

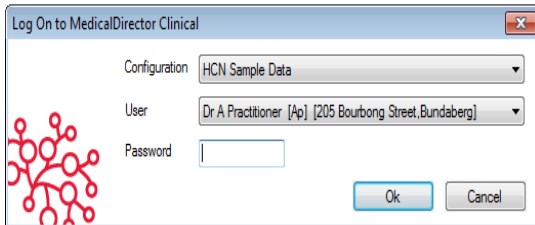
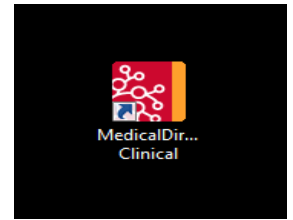


Medical Director – Work Capacity Certificate (RTWSA) Form
Clinic Install & User Guide
Version: 1.1

Installing the UHG Widget:

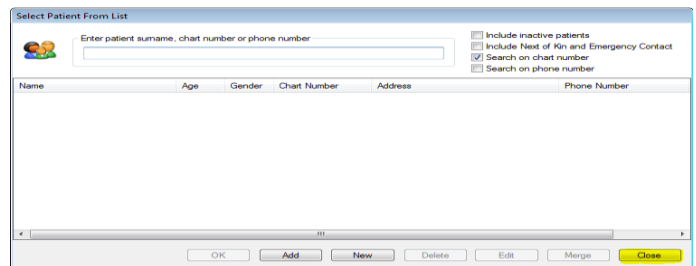
Step 1: Open Medical Director

First step is to open Medical Director, This can normally be located on the desktop of your PC, below is an example of the icon you should be looking for on the desktop:



Step 2: Login to Medical Director

When you double click on the Medical Director icon, the Medical Director program should open and you will be provided with the following pop-up



Step 3: Close the "select patient from list" window

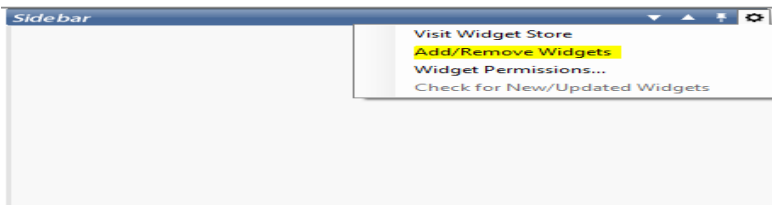
Once you have logged into Medical Director you will be given a pop-up screen requesting you to find a patient. For now close this window as we will open the patient files later.



Step 4: Open Add/remove widgets

Depending on how your Medical Director is set up, you may already have the widget active, however if this is not the case then you will need to open the "add/remove widgets screen, this can be achieved in 2 different ways:

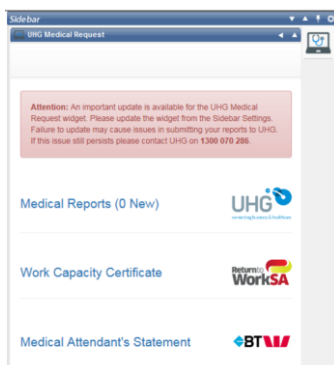
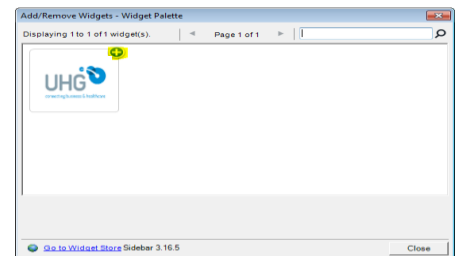
Top menu: Click Sidebar in the menu then "add/remove widget"



Cog in sidebar: In the sidebar, click on the cog and select "add/remove widget"

Step 5: Adding the UHG widget

When you have clicked the "add/remove widget" option you will be provided with the "add/remove widget" pop-up, typically this is where you will find the UHG Medical Request Widget. When you view the widget, if you have not already installed the widget you will find a little "+" sign at the top right corner of the widget, you will need to click this sign so that it turns into a "-" sign. When you do this your UHG widget will be added to your sidebar.



Step 6: UHG Widget added

When you have added the UHG widget you will find a little laptop with a stethoscope on the right hand side of the sidebar Click this icon. When you click the icon you will be provided with the screen below:

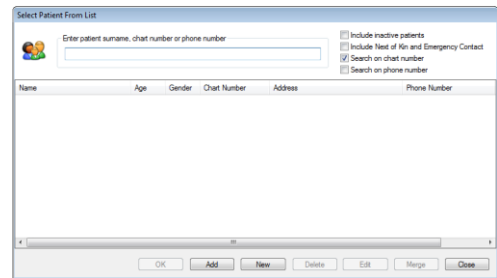
What you should find in this screen:

- UHG electronic medical reports
- UHG Work Capacity Certificate (RTWSA)
- Medical Attendant's Statement (BT Forms)

Using the Work Capacity Certificate (RTWSA) Form:

Step 1: Open the patients file

First thing you will be required to do is open the patients file, this can be done by clicking the "open" menu item at the top of your Medical Director.



Type in the patients name in the text box and click "ok", and the patients file should open.

Step 2: Open the Work Capacity Certificate (RTWSA) Form

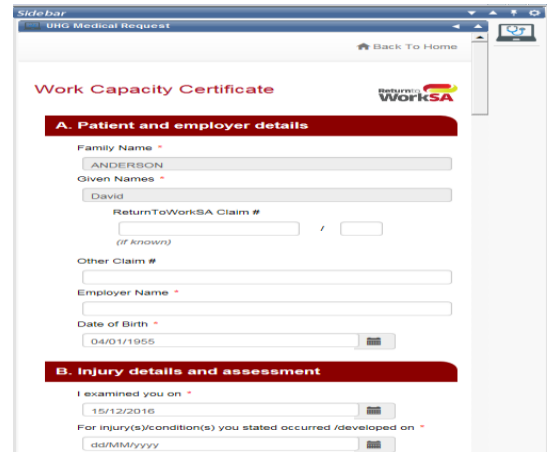
Now that you have the patients file open you can now complete a Work Capacity Certificate (RTWSA) Form. To Start the Form processes simply click on the "Work Capacity Certificate" link provided in the UHG widget, as shown below:

Step 3: Filling Out the Work Capacity Certificate (RTWSA) Form

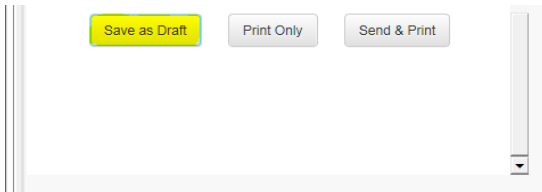
Much like any form, the doctor will be required to fill out all the required fields. You will find that some fields are mandatory (the ones with a red asterisks next to the field name), while others are not. In addition you will find that some of the fields will be pre-filled. The form is broken down into various different parts which are listed below:

Form Sections:

- Patient and employer details
- Injury details and assessment
- Certification
- Treatment plan
- Functional ability
- Communication
- Doctor Details



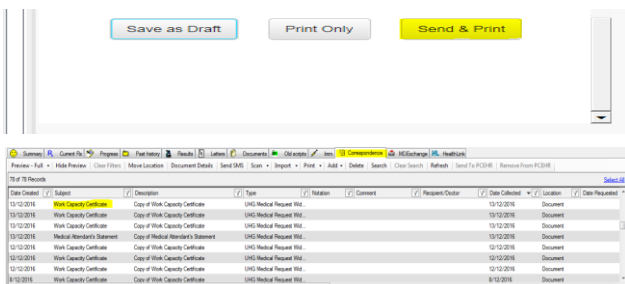
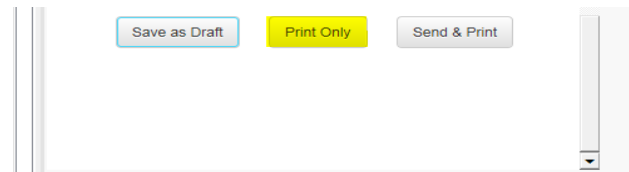
Step 4: Saving as Draft



Sometimes the doctor may not be able to complete the form first time around. With that in mind the doctor has the ability to save the form as a draft, at which point all details / information provided will be saved until the doctor returns to complete the form, this button can be found at the bottom of the form, as shown below:

Step 5: Print Only

When the doctor has fully filled out the form they have the option to just print the form. This can be done by using the "print only" button. When the Doctor clicks this button the form will open up in a PDF file, and from this file the doctor can print the form.



Step 6: Send & Print

When the doctor has fully completed the form, and does not wish to just print the form, but wants to send the form as well, this can be achieved by clicking the "Send & Print" button, when you click this button the form will be sent, and a copy of the form can be found in the patients file under "letters". In addition a pop-up with the PDF version will appear.