



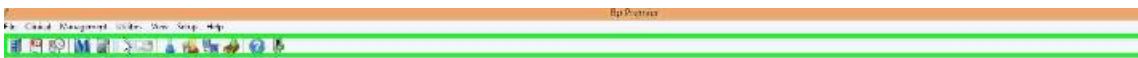
Australian Government

Comcare

GUIDE TO USING THE CERTIFICATE OF CAPACITY IN BEST PRACTICE

Step 1

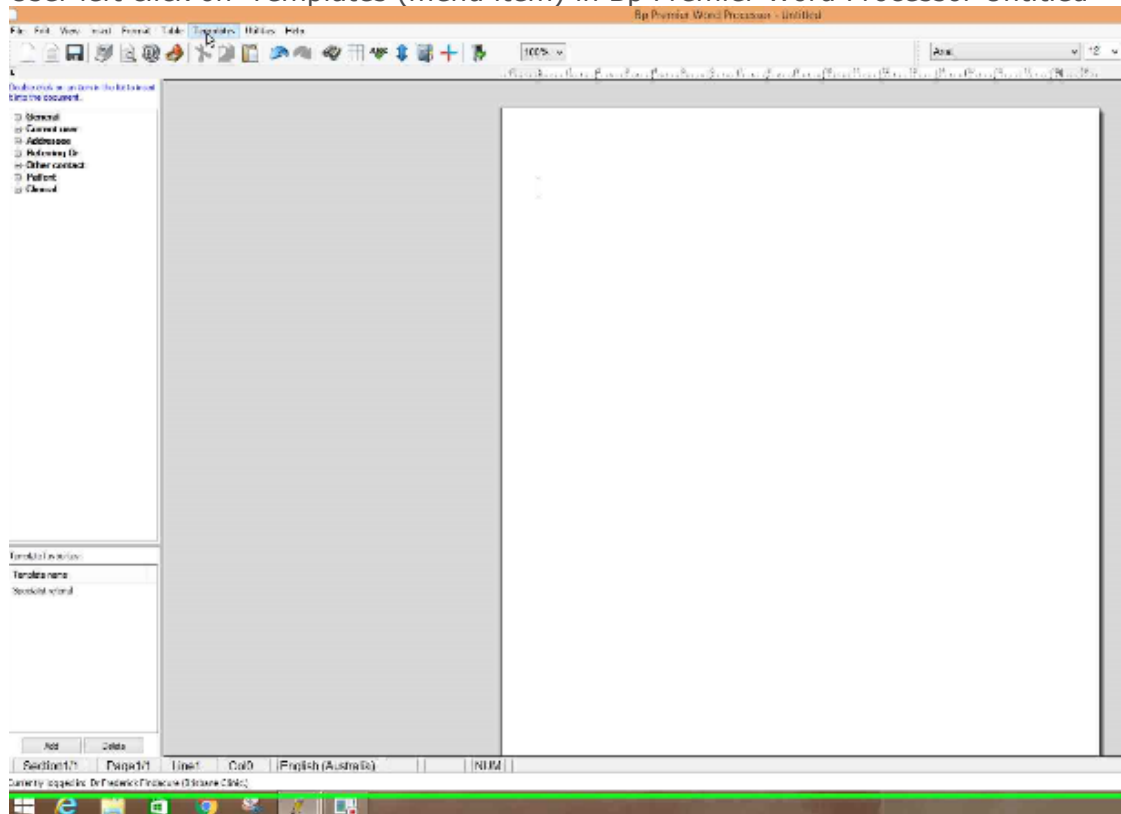
User left click on 'Open word processor (button) in 'Bp Premier'



Bp Premier

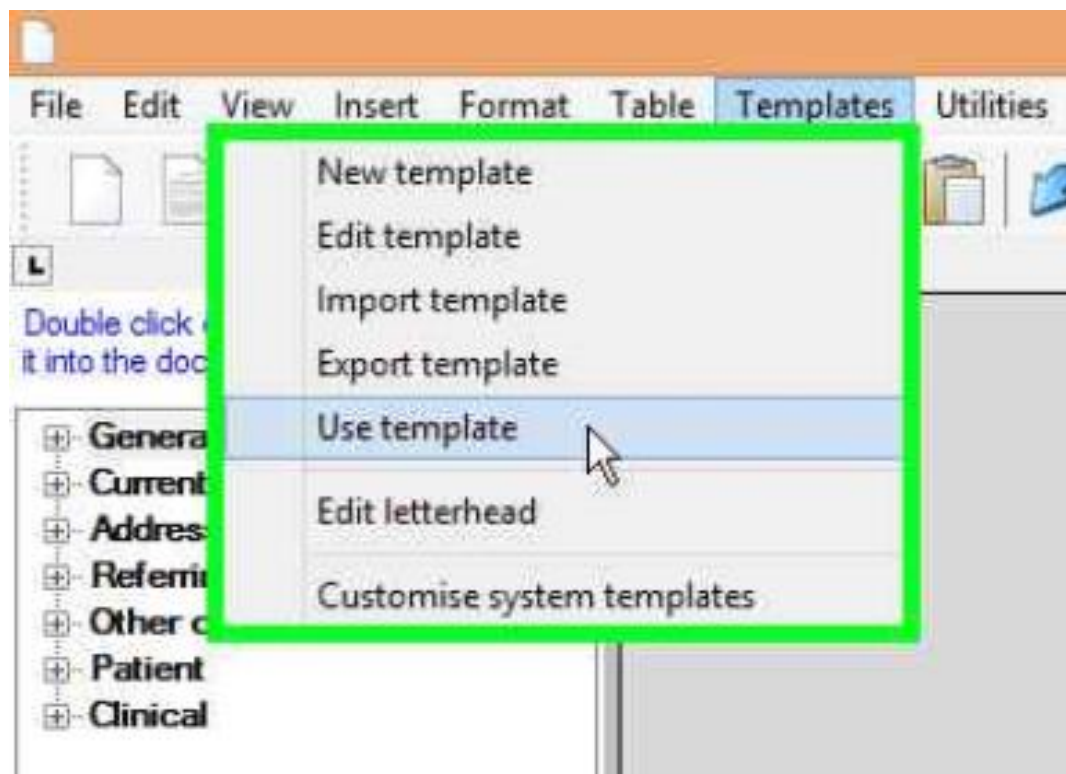
Step 2

User left click on 'Templates (menu item) in Bp Premier Word Processor Untitled'



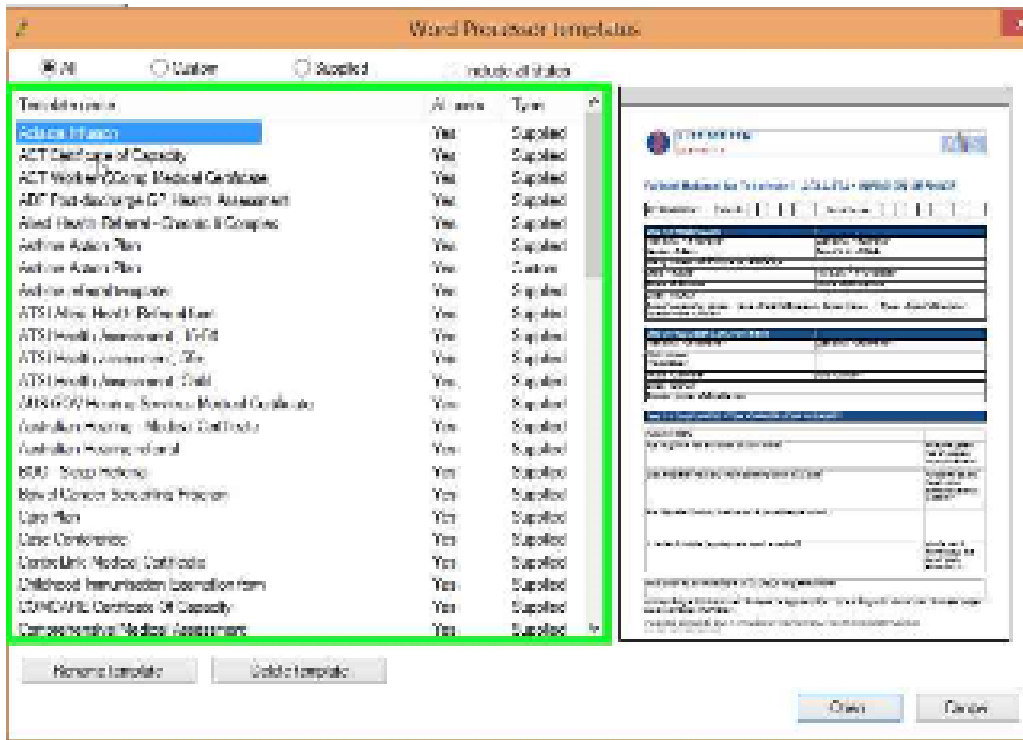
Step 3

User left click on 'Use template (menu item)'



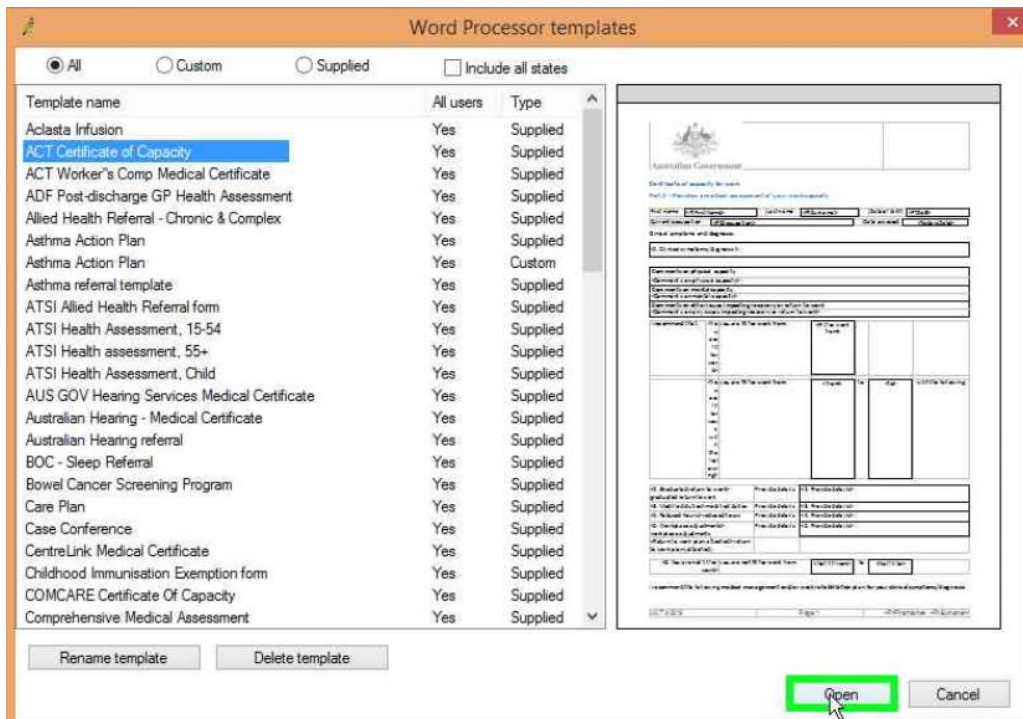
Step 4

User left click on 'Use template (menu item)'



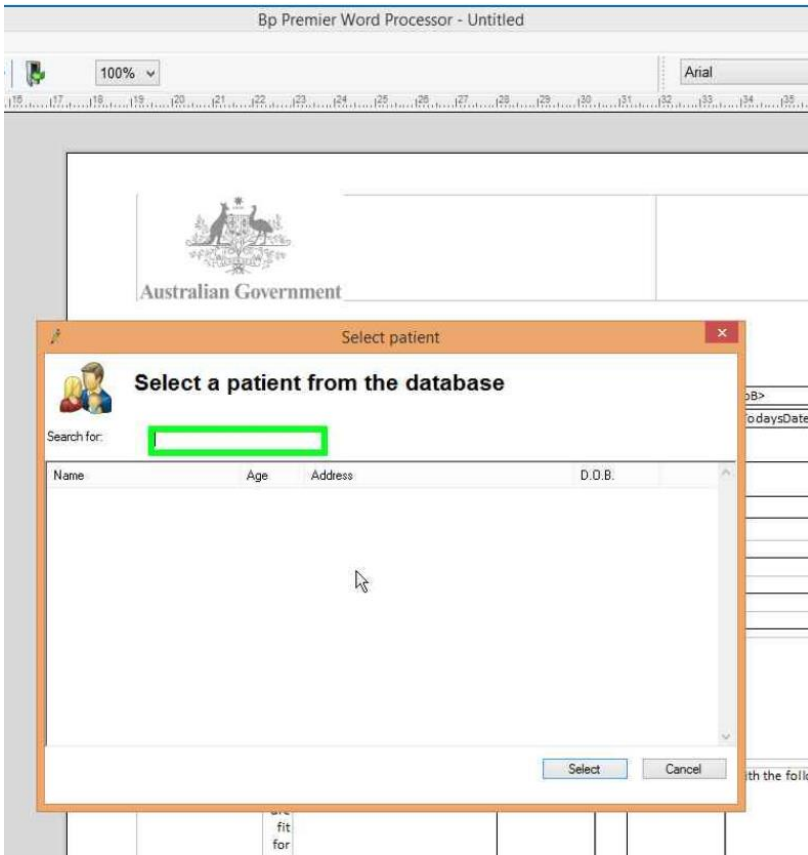
Step 5

User left click on 'Open (button)' in 'Word Processor templates'



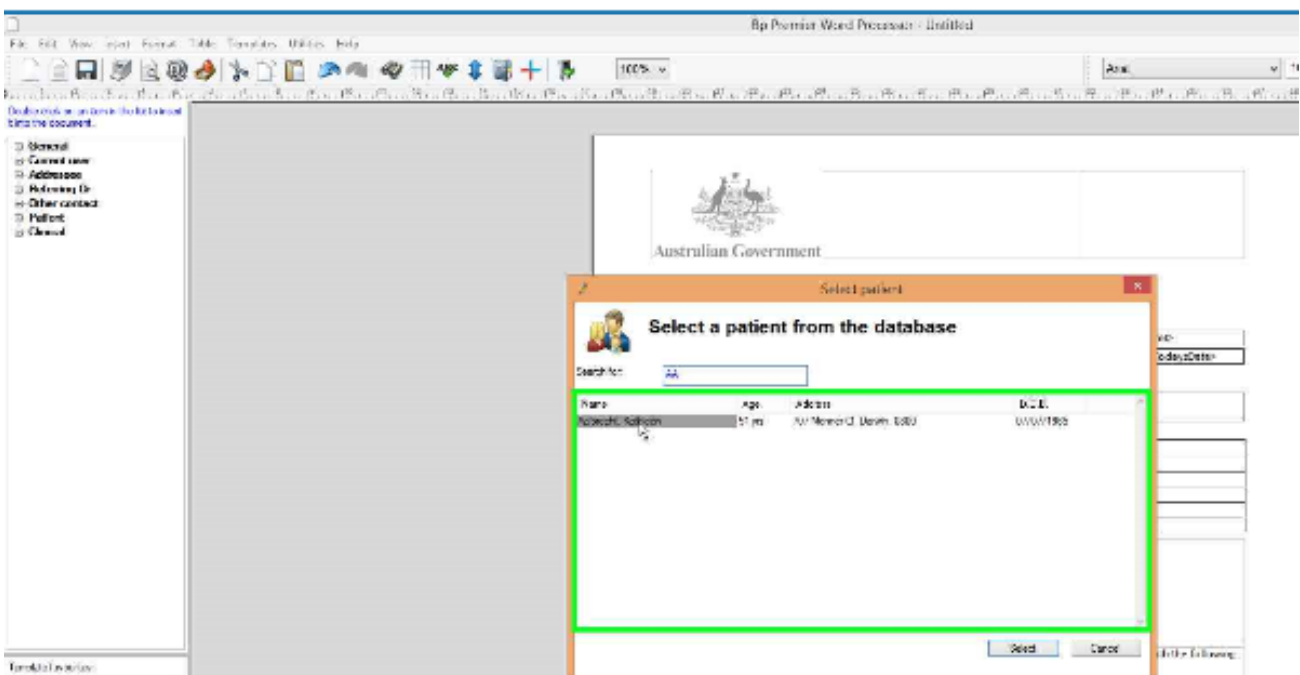
Step 6

User keyboard input on 'Select patient (dialog)' in 'Select patient'



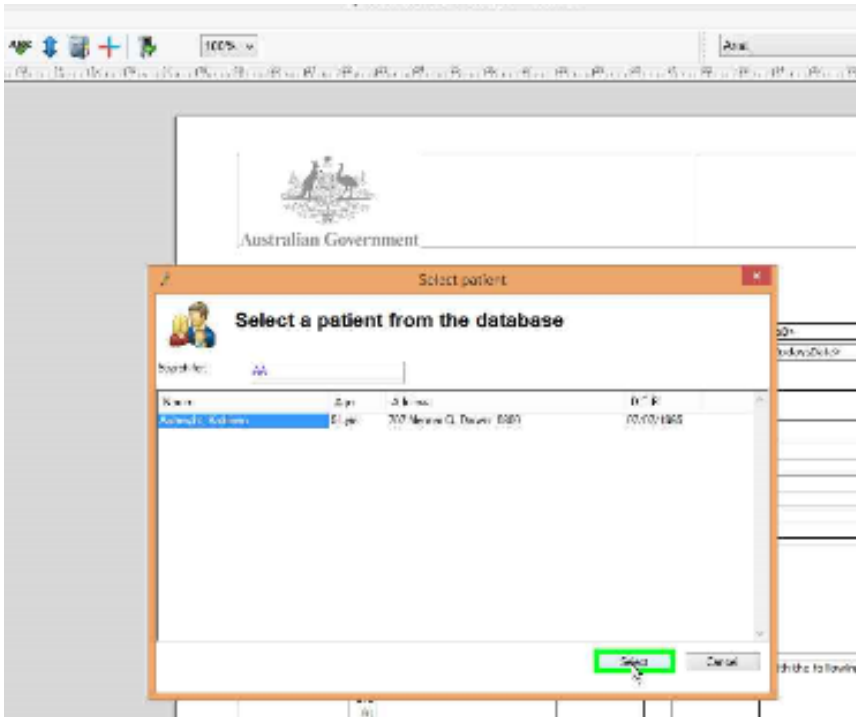
Step 7

User left click on 'Select patient (dialog)' in 'Select patient'



Step 8

User left click on 'Select (button)' in 'Select patient'



Step 9

User left click on 'Next > (button)' in 'ACT Certificate of Capacity'

The screenshot shows the 'ACT Certificate of Capacity' form. The form is titled 'ACT Certificate of Capacity' and contains various fields for clinical symptoms, comments on physical and mental capacity, and other details. At the bottom right of the form, the 'Next >' button is highlighted with a green box.

Step 10

User left click on 'Insert (button)' in 'ACT Certificate of Capacity'

The image shows a software window titled "ACT Certificate of Capacity". It contains a form with several sections, each with a title and a text area or dropdown menu:

- 1 Treatment, Medication, Investigations or tests
- 2 Purpose
- 3 Frequency
- 4 Treatment, Medication, Investigations or tests
- 5 Purpose
- 6 Frequency
- Accession date: 14/02/2017
- Order reference (if any):
- Referral number: 14/02/2017
- Has been reviewed in this condition in this practice: 14/02/2017
- Does this user maintain (issues via contracted) based on the information available to you, this user capacity:
- Are there other relevant physical or psychological conditions?
- Are there other relevant psychological conditions?
- Are there other relevant comorbidities?
- Factors which may be relevant to the condition or capacity: (1) Unsettled environment, social or personal circumstances that are difficult to resolve and (2) M... at other medical conditions.
- Preclude a return to work case conference:
- Preclude a return to work certificate:
- Preclude a return to work certificate:
- This certificate is a final certificate:
- Have discussed the information contained in this form:

At the bottom of the window, there are three buttons: "Back", "Insert" (highlighted with a red box), and "Cancel".

Step 11

User left click on 'Steps Recorder' – Recording Now (button)'

The image shows a screenshot of a web browser displaying the "Australian Government Certificate of Capacity for Work" form. The form is titled "Certificate of capacity for work" and includes a sub-heading "Part A - Provide a medical assessment of your work capacity".

Key fields on the form include:

- First name: [Redacted]
- Last name: [Redacted]
- Place of work: 07/07/1665
- Capacity number: 14552207

The form contains several sections for medical assessment:

- Clinical symptoms and diagnosis: (1) Indicate all conditions that affect the person's ability to do their work.
- Comments on physical capacity: This section is for GP or other specific capacity comments that will provide the employer with medical information.
- Comments on mental capacity:
- Comments on other issues impacting reliability or return to work:

There are checkboxes for "you are fit for work from" and "you are not fit for work from" with associated dates.

At the bottom of the form, there is a table with columns "Treatment, Medication, Investigation or test" and "Frequency".

At the bottom of the browser window, a "Steps Recorder - Recording Now" button is highlighted with a red box.