Queensland Workers’ Compensation Medical Certificate
How to create the Certificate in Medical Director
Introduction

The Queensland Workers’ Compensation Certificate wizard, removed when Medical Director 3.15 was released has been redesigned and restored to version 3.15.2 of Medical Director.

Notes about the Certificate Wizard

- The Certificate wizard is accessible only to:
  - Practitioners
  - Users with Full Access.
- The Certificate is available Australia-wide i.e. regardless of your practice's location as recorded via Tools > Options > Practice tab.
- The wizard consists of 4 pages of questions and a 1-page print preview of the printable Certificate.
- Complete as much information as desired, noting that some information is compulsory; you will be notified of any required fields if you miss them. By clicking the Guidelines for Completion link on the wizard you can view a PDF of information on completing the form, as supplied by Q-Comp.
- Progress through the wizard via the Next button. Alternatively, return to a previous page via the Back button.
- You can quit the wizard at any time by clicking the Cancel button, at which point you will be given the opportunity to save your progress. You can return to the certificate at a later time, and continue from where you left off by initiating the wizard again.
- If you complete and save a Certificate, and later discover an error on it, you must recreate the Certificate - you will not be able to edit a saved, completed Certificate.
How to Complete the Certificate Wizard

1. Open a patient’s record.

2. Within the Clinical Window, select Assessment > QLD Workers’ Compensation Certificate. The Certificate wizard appears, and you are presented with Part A, as shown in the following image. Complete Part A - Worker’s Details, as desired.

![Part A - Worker's Details](image)

Note that the Claim Number field is required only if you have been issued a number by Q-Comp. If you leave this field blank, the printed form will indicate that you are submitting a new claim.

The following fields on this window are required:

- Worker was first seen at this practice/hospital for this injury/disease on.
- Worker stated date of injury.
- Injury/disease is consistent with worker’s description of cause.

3. Click the Next button to continue. Page 2 of the wizard, Part A - Worker’s Capacity for Work... appears. Note that this screen includes Part B (Diagnostic Plan). Complete Part A and Part B, as desired.

![Part A - Worker's Capacity for Work](image)

The following fields on this window are required:

- Part A - Worker’s capacity for work: at least one option must be selected here.
- Part A - Medical Management: you must indicate whether the worker will be reviewed again.
4. Click the **Next** button to continue. You are presented with **Part C - Medical Management Plan**. Complete Part C - Medical Management Plan as desired.

5. Click the **Next** button to continue. You are presented with **Part D – Rehabilitation and return to work plan**. Complete Part D - Rehabilitation and return to work plan as desired.
6. Click the **Next** button to continue. You are presented with a print preview of the completed Certificate.

![Print Preview](image)

- Click the **Zoom In** / **Zoom Out** toggle button to zoom into/out of the document. When zoomed-in, click and hold the mouse to reposition the document.

7. Click the **Finish** button. You will be prompted to print the Certificate.

  - If you select **Yes**, your default printer’s dialogue window is called, and you can print the Certificate from there. Three copies will be printed. A copy of the Certificate is also saved to the Letters tab of the patient’s record.
  
  - If you select **No**, a copy of the Certificate is saved to the Letters tab of the patient’s record. You can print it from there later, if you wish.
  
  - Click **Cancel** to take no action and return to the Wizard.

This concludes the steps for completing the Queensland Workers’ Compensation Medical Certificate.