



D A M S T R A

Manage Preferred  
Medical Practitioners

Safety

## [DISCLAIMER]

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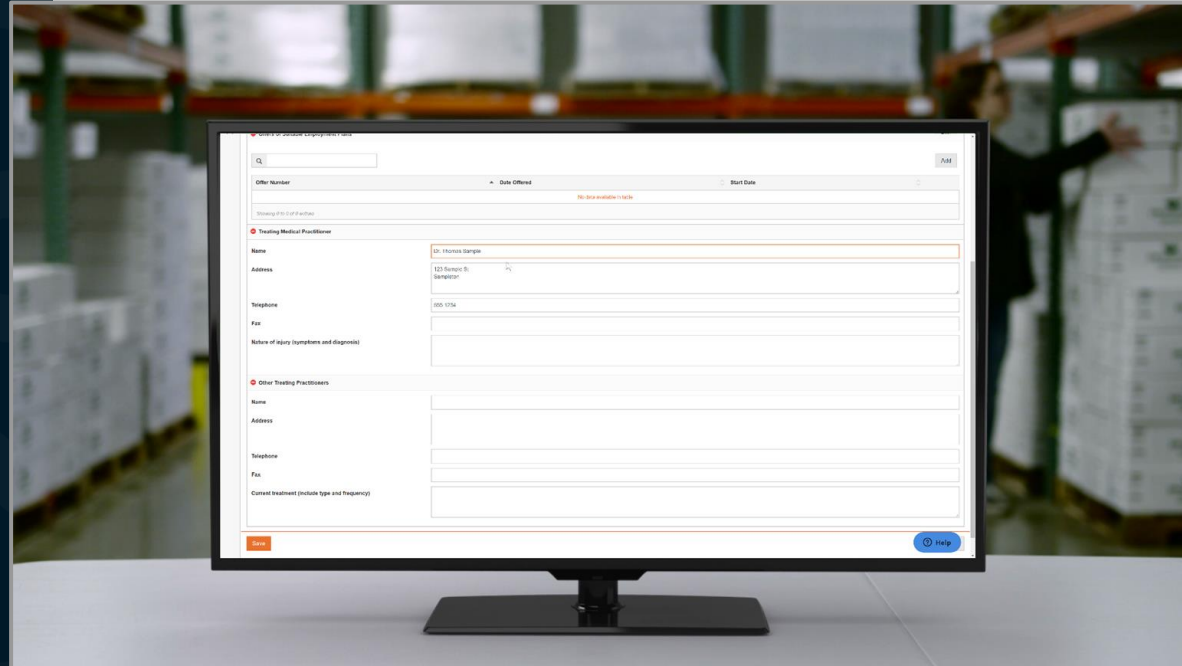
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# Preferred Medical Practitioners Introduction

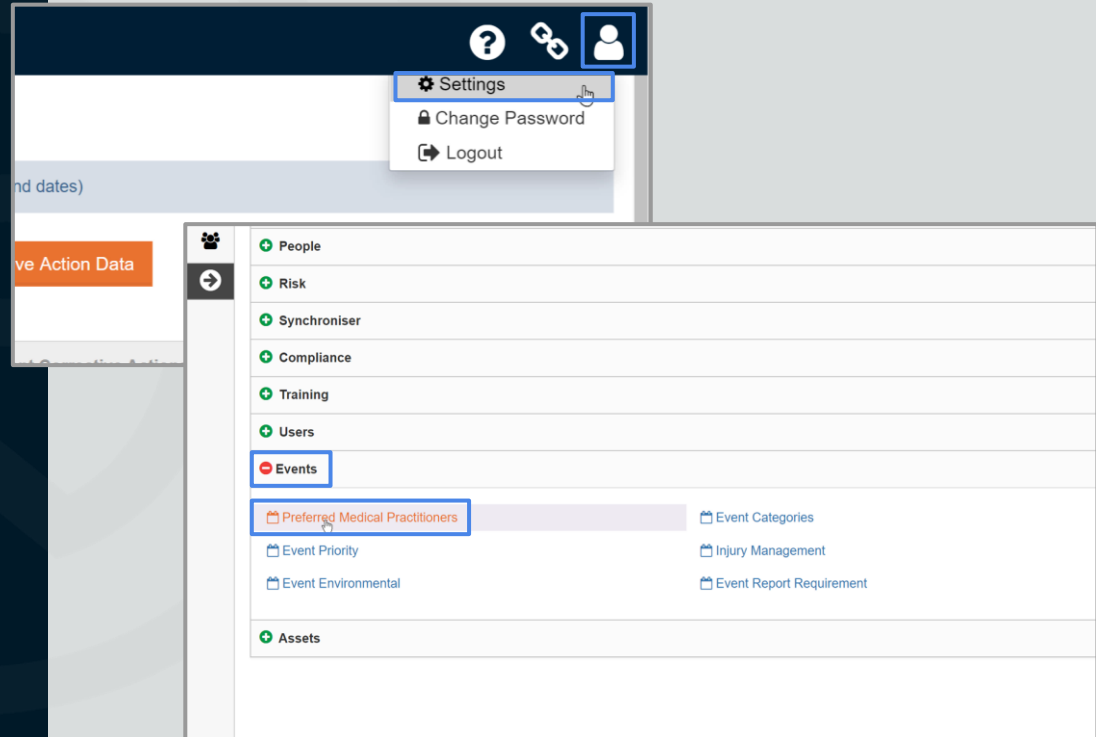
Details of Medical Practitioners regularly used by your Organisation can be added to your system, allowing them to be selected and assigned in a Return to Work plan following an illness or injury.



# Preferred Medical Practitioners Settings

This is managed via Settings, which can be found under  toward the top of the screen.

**Click** to expand 'Events', then **click** 'Preferred Medical Practitioners'.



The screenshot illustrates the navigation path to the 'Preferred Medical Practitioners' settings. In the top right corner, a user profile icon is highlighted with a blue box. A dropdown menu is open, showing 'Settings' as the selected option. Below this, the 'Events' menu item is expanded, and 'Preferred Medical Practitioners' is highlighted with a blue box. The 'Preferred Medical Practitioners' settings page is displayed, showing a list of sub-items: 'Event Categories', 'Event Priority', 'Event Environmental', 'Injury Management', and 'Event Report Requirement'. The 'Preferred Medical Practitioners' item is highlighted with a blue box.

- Settings
- Change Password
- Logout

- People
- Risk
- Synchroniser
- Compliance
- Training
- Users
- Events
  - Preferred Medical Practitioners
  - Event Categories
  - Event Priority
  - Event Environmental
  - Injury Management
  - Event Report Requirement
- Assets

# Preferred Medical Practitioners

## Preferred Medical Practitioners Register

The register shows the details of any Medical Practitioners already added to your system.

To add a new record, **click** 'Add'.

The screenshot displays the 'Preferred Medical Practitioners Register' interface within the DAMSTRA system. The page title is 'Settings / Preferred Medical Practitioners'. A blue 'Add' button is highlighted in the top right corner. Below the title, there is a search bar and a table with columns for 'Name' and 'Phone'. The table contains one entry: 'Dr. Thomas Sample' with the phone number '555 1234'. The interface also includes a 'Back' button in the bottom right corner and a 'Help' button in the bottom right corner.

Name	Phone	Actions
Dr. Thomas Sample	555 1234	

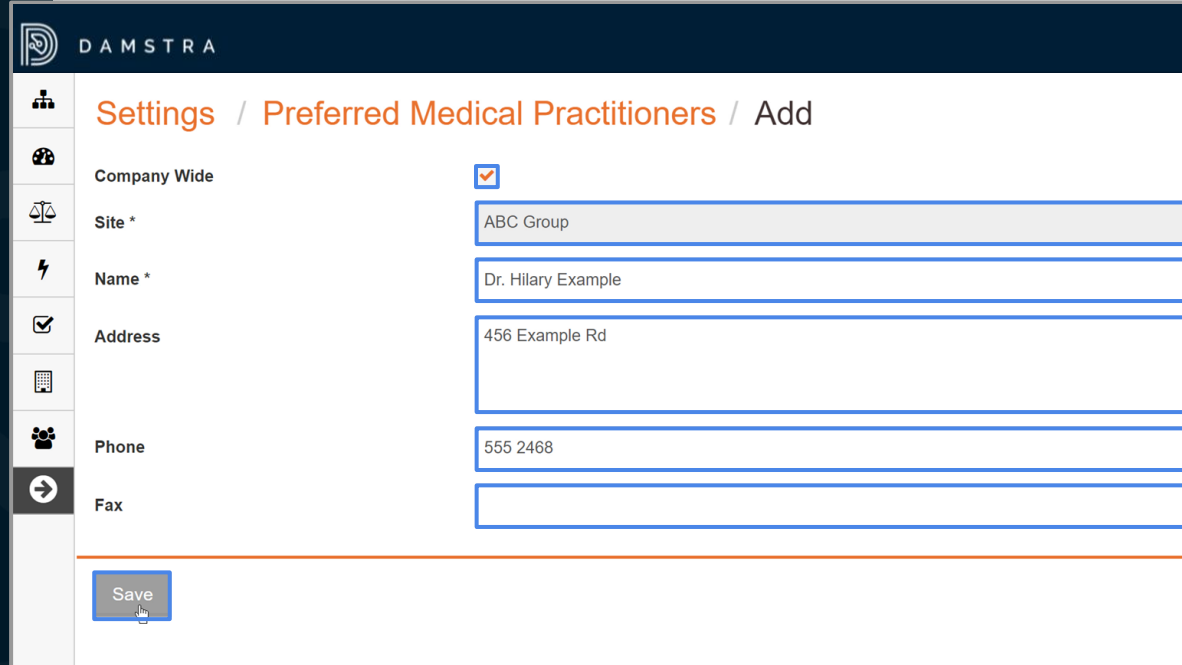
# Preferred Medical Practitioners

## Adding a Medical Practitioner

First, **select** which Sites should have visibility of the Medical Practitioner being added by **clicking** the 'Site' field and searching or browsing the Org Structure.

Or, if the entire company should have visibility, **check** the 'Company Wide' checkbox.

Then, **enter** their details in the form, and **click** 'Save'.



The screenshot displays the DAMSTRA web application interface. At the top, the DAMSTRA logo is visible. Below it, a navigation menu on the left contains icons for various functions. The main content area shows the breadcrumb path: Settings / Preferred Medical Practitioners / Add. The form includes a 'Company Wide' checkbox (checked), a 'Site \*' dropdown menu (selected: ABC Group), a 'Name \*' text input (filled: Dr. Hilary Example), an 'Address' text input (filled: 456 Example Rd), a 'Phone' text input (filled: 555 2468), and a 'Fax' text input (empty). A 'Save' button is located at the bottom left of the form area.

	Company Wide	<input checked="" type="checkbox"/>
	Site *	ABC Group
	Name *	Dr. Hilary Example
	Address	456 Example Rd
	Phone	555 2468
	Fax	

# Preferred Medical Practitioners

## Selecting Medical Practitioner

The Medical Practitioner is now selectable from within the 'Return to Work' tab of an Illness or Injury Event.

Offers of Suitable Employment Plans

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Offer Number	Date Offered
No data available in table	

Showing 0 to 0 of 0 entries

Treating Medical Practitioner

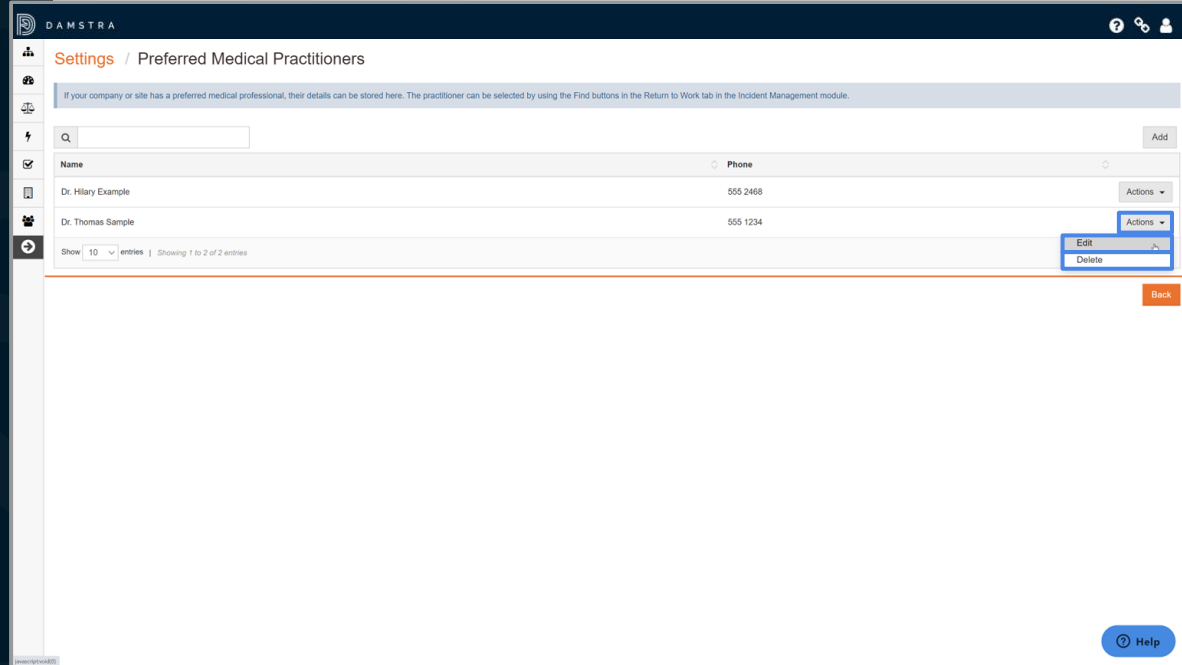
Name	<input type="text" value="Dr. Hilary Example"/>
Address	<input type="text" value="456 Example Rd"/> <input type="text" value="I"/>
Telephone	<input type="text" value="555 2468"/>
Fax	<input type="text"/>
Nature of injury (symptoms and diagnosis)	<input type="text"/>

Other Treating Practitioners

# Preferred Medical Practitioners

## Edit or Delete

To edit or delete an existing record, **click** 'Actions', followed by the appropriate option.



The screenshot displays the DAMSTRA interface for managing preferred medical practitioners. The page title is 'Settings / Preferred Medical Practitioners'. A descriptive text states: 'If your company or site has a preferred medical professional, their details can be stored here. The practitioner can be selected by using the Find buttons in the Return to Work tab in the Incident Management module.' Below this is a search bar and an 'Add' button. The main content is a table with the following data:

Name	Phone	Actions
Dr. Hilary Example	555 2468	Actions -
Dr. Thomas Sample	555 1234	Actions - Edit Delete

At the bottom of the table, there is a pagination control: 'Show 10 entries | Showing 1 to 2 of 2 entries'. A 'Back' button is located at the bottom right of the table area. A 'Help' button is visible in the bottom right corner of the page.



