

DAMSTRA

Update Medical Certificates for Claim

Safety



[DISCLAIMER]

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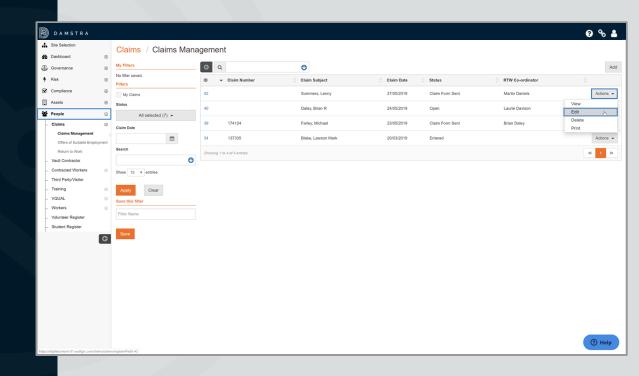
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Update Medical Cert. for Claim Introduction

Damstra Safety supports the ability to store copies of medical certificates relating to Claims within the existing Claim Item.

To do this, begin in the *Claims Management* Register, which can be found under *People* in the Menu Bar.

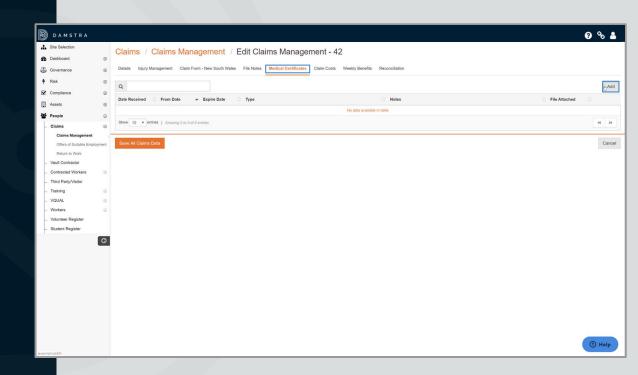
Locate the Claim involved and **click** 'Actions', then 'Edit'.





Update Medical Cert. for Claim Medical Certificates Tab

Click on the *Medical Certificates* tab. To add a new file. **click** 'Add'.





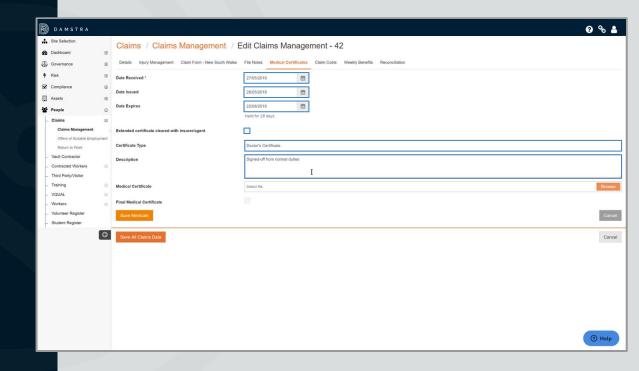
Update Medical Cert. for Claim Add Details

Enter:

- the date the certificate was received by the business,
- the date it was issued,
- and the date it expires.

If the certificate covers a period longer than the standard 28 days and this has been cleared with the insurer, **tick** the corresponding box.

Enter the *Certificate Type* into the freetext field and a description of what is being certified.



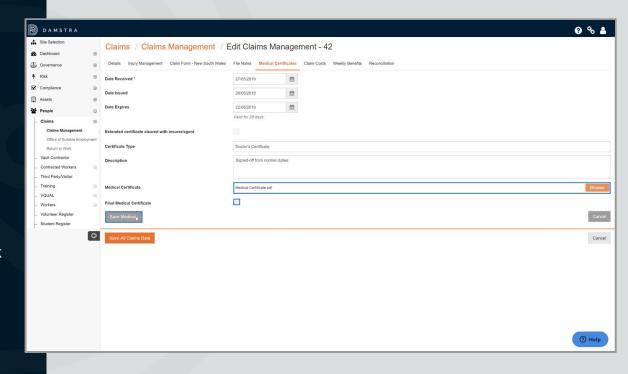


Update Medical Cert. for Claim Add Details cont.

To attach a copy of the certificate itself, **click** the 'Browse' button and locate the file on your computer.

If this is the last Medical Certificate that will be recorded in relation to this particular claim, **click** the *'Final Medical Certificate'* check-box.

Once all details have been entered, **click** 'Save Medicals'.





Update Medical Cert. for Claim View / Edit / Delete

The file is now saved and is visible in the register. To view a copy of the file, **click** the *eye* icon.

To edit the details or delete the file, **click** *Actions* followed by the appropriate option.

Once all activity is complete, **click** *Save All Claims Data* to return to the *Claims Management* Register.

