



Australian Government

Comcare

# UNDERSTANDING THE PROCESS FOLLOWING AN ART DECISION

Comcare requires a range of information from you, your employer, medical practitioners, superannuation funds and other Australian Government agencies to implement an Administrative Review Tribunal (ART) decision. We need this information before we can start paying your medical expenses, rehabilitation costs and loss of earnings.

Use the checklist below to help you gather the necessary information to supply Comcare, and to understand what information Comcare requires from other sources.

Your Claims Manager or your legal representative can help you in this process.

## INFORMATION YOU NEED TO PROVIDE TO COMCARE

### Incapacity payments

I am still employed with the Agency I was employed with at the time of my injury.

You must:

- submit the [Claim for Time Off Work online form](#) to your agency
- provide medical information for any period of incapacity resulting from the compensable condition.

I am no longer employed with the Agency.

Comcare will send you the forms you need to complete:

- Record of Earnings form
- Pay Start form
- Tax File Number declaration form

### Medical services

- Gather all your medical treatment invoices/receipts that relate to your accepted condition – you can use the [Medical Services Claim form \(comcare.gov.au\)](#) to assist with this.
- Complete the Medicare history statement sent to you by Medicare.
- Provide [medical certificate/s](#) or reports from your legally qualified medical practitioner. The [certificate of capacity](#) is Comcare's preferred medical certificate.

## Superannuation and Centrelink

- Confirm you have not accessed funds from your superannuation fund or Centrelink. Comcare will ask you to confirm this in writing.

## Other information

Comcare may also ask you to complete:

- [Authority and Consent for the Release of Superannuation Information form \(comcare.gov.au\)](#)
- [Medicare Compensation Recovery Section 23A Statement form](#)

## COMCARE WILL GATHER INFORMATION FROM:

- The Agency which employed you at the time of your injury.** Comcare will ask the Agency for:
- Your normal weekly earnings (what you would have earned in a week if you had not become injured or unwell)
- Confirmation of any leave you took that is attributable to your accepted condition/s
- Completion of the [Cessation of Employment form \(comcare.gov.au\)](#) (if you are no longer employed with the Agency).
- Your superannuation fund:** to determine if you have received any superannuation payments while you were incapacitated because of your accepted condition. If you have, you will need to complete and return the [Authority and Consent for the Release of Superannuation Information form](#) before we can request this information.
- Centrelink:** to determine if you have accessed payments while you were incapacitated because of your accepted condition. If you have, Comcare will need to reimburse Centrelink.
- Medicare:** to determine if you claimed medical services relating to your compensable condition. If you have, Comcare will need to reimburse Medicare.

Comcare will manage these items and will inform you of the outcomes or will contact you if you need to provide further information.

## MORE INFORMATION

Learn more about what's involved in determining and processing your compensation for medical treatment and/or incapacity following an ART decision by:

- > Visiting the Comcare website
- > Contact us on **1300 366 979** (Monday to Friday between 8.30 am and 5 pm AEST).
- > Send an email to [general.enquiries@comcare.gov.au](mailto:general.enquiries@comcare.gov.au) or your Comcare Claims Manager.