



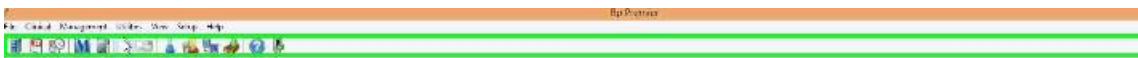
Australian Government

Comcare

GUIDE TO USING THE CERTIFICATE OF CAPACITY IN BEST PRACTICE

Step 1

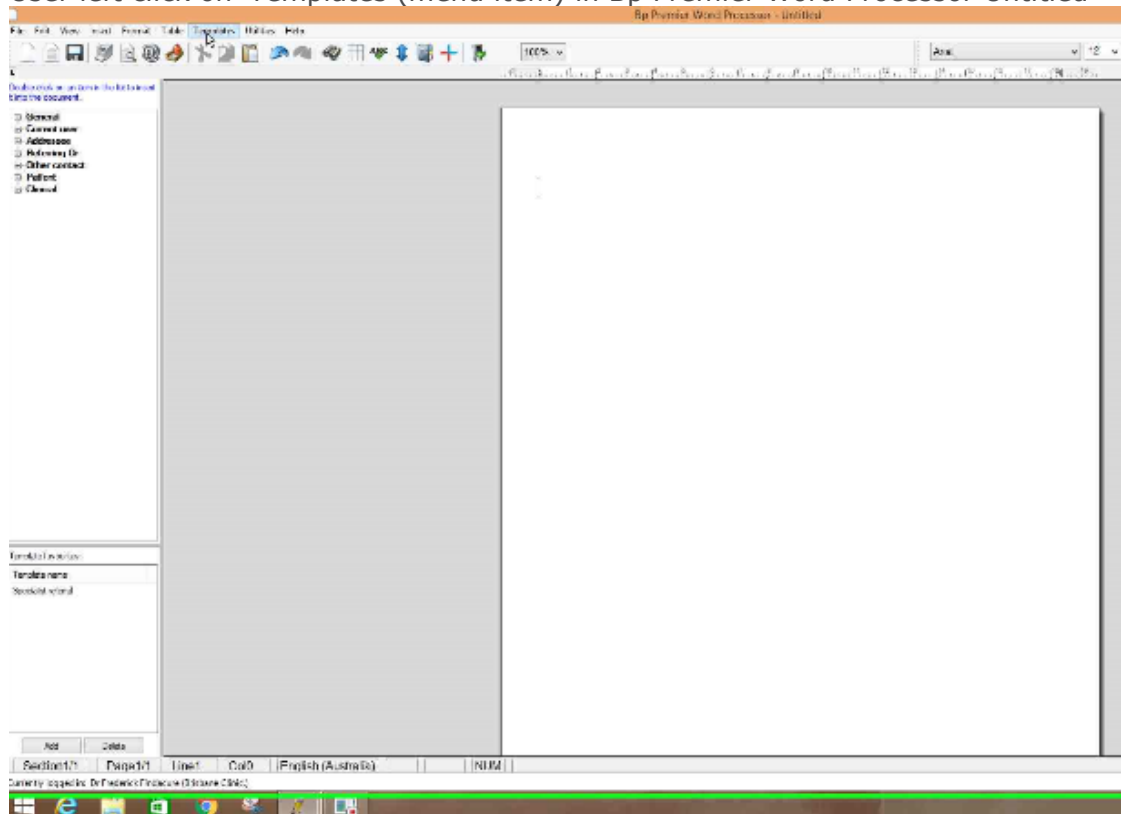
User left click on 'Open word processor (button) in 'Bp Premier'



Bp Premier

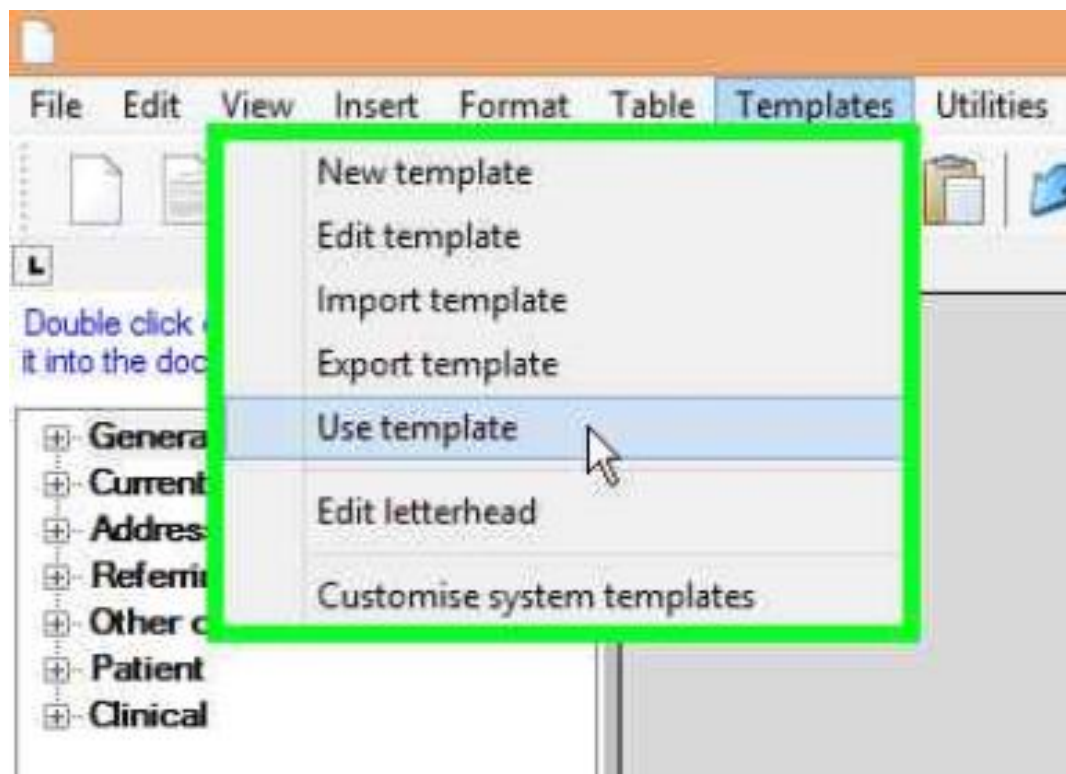
Step 2

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



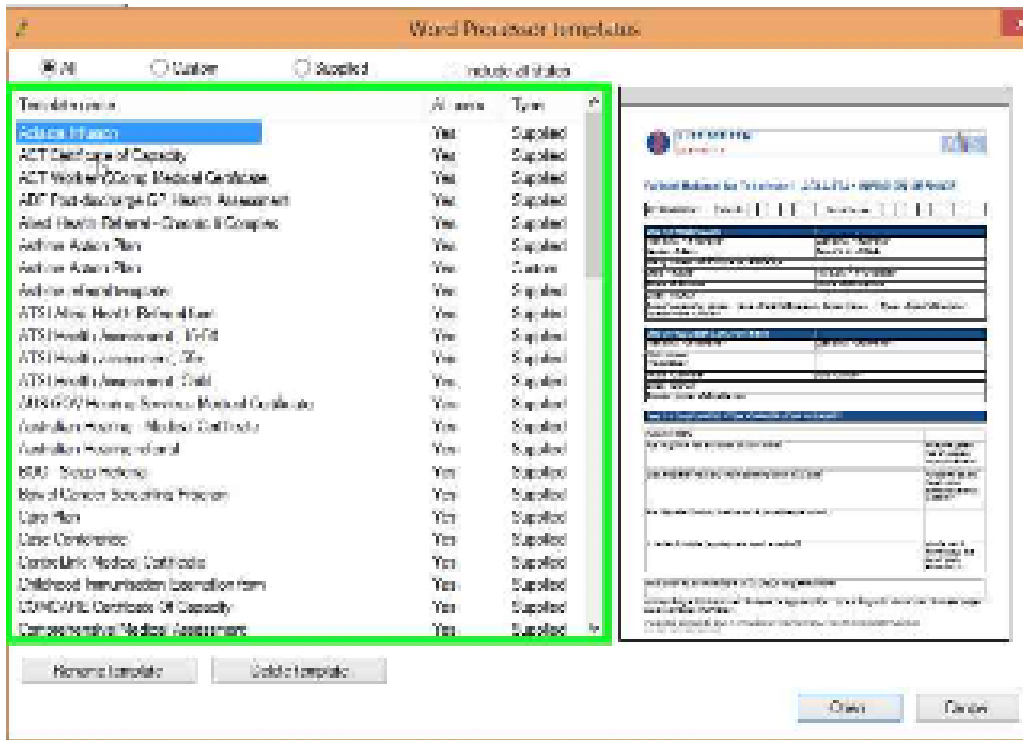
Step 3

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



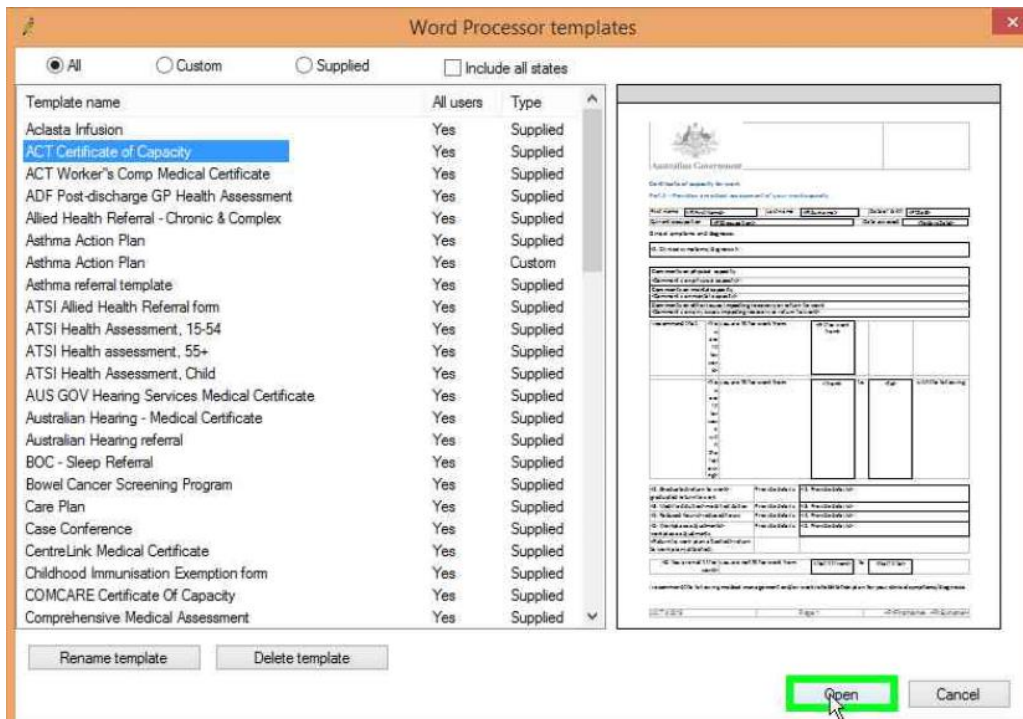
Step 4

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



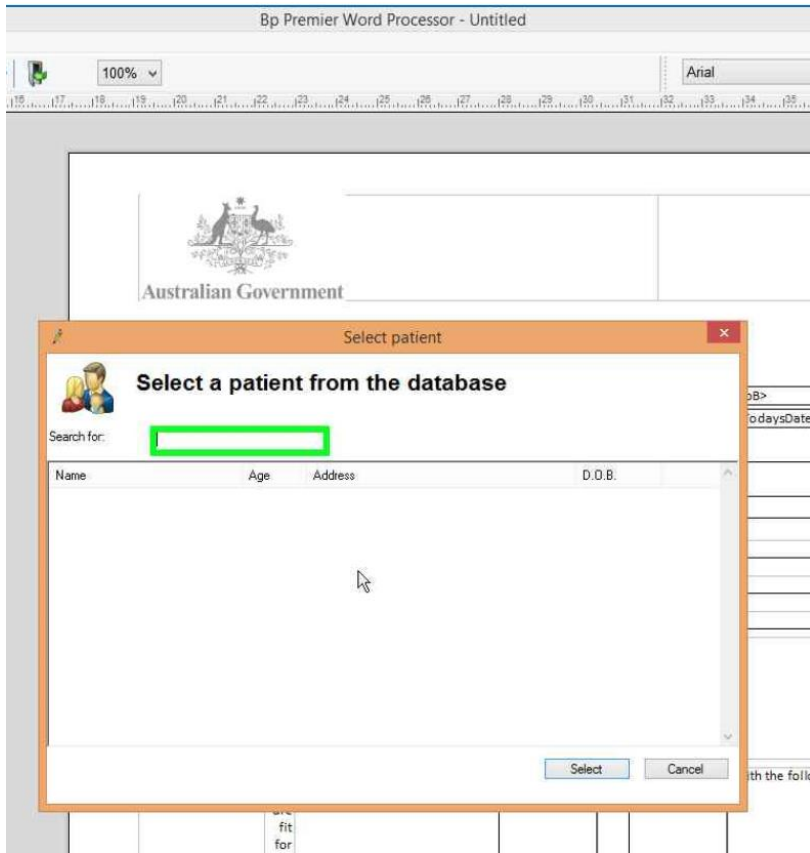
Step 5

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



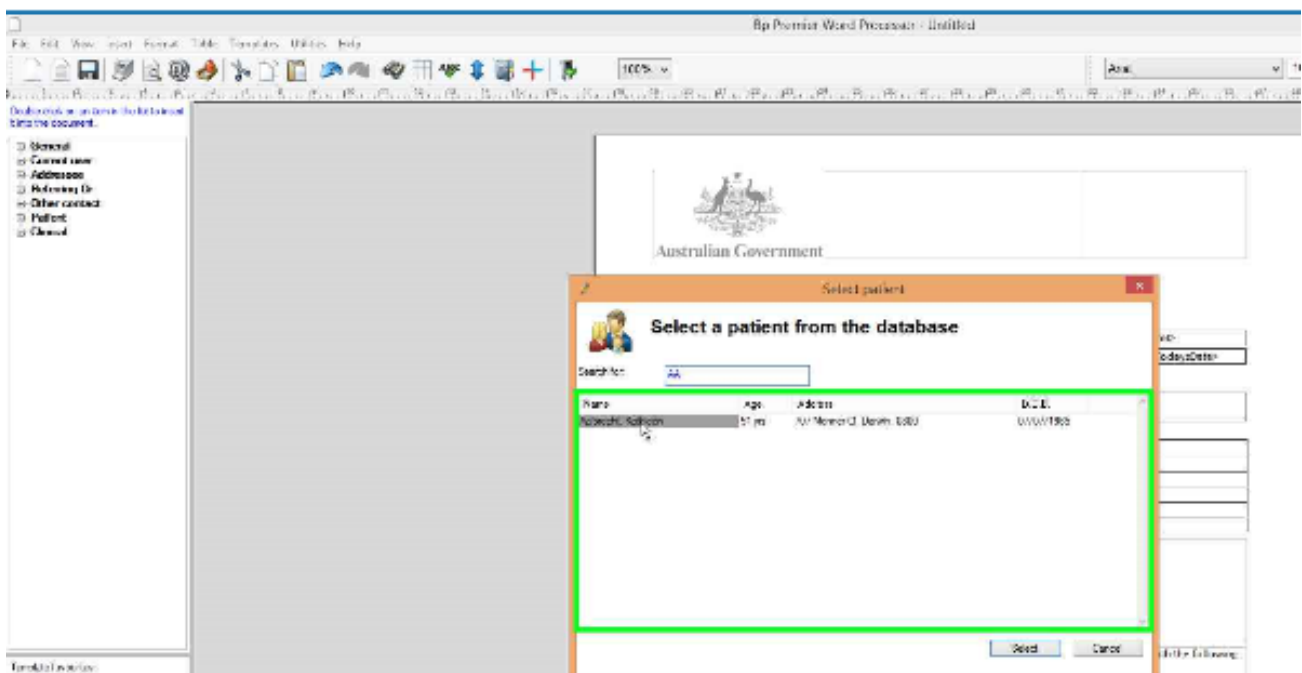
Step 6

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



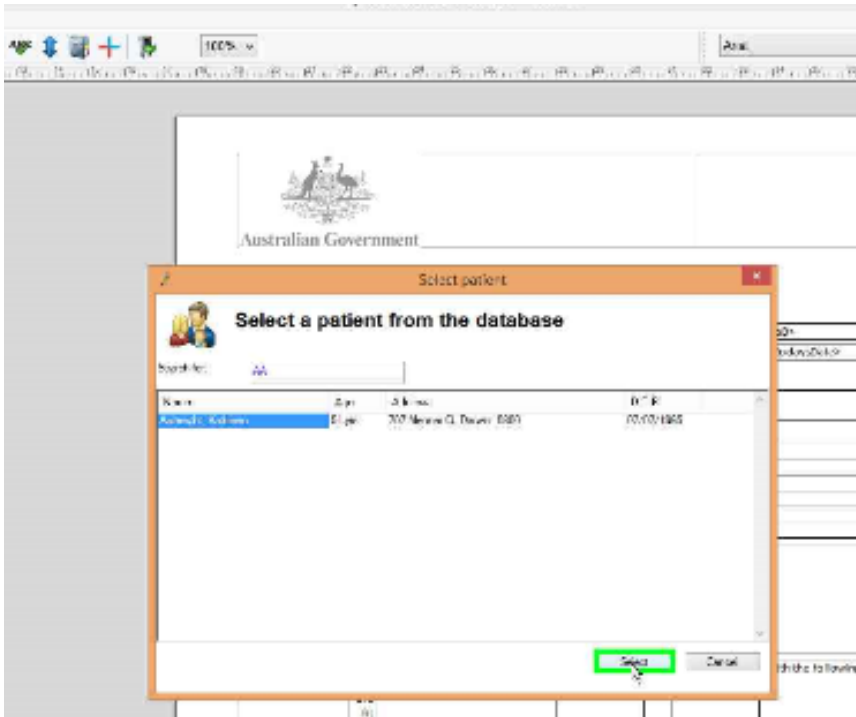
Step 7

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'

ACT Certificate of Capacity

1. Clinical symptoms/diagnoses: (1) Include all conditions that affect the person's ability to do their work.

Comments on physical capacity: (2) Indicate how the U/C can write specific capacity comments that will provide the employer with more information.

Comments on mental capacity:

Comments on any issues impacting recovery or return to work:

You are fit to work:

Fit to work from: 14/02/2017

Fit to work with full alloway:

Notes: 14/02/2017

2. Reduced return to work:

2.1 Reduced hours: (3) Provide details of a gradual increase in work status or hours.

2.2 Modified duties:

2.3 Provide details: (4) Indicate what duties need to be changed to take account of the patient's condition.

4. Reduced hours:

4.1 Reduced hours: (5) Provide details of any arrangements. If there are special arrangements for the usual work, please comment.

4.2 Modified duties:

4.3 Provide details: (6) Indicate what aspects of the workplace need to be changed to take account of the patient's condition.

Return to work plan attached:

8. You attend follow-up:

Next date: 14/02/2017

Next time: 14/02/2017

9. Treatment, Medications, Investigations or referrals:

10. Fatigue:

11. Recovery:

Next >

Step 10

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

The screenshot shows a form titled "ACT Certificate of Capacity". The form contains several sections with text input fields and dropdown menus. At the bottom of the form, there are three buttons: "Back", "Insert", and "Cancel". The "Insert" button is highlighted with a green rectangular box.

Step 11

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

The screenshot shows the "Steps Recorder - Recording Now" window in Windows 7. The window title bar reads "Steps Recorder - Recording Now". The main area displays a form for recording steps, with a "Recording Now" button highlighted in green. The form includes fields for "Start time" and "End time", and a "Start" button. The background shows the "Australian Government" website with a "Certificate of Capacity" form.