/09/2013 11:23 a.m.	Action: Parked : ACC Injury Claim Form	Demo	(Demo)	
	÷	09/07/2013 04:52 p.m.	sprain	Demo	(Demo)	

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



HealthLink Level 3, 13-15 Teed Street Newmarket Auckland 1023 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.

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