



# Rehabilitation assessments and examinations checklist

Employers may find this checklist a useful reference when deciding if a rehabilitation assessment or a rehabilitation examination is required for an employee.

## Employee information and initial assessment of available information

1. What is the claim number for the employee (if applicable)?

2. What is the employee's 'injury' and date of injury?  /  /

3. What information do you currently have about the employee's circumstances or any change in those circumstances (e.g. from claims manager or administrator, treating practitioner[s] or other source) and their capability of undertaking a rehabilitation program?

Consider injury/illness, work capacity, need for medical treatment, any impairment, other medical condition(s), mobility, cultural sensitivities, psychosocial sensitivities, transport requirements, location, language and any other relevant factors. Outline how they have been considered and/or changed.



Refer to part 1, section 4 of the *Safety, Rehabilitation and Compensation Act 1988* (SRC Act) – [Guide for Arranging Rehabilitation Assessments and Requiring Examinations 2024](#) (the Guide) for a list of circumstances.

4. Is there insufficient or inconsistent information to determine the employee's capability of undertaking a rehabilitation program?

If **no** ▶ Proceed to making a determination under section 37 of the SRC Act and develop a rehabilitation program, in consultation with the employee, by completing the [rehabilitation program form](#). The program may be in-house or include engagement of a Workplace Rehabilitation Provider (WRP).

If **yes** ▶ Outline how the information is insufficient and/or inconsistent. ▶ **Go to step 5**

5. Seek written confirmation of any information you have identified as inconsistent or insufficient, directly from the employee's treating practitioner, allowing at least 14 days for a response.

Date information sought:  /  /

Date information expected:  /  /

## Assessing sufficiency and consistency of information

6. Have you received documentation or confirmed the information with the treating practitioner, in writing, within the specified time frame?

If **yes** ▶ Date information received in writing:  /  /  ▶ **Go to step 7**

If **no** ▶ Contact treating practitioner to understand why information not received by specified date and document dates of contact. Consider allowing a time extension if requested. ▶ **Go to step 8**

7. Is the information you have from the treating practitioner sufficient and consistent enough to determine the employee's capability of undertaking a rehabilitation program?

If **yes** ▶ Proceed to making a determination under section 37 of the SRC Act and develop a rehabilitation program, in consultation with the employee, by completing the [rehabilitation program form](#). The program may be in-house or include engagement of a WRP.

If **no** ▶ **Go to step 8**

## Determining if an assessment or examination is required

8. Do you have sufficient information to decide that a rehabilitation assessment is required without requiring the employee to undergo an examination?

Under section 36(1) of the SRC Act a rehabilitation assessment can be a desktop assessment.

If **yes** ▶ Specify the gaps in the information as part of your determination and why this is important to address in an assessment (using page 1 of the [rehabilitation assessment form](#)).

If **no** ▶ Specify the gaps in the information as part of your determination and why this is important to address in an examination (using page 1 of the [rehabilitation assessment examination form](#)).

## Decision on examination

9. Has a section 36(3) examination been conducted for the employee's condition in the last 6 months?

If **yes** ▶ **Go to step 10**

If **no** ▶ For Commonwealth employers only: Consider whether a combined section 36(3)/section 57 examination is warranted, by discussing the case with Comcare or the claims manager or administrator. ▶ **Go to step 11**

**10. Consider if 1 or more exceptions apply to this requirement.** *(Select all that apply)*

If no exceptions apply and the last section 36(3) examination was conducted within the last 6 months, cease progression here.

- The employee requested an examination in writing.
- The treating practitioner recommended an examination.
- A previous examiner recommended another examination within 6 months.
- The employee’s circumstances have changed.
- The condition requires multidisciplinary medical review.
- The previous examiner failed to provide a report.
- A reconsideration or reviewable decision under sections 38, 62 or 64 is underway.
- The employee and/or their support person previously obstructed an examination.
- Other (if applicable)



Refer to part 1, section 6(3) of the [Guide](#) for a complete list of exceptions.

**11. What is the specific purpose of this examination?** *(Select all that apply)*

- Inconsistent or insufficient medical information, requiring specialist advice
- Pre-existing condition(s) and impacts on rehabilitation, requiring specialist advice
- Secondary condition(s) and impacts on rehabilitation, requiring specialist advice
- Review of employee’s capacity for work and/or claimed incapacity for work
- Assessment of capability of undertaking a rehabilitation program ***(must be selected to move to step 12)***
- Other (if applicable)

**12. What are the qualifications of the proposed assessor(s)?**



Refer to the [SRC Act \(Criteria for Approval and Renewal of Rehabilitation Program Providers\)](#) to clarify required qualifications of a suitably qualified person.

**13. Have the employee’s views about the selection of the assessor, need for a support person and any other matter relevant to the examination been sought?**

It is a requirement in the Guide to seek the employee’s views, including whether they require a support person, and provide them at least 3 business days to respond.

Date views sought:  /

Date views expected:  /



The [explanatory statement](#) in the Guide provides examples of how you might seek the employee’s views.

**14. Has the employee provided their views within the required time frame?**

If **yes** ▶ You must consider the employee’s views and accommodate them where possible.

▶ **Go to step 15**

If **no** ▶ You **may** take the employee’s views into account if provided after the time frame, but it is not required. If requested, consider allowing an extension in time and document the dates of contact.

If extension allowed ▶ Advise new due date for response:

If extension disallowed ▶ Advise the employee of the reasons.

If no views were provided ▶ **Go to step 19**

**15. Can the employee’s views on the selection of assessor be accommodated?**

If **yes** ▶ **Go to step 16**

If **no** ▶ Why?

**16. Has the employee raised any other relevant matters regarding the assessment/examination?**

If **yes** ▶ Outline the matters raised by the employee. ▶ **Go to step 17**

If **no** ▶ **Go to step 18**

**17. Can the employee’s views regarding any other relevant matters be accommodated?**

If **yes** ▶ **Go to step 18**

If **no** ▶ Why?

**18. If the employee requires a support person will the assessor(s) allow a support person to attend the assessment/examination?**

If **yes** ▶ Go to step 19

If **no** ▶ Consider an alternative assessor, if available, to accommodate this request. Or, advise the employee why this cannot be accommodated.

Date discussion held and outcome:

**19. Have you kept a record of the employee's views?**

It is a requirement in the Guide to keep a record of the employee's views.

If **yes** ▶ Go to step 20

If **no** ▶ Document the employee's views.

## Final determination and documentation

**20. Has a determination been issued based on all required considerations?**

If **yes** and an examination was booked, ensure the **referral form at step 8** is completed and provided to Comcare or your relevant claims manager or administrator.

Date of determination:

**21. Has the determination for a section 36(3) examination with a LQMP been given to the employee at least 14 days before the date of the examination (unless the employee agreed to earlier date)?**

If organising an examination with a WRP, there is no requirement to wait 14 days to hold the examination.

  

If **yes** ▶ Go to step 22

If **no** ▶ Has the employee agreed to a notice period of fewer than 14 days?



Refer to the [SRC Act](#) for the requirements for notifying determinations under section 36. These are contained in section 38(1) for premium payers and section 61 for a rehabilitation authority that is also a relevant authority.

# Post examination

## 22. Was the section 36(3) examination conducted?

If **yes** ▶ Go to step 23

If **no** ▶ If the employee refused, failed to attend or obstructed the examination without a reasonable excuse for doing so, consider issuing a suspension under section 36(4) of the SRC Act.



Refer to section 11 of the [Guidelines for Rehabilitation Authorities Instrument 2019](#) for the process regarding employee non-compliance.

## 23. Have you provided a copy of the examination report setting out all the required information to the employee and relevant authority/Comcare?

If **yes** ▶ Go to step 24 (for Commonwealth employers) or step 25 (for self-insured licensees)

If **no** ▶ Please provide the report to Comcare via [enquiries.general@comcare.gov.au](mailto:enquiries.general@comcare.gov.au) or to your relevant claims manager or administrator.

## 24. For Commonwealth employers: Was a written request to review an examination determination submitted to Comcare?

Date review received:

Reasons for review:

## 25. For self-insured licensees: Was a reconsideration submitted in relation to this examination determination?

Date reconsideration received:

Reasons for reconsideration: