



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 'Claims / Claims Management' interface. On the left is a navigation menu with 'People' selected. The main area shows a table of claims with columns for ID, Claim Number, Claim Subject, Claim Date, Status, and RTW Co-ordinator. An 'Actions' dropdown menu is open over the first row, highlighting the 'Edit' option.

ID	Claim Number	Claim Subject	Claim Date	Status	RTW Co-ordinator
42		Summers, Lenny	27/05/2019	Claim Form Sent	Martin Daniels
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	

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 VULT Claims Management interface. The breadcrumb trail is 'Claims / Claims Management / Edit Claims Management - 42'. The 'Medical Certificates' tab is selected and highlighted with a red box. Below the breadcrumb, there are navigation tabs: 'Details', 'Injury Management', 'Claim Form - New South Wales', 'File Notes', 'Medical Certificates', 'Claim Costs', 'Weekly Benefits', and 'Reconciliation'. A search bar is present with an 'Add' button to its right. Below the search bar, there are filters for 'Date Received', 'From Date', 'Expire Date', 'Type', 'Notes', and 'File Attached'. A table below these filters shows 'No data available in table' and a 'Show 10 entries' dropdown. At the bottom of the table area, there is a 'Save All Claims Data' button and a 'Cancel' button. The left sidebar contains a navigation menu with items like 'Site Selection', 'Dashboard', 'Governance', 'Risk', 'Compliance', 'Assets', and 'People'. The 'People' section is expanded to show 'Claims Management' and its sub-items: 'Offers of Suitable Employment', 'Return to Work', 'Vault Contractor', 'Contracted Workers', 'Third Party/Visitor', 'Training', 'VQUAL', 'Workers', 'Volunteer Register', and 'Student Register'. A 'Help' button is located in the bottom right corner.

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 displays the VULT Claims Management interface. 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 shows the 'Medical Certificates' tab 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
- Final Medical Certificate**:

Buttons include 'Save Medicals', 'Save All Claims Data', 'Cancel', and 'Browse'. 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 VULT Claims Management interface. The breadcrumb trail is 'Claims / Claims Management / Edit Claims Management - 42'. The 'Medical Certificates' tab is active, showing a table with the following details:

Field	Value
Date Received *	27/05/2019
Date Issued	28/05/2019
Date Expires	22/06/2019

Below the table, there are several sections:

- 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 'Help' button is located in the bottom right corner.

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 shows the CLAIMS system interface. The breadcrumb navigation is 'Claims / Claims Management / Edit Claims Management - 42'. The page title is 'Medical Certificate expired on 22/06/2019'. The table below shows one entry:

Date Received	From Date	Expire Date	Type	Notes	File Attached	Actions
27/05/2019	26/05/2019	22/06/2019	Doctor's Certificate	Signed-off from normal duties		Eye icon, Edit, Delete, Cancel

Below the table is a 'Save All Claims Data' button. The left sidebar contains navigation options: Site Selection, Dashboard, Governance, Risk, Compliance, Assets, People, Claims, Claims Management, 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.

