



D A M S T R A

Update Injury
Management for Claim

Safety

[DISCLAIMER]

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Update Injury Management Introduction

Once a claim has been entered into Damstra Safety, the type of treatment that the claimant requires or has received, as well as the amount of time lost to managing the injury, can be recorded.

This information may be entered into either the Claim item itself, or into the associated Event, and will automatically write to the other.

This guide shows how to enter this into an existing Claim item.



Update Injury Management Claims Management Register

The procedure begins in the *Claims Management Register*.

This is found under *People* in the Menu Bar.

Locate the Claim involved and **click 'Actions'**, then *'Edit'*.

The screenshot displays the DAMSTRA web application interface. The top navigation bar includes the DAMSTRA logo and 'My Dashboard'. Below this, there are filter options for 'All Records', a date range of '01/01/1970 - 31/12/2037', and checkboxes for 'Completed', 'Underway', and 'Not Started'. A 'People' menu is open, showing 'Claims Management' selected. An inset window shows the 'Claims Management' table with columns for ID, Claim Number, Claim Subject, Claim Date, Status, and RTW Co-ordinator. A table row is highlighted with an 'Actions' dropdown menu open, showing 'View', 'Edit', 'Delete', and 'Print' options.

ID	Claim Number	Claim Subject	Claim Date	Status	RTW Co-ordinator
40		Summers, Lenny	27/05/2019	Claim Form Sent	Martin Daniels
40		Dunk, Brian R	24/05/2019	Claim	Laura Jackson
39	174124	Foley, Michael	20/05/2019	Claim Form Sent	Lenny Summers
34	137325	Blake, Lawson Mark	20/03/2019	Entered	

'Claims Management Register'

Update Injury Management Injury Management

Click on the *Injury Management* tab.

In the *Injury Management* section, **select** the type of treatment the claimant requires or has already received.

In the example shown, *Hospitalisation* is already selected, as this has already been recorded in the corresponding Event item.

If we were to make a change here, it would also make the same change to the Event record.

The screenshot displays the DAMSTRA web application interface for editing a claim. The breadcrumb trail is 'Claims / Claims Management / Edit Claims Management - 42'. The 'Injury Management' section is active, showing a dropdown menu for 'Treatment Required' with 'Hospitalisation' selected. Other options include 'No Treatment', 'First Aid', 'Medical', and 'Absent From Work'. The 'Current Medical Condition' dropdown is also set to 'Absent From Work'. Below this, there is a section for 'Restricted Days / Days Off - (Lost Time Injuries)' with a search bar and a table. The table is currently empty, displaying 'No data available in table'. At the bottom of the form, there are 'Save All Claims Data' and 'Cancel' buttons, and a 'Help' button in the bottom right corner.

Update Injury Management Medical Condition

In the *Medical Condition* section, **select** the *current medical condition* of the claimant.

Again, in this example, *Absent From Work* has been copied over from the associated Event.

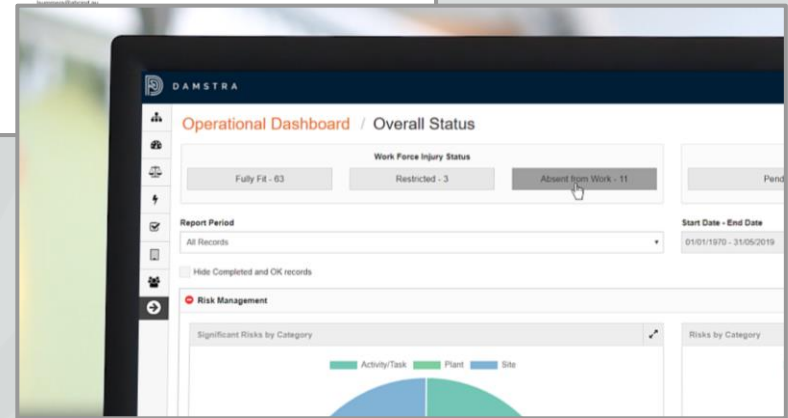
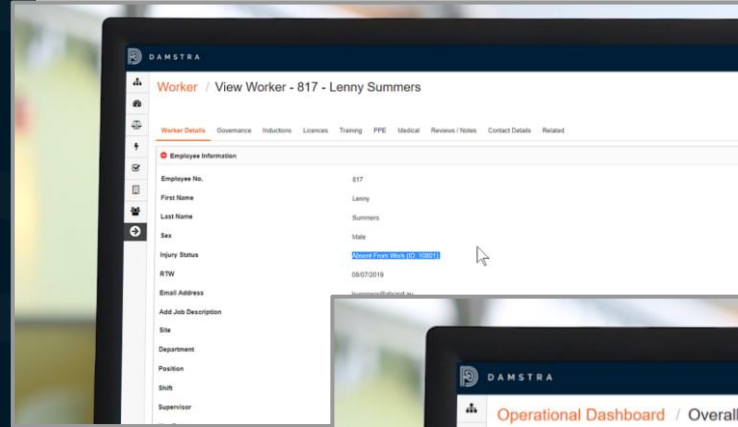
For all options other than *Fully Fit*, an additional field appears where additional comments can be added, if required.

If *Absent from Work* is selected, **enter** an expected *Return-to-Work* date if this is known

The screenshot displays the DAMSTRA web application interface for editing a claim. The breadcrumb trail is 'Claims / Claims Management / Edit Claims Management - 42'. The 'Injury Management' section shows 'Treatment Required' as 'Hospitalisation'. The 'Medical Condition' section has 'Current Medical Condition' set to 'Absent From Work', with a comment field containing 'Signed off from work with fractured wrist'. The 'Expected RTW date' is '08/07/2019'. Below this is a table for 'Restricted Days / Days Off - (Lost Time Injuries)' with a search bar and columns for Type, Start Date, End Date, Days, Hours, and Comments. The table is currently empty, showing 'No data available in table'. At the bottom, there are 'Save All Claims Data' and 'Cancel' buttons, and a 'Help' button in the bottom right corner.

Update Injury Management Other Impacts

As well as copying to or from the associated Event, the selected Medical Condition will also be recorded back to the claimant's *Worker* record and will impact the *Workforce Injury Status* statistics within the *Operational Dashboard*, so it's important that this field is updated in real-time as the situation progresses.



Update Injury Management Restricted Days / Days Off

In the *Restricted Days / Days Off* section, **click 'Add'** to record any instances of lost time as a result of the injury.

The screenshot displays the DAMSTRA web application interface for editing a claim. The breadcrumb trail is 'Claims / Claims Management / Edit Claims Management - 42'. The 'Injury Management' section is active, showing 'Treatment Required' as 'Hospitalisation' and 'Current Medical Condition' as 'Absent From Work'. The 'Expected RTW date' is '08/07/2019'. Below this, the 'Restricted Days / Days Off - (Lost Time Injuries)' section is visible, showing a search bar, a table with columns for Type, Start Date, End Date, Days, Hours, and Comments, and a table with 0 entries. A blue 'Add' button is located in the top right corner of the table area. At the bottom of the form, there are 'Save All Claims Data' and 'Cancel' buttons, and a 'Help' button in the bottom right corner.

DAMSTRA

Claims / Claims Management / Edit Claims Management - 42

Details Injury Management Claim Form - New South Wales File Notes Medical Certificates Claim Costs Weekly Benefits Reconciliation

Injury Management

Treatment Required Hospitalisation

Medical Condition

Current Medical Condition Absent From Work

Signed off from work with fractured wrist

Expected RTW date 08/07/2019

Restricted Days / Days Off - (Lost Time Injuries)

Total Days Off - 0

Search

Add

Type	Start Date	End Date	Days	Hours	Comments
No data available in table					

Show 10 entries | Showing 0 to 0 of 0 entries

Save All Claims Data Cancel

Help

Update Injury Management Restricted Days / Days Off cont.

In the *Type* field, **select** whether the lost time being recorded is due to a full or partial day off, or restricted duties.

In each case, **fill-in** when the lost time period began and ended.

Also **enter** the number of days and hours lost for the month and any relevant comments.

The screenshot displays the DAMSTRA web application interface for editing a claim. The breadcrumb trail is 'Claims / Claims Management / Edit Claims Management - 42'. The page is titled 'Injury Management' and contains several sections:

- Injury Management:** Includes a dropdown for 'Treatment Required' (Hospitalisation).
- Medical Condition:** Includes a dropdown for 'Current Medical Condition' (Absent From Work) and a text field for 'Signed off from work with fractured wrist'.
- Expected RTW date:** A date field set to 08/07/2019.
- Restricted Days / Days Off - (Lost Time Injuries):** This section is highlighted with a blue border and contains:
 - Type:** A dropdown menu set to 'Full Day Off'.
 - Start Day:** A date field set to 27/05/2019.
 - For whole month:** An unchecked checkbox.
 - For rest of month:** A checked checkbox.
 - End Day:** A date field set to 31/05/2019.
 - Full Days:** A text input field containing the number 5.
 - Hours Lost:** A text input field containing the number 40.
 - Comments:** An empty text area.

At the bottom of the form, there are two buttons: 'Save Days' (orange) and 'Save All Claims Data' (orange). A 'Cancel' button is also visible in the bottom right corner. A 'Help' icon is located in the bottom right corner of the application header.

Update Injury Management Restricted Days / Days Off cont.

Note that where lost time spans more than one calendar month, each month must be entered separately.

In this example, the worker has been signed-off from work from May 27th to July 7th.

This must be entered in three parts:

- Once for 27th May through to the end of that month
- Another for all of June
- And a final entry for the 1st to 7th July

The screenshot shows the DAMSTRA Claims Management interface for 'Edit Claims Management - 42'. The page includes a navigation menu with options like 'Details', 'Injury Management', 'Claim Form - New South Wales', 'File Notes', 'Medical Certificates', 'Claim Costs', 'Weekly Benefits', and 'Reconciliation'. The 'Injury Management' section is active, displaying fields for 'Treatment Required' (Hospitalisation), 'Medical Condition' (Absent From Work), and 'Current Medical Condition' (Signed off from work with fractured wrist). The 'Expected RTW date' is 08/07/2019. A 'Restricted Days / Days Off - (Lost Time Injuries)' section shows a total of 30 days off. Below this is a table with columns for Type, Start Date, End Date, Days, Hours, and Comments. The table contains three entries: a Full Day from 01/07/2019 to 07/07/2019 (5 days, 40.00 hours), a Full Day from 01/06/2019 to 30/06/2019 (20 days, 160.00 hours), and a Full Day from 27/05/2019 to 31/05/2019 (5 days, 40.00 hours). The interface also features a 'Save All Claims Data' button and a 'Help' icon.

Type	Start Date	End Date	Days	Hours	Comments
Full Day	01/07/2019	07/07/2019	5	40.00	
Full Day	01/06/2019	30/06/2019	20	160.00	
Full Day	27/05/2019	31/05/2019	5	40.00	

Update Injury Management Restricted Days / Days Off cont.

Once saved, the *Total Days Off* field will be updated and the information entered will be copied across to the *Injury Management* tab of the related Event item.

Click the 'Save All Claims Data' button to save the data entered so far.

