



D A M S T R A

Manage Preferred
Medical Practitioners

Safety



[DISCLAIMER]

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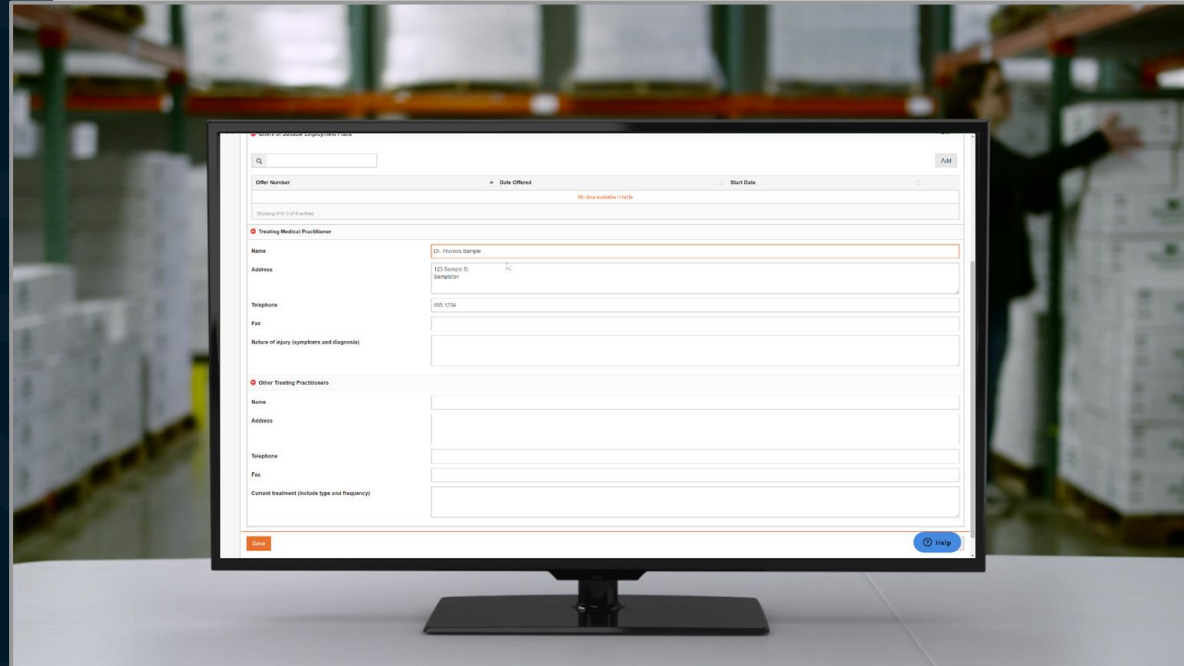
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Preferred Medical Practitioners Introduction

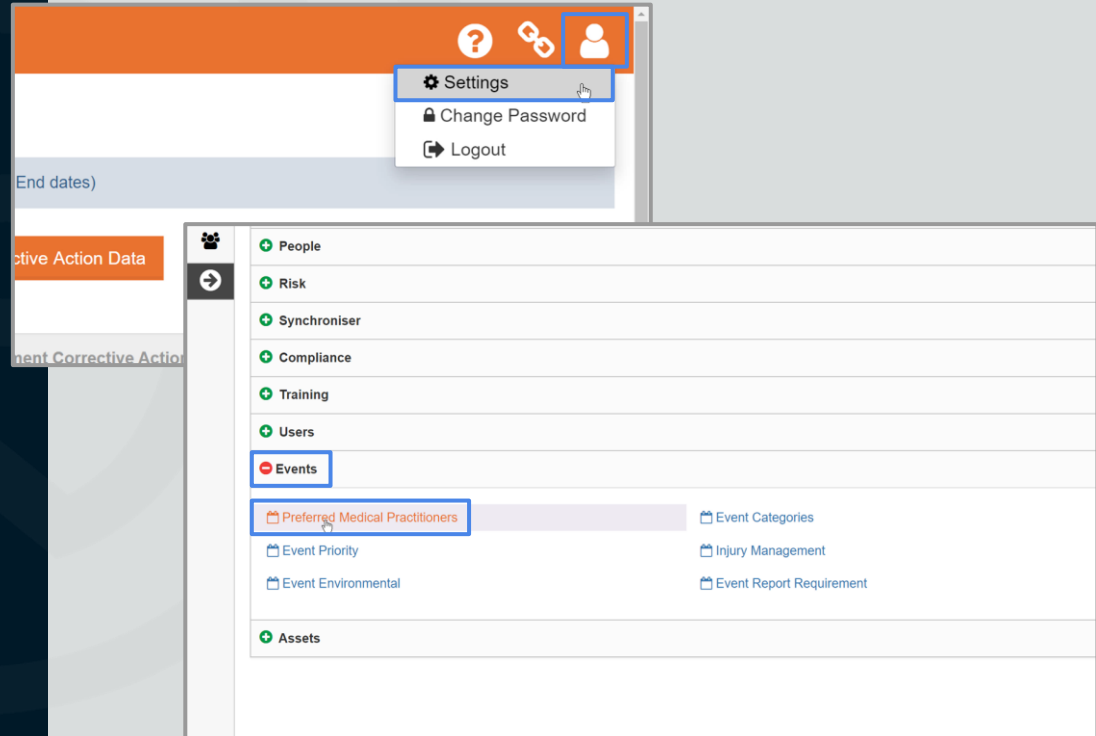
Details of Medical Practitioners regularly used by your Organisation can be added to your system, allowing them to be selected and assigned in a Return to Work plan following an illness or injury.



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'.



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 shows a web application interface for managing preferred medical practitioners. The page title is "Settings / Preferred Medical Practitioners". A blue box highlights the "Add" button in the top right corner. Below the header, 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	

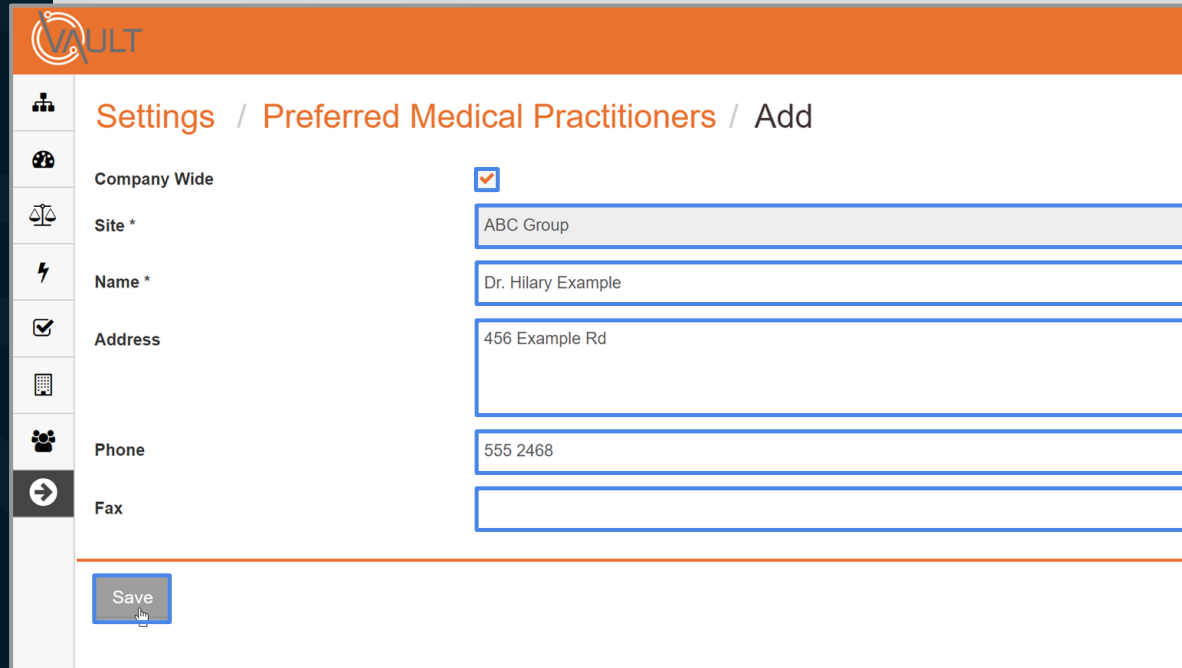
Preferred Medical Practitioners

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 shows the VAULT system interface for adding a medical practitioner. The header is orange with the VAULT logo. The breadcrumb trail is "Settings / Preferred Medical Practitioners / Add". A sidebar on the left contains icons for various settings. The main form has the following fields:

- Company Wide:** A checked checkbox.
- Site *:** A dropdown menu with "ABC Group" selected.
- Name *:** A text input field containing "Dr. Hilary Example".
- Address:** A text input field containing "456 Example Rd".
- Phone:** A text input field containing "555 2468".
- Fax:** An empty text input field.

A "Save" button is located at the bottom left of the form area.

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 'Settings / Preferred Medical Practitioners' page. At the top, there is a header with the ULT logo and navigation icons. Below the header, a message 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." A search bar is located below the message. The main content area features 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.

