



Australian Government

Comcare

# ACCESSING THE CERTIFICATE OF CAPACITY IN MEDICAL DIRECTOR SOFTWARE

The Comcare Certificate of Capacity can be found under the 'Supplied' Tab for referral forms.

1. Go to **Tools > Letter Writer**, or simply click the letter icon as demonstrated below (F8 shortcut key)

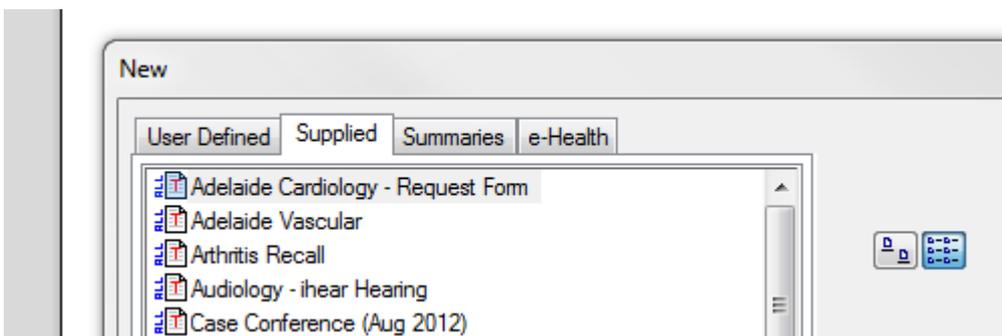
## Letter Writer Templates in Medical Director

Medical Director's Letter Writer Templates now include specialist referral templates. These templates are automated and designed to assist you in producing patient referrals.

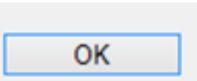
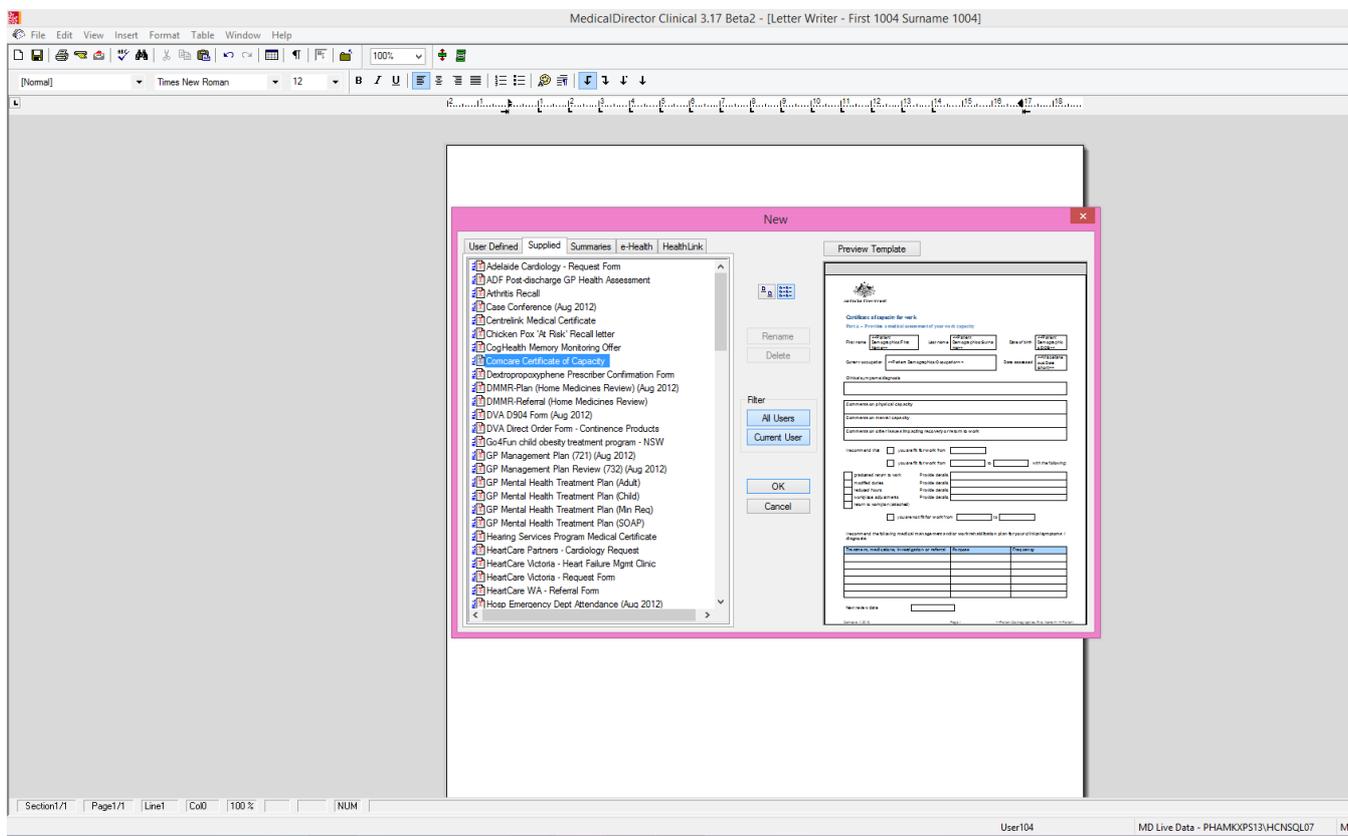
You will find the Letter Writer Templates under the supplied menu.



2. In letter Writer a templates bow will appear > **Select Supplied**



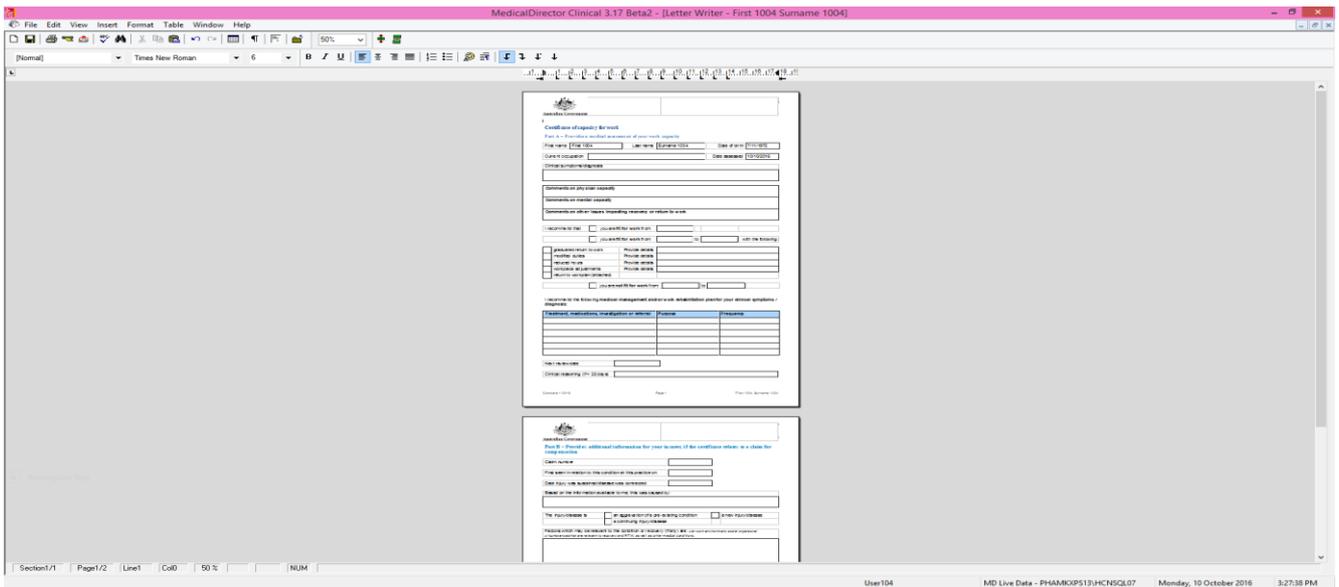
### 3. Scroll down to locate **Comcare – Certificate of Capacity**



And then click

The Certificate of Capacity will auto-populate with administrative patient and provider information, if it is included as part of the existing patient record.

Please note this is scaled at 50% to show you there are 2 pages



4. Review details on the Certificate of Capacity and ensure they are an accurate reflection of your clinical examination.
5. To save Certificate of Capacity **Select File > Save** to save in the patient file with the Certificate of Capacity subject.