



**D A M S T R A**

Update Medical  
Certificates for Claim

Safety



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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'.

The screenshot displays the DAMSTRA Claims Management interface. The left sidebar shows a navigation menu with 'People' selected. The main content area is titled 'Claims / Claims Management' and features a table of claims. A context menu is open over the first row, highlighting the 'Edit' option.

ID	Claim Number	Claim Subject	Claim Date	Status	RTW Co-ordinator	Actions
42		Summers, Lenny	27/05/2019	Claim Form Sent	Martin Daniels	View Edit Delete Print
40		Daley, Brian R	24/05/2019	Open	Laurie Davison	
39	174124	Farley, Michael	23/05/2019	Claim Form Sent	Brian Daley	
34	137335	Blake, Lawson Mark	20/03/2019	Entered		

Showing 1 to 4 of 4 entries

# Update Medical Cert. for Claim

## Medical Certificates Tab

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

The screenshot displays the DAMSTRA web application interface. The top navigation bar includes the DAMSTRA logo and user profile icons. The main header shows the breadcrumb path: Claims / Claims Management / Edit Claims Management - 42. Below this, a series of tabs are visible: Details, Injury Management, Claim Form - New South Wales, File Notes, Medical Certificates (highlighted with a red box), Claim Costs, Weekly Benefits, and Reconciliation. A search bar is located above the table, with an 'Add' button to its right. The table header includes columns for Date Received, From Date, Expire Date, Type, Notes, and File Attached. The table body is currently empty, displaying the message 'No data available in table'. Below the table, there is a 'Show 10 entries' dropdown and a 'Showing 0 to 0 of 0 entries' indicator. An orange 'Save All Claims Data' button is positioned above the table. A 'Cancel' button is located in the top right corner of the table area. The left sidebar contains a navigation menu with categories like Site Selection, Dashboard, Governance, Risk, Compliance, Assets, and People. Under the 'People' category, the 'Claims Management' section is expanded, listing various roles and registers such as Offers of Suitable Employment, Return to Work, Vault Contractor, Contracted Workers, Third Party/Visitor, Training, VQJAL, Workers, Volunteer Register, and Student Register. A 'Help' button is located in the bottom right corner of the page.

# 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 free-text field and a description of what is being certified.

The screenshot shows the DAMSTRA web application interface for editing a claim. The breadcrumb trail is 'Claims / Claims Management / Edit Claims Management - 42'. The left sidebar contains navigation options: Site Selection, Dashboard, Governance, Risk, Compliance, Assets, People, Claims Management, Offers of Suitable Employment, Return to Work, Vault Contractor, Contracted Workers, Third Party/Visitor, Training, VQJAL, Workers, Volunteer Register, and Student Register. The main content area is titled 'Medical Certificates' and contains the following fields:

- Date Received \***: 27/05/2019
- Date Issued**: 28/05/2019
- Date Expires**: 22/06/2019 (Valid for 28 days)
- Extended certificate cleared with insurer/agent**:
- Certificate Type**: Doctor's Certificate
- Description**: Signed-off from normal duties
- Final Medical Certificate**:

Buttons at the bottom include 'Save Medicals', 'Save All Claims Data', and 'Cancel'. A 'Help' button is located in the bottom right corner.

# 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'*.

The screenshot displays the DAMSTRA web application interface for editing a claim. The breadcrumb trail is 'Claims / Claims Management / Edit Claims Management - 42'. The 'Medical Certificates' tab is active, showing a form with the following fields:

- Date Received \***: 27/05/2019
- Date Issued**: 28/05/2019
- Date Expires**: 22/06/2019 (Valid for 28 days)
- Extended certificate cleared with insurer/agent**:
- Certificate Type**: Doctor's Certificate
- Description**: Signed-off from normal duties
- Medical Certificate**: Medical Certificate.pdf (with a 'Browse' button)
- Final Medical Certificate**:

At the bottom of the form, there are two buttons: 'Save Medicals' and 'Save All Claims Data'. A 'Cancel' button is also visible on the right side of the form.

# 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.

The screenshot displays the DAMSTRA web application interface. The top navigation bar includes the DAMSTRA logo and user profile icons. The left sidebar contains a menu with categories like Site Selection, Dashboard, Governance, Risk, Compliance, Assets, and People. The main content area is titled 'Claims / Claims Management / Edit Claims Management - 42'. Below the title, there are tabs for 'Details', 'Injury Management', 'Claim Form - New South Wales', 'File Notes', 'Medical Certificates', 'Claim Costs', 'Weekly Benefits', and 'Reconciliation'. The 'Medical Certificates' tab is active, showing a table with columns for 'Date Received', 'From Date', 'Expire Date', 'Type', 'Notes', and 'File Attached'. A single entry is visible with the following details: Date Received: 27/05/2019, From Date: 26/05/2019, Expire Date: 22/06/2019, Type: Doctor's Certificate, Notes: Signed-off from normal duties. An 'Actions' dropdown menu is open over the entry, showing options for 'Edit' and 'Delete'. Below the table, there is a 'Save All Claims Data' button. The bottom right corner features a 'Help' button.

