

Authority to obtain information Autorización para obtener información

The aim of your return to work service provider (the provider) is to assist you to return to and/or remain in suitable employment and/or assist you to achieve re-integration into the community. In addition to speaking with your case manager, they may need to discuss confidential information relevant to your injury with your doctor, medical provider/s, employer and in some instances other people/organisations and obtain information from them. By completing this authority to obtain information (the authority) you are giving your provider permission to obtain information relevant to your return to work activity.

El objetivo de su proveedor de retorno al trabajo (el proveedor) es ayudarle a regresar a un empleo adecuado o a permanecer en el mismo, o ayudarle a reintegrarse a la comunidad. Además de hablar con su administrador de caso, quizás tenga que analizar información confidencial pertinente a su lesión con su médico, proveedor/es de servicios médicos, empleador y, en ciertas circunstancias, otras personas u organizaciones, y obtener información de parte de ellos. Al completar esta autorización para obtener información (la autorización), le otorga permiso a su proveedor para que obtenga información pertinente a su retorno al trabajo.

I (please print): / Yo (escribir en letra de imprenta):

claim number (if known) / número de reclamo (si lo conoce):

authorise my provider (specify organisation) /
autorizo a mi proveedor (especificar el nombre de la organización):

to obtain information relating to my injury/illness (specify) /
a obtener información relacionada con mi lesión o enfermedad
(especificar):

sustained at work on or about (date) /
sufrida en el trabajo en o alrededor de (fecha): ____ / ____ / ____

from the following people/organisations I have indicated to the
right to assist in the management of my recovery and/or return
to work.

de parte de las siguientes personas u organizaciones que indico a
la derecha, a fines de ayudar en la gestión de mi recuperación y/o
regreso al trabajo.

Refer to user notes on reverse
Consulte las notas del usuario al dorso

For general authority, please tick the box/es provided.

To limit authority, do not tick the box/es. Instead, write the names of people/ organisations you are authorising on the dotted line/s. You may also choose a combination of general and limited authority.

Para otorgar autorización general, marque la/s casilla/s correspondiente/s. **Para limitar la autorización**, no marque la/s casilla/s. En lugar de ello, escriba los nombres de las personas u organizaciones a las que está autorizando en la/s línea/s de puntos. También puede optar por una combinación de autorización general y limitada.

Assessing and treating medical doctors /
Médicos a cargo de evaluaciones y tratamientos

Assessing and treating medical providers (e.g. physiotherapist) /
Proveedores de servicios médicos a cargo de evaluaciones y
tratamientos (por ej.: fisioterapeuta)

Pre-injury employer representatives /
Representantes del empleador previo a la lesión

Host employers / Empleadores anfitriones

Potential/new employers / Empleadores nuevos o potenciales

Training organisations / Organizaciones de capacitación

Other (e.g. union representative, community organisations) / Otros
(por ej.: representante del sindicato, organizaciones comunitarias)

I approve a copy of the authority, including an electronic version, being treated as the original. The authority is valid for the duration of my claim unless it is superseded by a new authority or until such time as either I, or my representative, revoke the authority.

Apruebo el uso de una copia de la autorización, incluso en versión electrónica, para que sea considerada un original. La autorización es válida por la duración de mi reclamo, a menos que sea reemplazada por una nueva autorización, o hasta el momento en que mi representante o yo la revoquemos.

Signature Firma	Date Fecha
-----------------	------------

Instructions for completing the Authority to obtain information

The Return to work service provider must arrange for this authority to be completed and signed by the worker prior to any information of a confidential nature being obtained in relation to the worker's recovery and return to work. It is important the worker be provided assistance to fully comprehend the purpose and use of the authority and offered assistance to complete the Authority to obtain information form (the form). Further information may be obtained from ReturnToWorkSA on 13 18 55.

1. The worker has the right to seek independent advice before signing the form. This is not a prescribed form and therefore the worker has the right to alter the form or provide an alternative authority.
2. Involvement of a representative of the worker should occur only if requested/authorised by the worker.
3. Prior to obtaining confidential information, providers must ensure the authority is valid (e.g. has not been revoked by the worker) and the information is relevant to the management of the worker's recovery and/or return to work.
4. In relation to the worker approving people/organisations involved in their recovery and/or return to work, they are to:
 - 1) either tick the box provided or leave the box blank and specify names if choosing to limit authority (e.g. Dr Adam X or Y's Medical Centre); and
 - 2) tick or specify only relevant people/organisations as not all will be relevant to the worker's recovery and/or return to work.
5. If changes are made to people/organisations involved in the worker's recovery and/or return to work, the worker is to be asked to sign a new authority. Once signed, the latest authority will automatically supersede the previous authority. Therefore it is essential that the new authority include all previously listed people/organisations, if still relevant.

6. A copy of the completed and signed authority must be provided to the:
 - worker
 - case manager
 - employer or employer representative/s
 - people/organisations authorised by the worker to release information to the provider

Note: It is necessary to provide a copy of the authority to the worker's pre-injury employer **only** if the worker is still employed by that employer.

7. A copy of all completed and signed authorities are to be kept together in a prominent position on the return to work services file and forwarded to relevant people/organisations as required. If there is more than one return to work services file for the worker, a copy of the most recent authority is to be kept on each file.
8. This form is available in several common languages at www.rtwsa.com. If an interpreter is used for completing the authority, please ensure the Interpreter declaration form is also completed and attached to the authority. For a copy of the form and guidelines please contact ReturnToWorkSA on 13 18 55.
9. The provider has forwarded copies of the authority to the following people/organisations on the dates noted:

<input type="checkbox"/>	Worker	___/___/___
<input type="checkbox"/>	Case manager	___/___/___
<input type="checkbox"/>		___/___/___
<input type="checkbox"/>		___/___/___
<input type="checkbox"/>		___/___/___
<input type="checkbox"/>		___/___/___

ReturnToWorkSA
GPO Box 2668 South
Australia 5000

Phone: 13 18 55
Fax: 08 8238 5775
Email: info@rtwsa.com
Website: www.rtwsa.com

To contact ReturnToWorkSA in a language other than English, please ring the Interpreting and Translating Centre on 1800 280 203 and ask them to contact us on 13 18 55.

This interpreting service is available at no cost to you.

If you need any information in braille, audio, e-text or large print, please call us on 13 18 55 and we will do our best to help you.

If you are deaf or have a hearing or speech impairment you can call ReturnToWorkSA through the National Relay Service (NRS):

- TTY users can phone 13 36 77 then ask for 13 18 55.
- Speak & Listen (speech-to-speech) users can phone 1300 555 727 then ask for 13 18 55.
- Internet relay users can connect to NRS on www.relayservice.com.au then ask for 13 18 55.