

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.

| <u>19</u> | | Medical Record for Gump, Forrest 🛛 🗕 🗖 | × |
|--------------------------|----------|---|----------------|
| $\leftarrow \rightarrow$ | | New Encounter Gump, Forrest | - |
| Overview | | Encounter: 🏽 Save 🎯 Print Problem: 🗋 New 🗙 Delete 🏹 Resolve 📑 🗙 19 Como Street | |
| Encounters | | A A E 宇 宇 学 Insert: 🔝 🕘 Diagnosis: 💽 Lookup 型 Textual Only | |
| Measures | | Constant of the second se | |
| Results | | 11/02/2019 1:44 PM Two Doctor at Hope No Privacy Restriction • • Occup: | |
| Tasks | | Problem 1 Marital: Unknown | |
| New Encounter | • | Alcohol: Unknown Drugs: Unknown | <u>Jpdate</u> |
| Actions | _ 🗆 | 🖄 Review 🛛 🗸 🍕 HealthLink eForms 📓 WINZ eForm 🛛 🎇 🌺 Memo Unlock 🗤 | <u>ersions</u> |
| Review | ^ | Problems Notifications Recent Contacts Dynamic | |
| Scripts | | Description (1) 08/02/2019 7:08, Two Doctor | |
| Diagnoses | | | |
| Adverse | | Height: | |
| Pathology | | Form: Work Capacity Medical Gertificate Form (08/02/2019) BP: | |
| Radiology | | BMI: - | |
| Calculators | | 07/02/2019 15:18, Two Doctor Ideal: - | |
| Form | | Adverse reactions: | |
| 11/02/2019 13:42 | 21 min | Changed: 08/02/2019 7:10 by Two Doctor. <u>Click Here</u> to view previous v | 4 |

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 & Income Work Capacity Med Cert | | - | • 🗖 | × | |
|--|---|-----------------|------------------|--------------|---------------|--|
| * | | | | | 붜 | |
| Work and Income Te Hiranga Tangata | Work and Income Work Capacity Medical Certificate | <u>S</u> ubmit | Pre <u>v</u> iew | <u>P</u> ark | Help • | |
| Capacity to Work 🖪 Forrest Gump | 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 ¹ 23456789 | | | | | |
| Pa <u>tient Information</u> Forrest Gump 47yrs | Capacity to Work Does the person have a health condition, injury or disability that presents a barrier/limitation to Yes work?* | | | | | |
| Recipient / Referrer 🖻 Referred by: Two Doctor | Comments Please provide any comments that would help Work and Income to assist this person to gain work. | | | | | |
| | Wauld you like Work and Income to contact you about this pare | n's condition (| ar ability to | | Vos | |
| | work? | n's condition o | or admity to | | res | |
| | Would a second opinion be useful? | 🔾 Yes 🛛 🖲 | No | | | |
| | Practitioner Information | | | | | |
| | • | ~ ·· _ ^ | | | Þ | |

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 | | | | | | | |
|---------------|------------------|-------------------|---|--------------------------------------|--|--|--|
| <u>N</u> ew - | 🗙 <u>D</u> elete | 🞯 <u>P</u> rint 🤉 | Form Panel View Recent Forms | | | | |
| Date 🔻 | Description | Status | Work and Income Work Capacity Medical Certificate | ~ | | | |
| 08/02/2019 | Work Capa | Submitted | Work and meetine Work Supacity medical Schmedic | 1 | | | |
| 11/12/2018 | New Injury | . Incomplete | | Work and Income Telfranga Tangata | | | |
| 03/12/2018 | New Injury | . Incomplete | Patient: Forrest Gump, 47yrs, M, DOB 20/06/1971 | | | | |
| 12/11/2018 | Auckland R | Incomplete | Residential address: 19 Como Street, Takapuna, Auckland 0610 | | | | |
| 12/11/2018 | Work Capa | Incomplete | Dostal address: same as residential address | | | | |
| 30/10/2018 | New Injury | . Submitted | Referred by: Two Doctor, Hope Junction, NZMC 14578, PH 456 8765, FAX 456 8766 | | | | |
| 30/10/2018 | New Injury | . Submitted | | | | | |
| 11/10/2018 | Heartbeat | Incomplete | Referral date: 08/02/2019 07:09 NZDT | | | | |
| 24/00/2018 | New Things | Tocomolete | | | | | |



Work and Income Work Capacity Medical Certificate

What and Incom 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

| Capacity to Work | | |
|---|--|--------------------------|
| Capacity to Work | | |
| Does the person have a health condition, injury or d barrier/limitation to work? | isability that presents a | No |
| Comments | | |
| Would you like Work and Income to contact you abo ability to work? | out this person's condition or | No |
| Would a second opinion be useful? | | No |
| Practitioner Information | | |
| Are you or your practice this patient's usual practitio | ner? | Yes |
| Practitioner type | | Doctor |
| I have discussed the information contained in this for representative) and they consent to the information | rm with the person (their guardia being provided to Work and Inco | an, or authorised me. |
| 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

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

Roles

Assisting people into work

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.

| | Submit Preview Park Help Work Capacity Form Help Ctrl+Alt+1 | | | | | | |
|--|--|--|--|--|--|--|--|
| WORK AND INCOME TE HIRANGA TANGATA | Employers Providers MyMSD login | | | | | | |
| ℰ Benefits and payments ∨ | Work • On a benefit • Search | | | | | | |
| Home / Providers / Health and disability practition health practitioners | Home / Providers / Health and disability practitioners / Guides for health and disability practitioners / Work Capacity medical certificate - Information for health practitioners | | | | | | |
| Activity in the Community projects | Work Capacity medical | | | | | | |
| Projects in the Community | certificate - Information for | | | | | | |
| Large scale emergency | | | | | | | |
| Childcare assistance | health practitioners | | | | | | |
| Youth Service provider resources | • | | | | | | |
| Advocates | The evidence is compelling: for most individuals, working improves | | | | | | |
| Health and disability practitioners | nearn and weirbeing and reduces psychological distress. (Ref P.7 The Australasian Eaculty of Occupational and Environmental | | | | | | |
| Guides and forms | 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.

| 199 | | | Medical Record for Gump, Forrest | | | - 0 | × |
|--------------------------|----------|--------------------------|--|--------------------------|------------------------------------|---------------------|-----------|
| $\leftarrow \rightarrow$ | | eForms | | | Gump, Forrest | | - |
| Overview | - | New - | 🗙 Delete 😒 Print 💲 📧 Form Panel 🛛 View 🛛 | Recent Form 🝷 Edit | 19 Como Street Takapuna Aucklar | 1d 0610 | |
| Encounters | | Date - 11/02/2019 | Description Work Capacity Medical Certificate Form | Status Incomplete | DOB: 20/06/11 File: 242 | 971 47y7m M | |
| Measures | | 11/02/2019 08/02/2019 | Work Capacity Medical Certificate Form Work Capacity Medical Certificate Form | Incomplete Submitted | Folder: Status: Active | | |
| Results | | 11/12/2018 03/12/2018 | New Injury Claim Form (ACC45) New Injury Claim Form (ACC45) | Incomplete Incomplete | Occup: Marital: Unknow | ٨n | |
| Tasks | | 12/11/2018 12/11/2018 | Auckland Regional eReferral Form Work Capacity Medical Certificate Form | Incomplete Incomplete | Smoker: Unknow Alcohol: Unknow | VD VD | 1 le dete |
| New Encounter | | 30/10/2018 | New Injury Claim Form (ACC45) | Submitted | Memo | vn <u>Unlock</u> | versions |
| Care Plans | | 11/10/2018 | Heartbeat Health Summary | Incomplete | | | |
| Immunisations | | 24/09/2018 13/09/2018 | New Injury Claim Form (ACC45) New Injury Claim Form (ACC45) | Incomplete Incomplete | | | |
| eForms | | 11/09/2018 27/06/2018 | Work Capacity Medical Certificate Form St John Medical Alarm Form | Incomplete Incomplete | Height: Weight: | | |
| Forms | | 27/06/2018 | Work Capacity Medical Certificate Form | Incomplete | BP: BMI: - | | |
| Documents | . | | | | Ideal: - Advarca raacti | • • | |
| 12/02/2019 11:47 0 |) min | | | | | | .4 |

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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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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