Using the Certificate of Capacity in Best Practice clinical software
A guide for General Practitioners

August 2014

Purpose

This step by step user guide will support GPs to access and complete the Transport Accident Commission (TAC) and Victorian WorkCover Authority (VWA) Certificate of Capacity in Best Practice Software.

Background

From 1 July 2014, a new TAC and VWA Certificate of Capacity replaced all previous certificates.

The new certificate has been designed to support evidence that in general, work is good for a person's health and wellbeing.

One of the key changes was making the certificate more accessible for health professionals, and is now available online as a supplied template in most clinical software packages used by GPs.

Further information

To access the new certificate and read more about the changes, visit tac.vic.gov.au/certificate or vwa.vic.gov.au/certificate.

A range of education and tools are available to assist GPs to support patients to return to safe work.
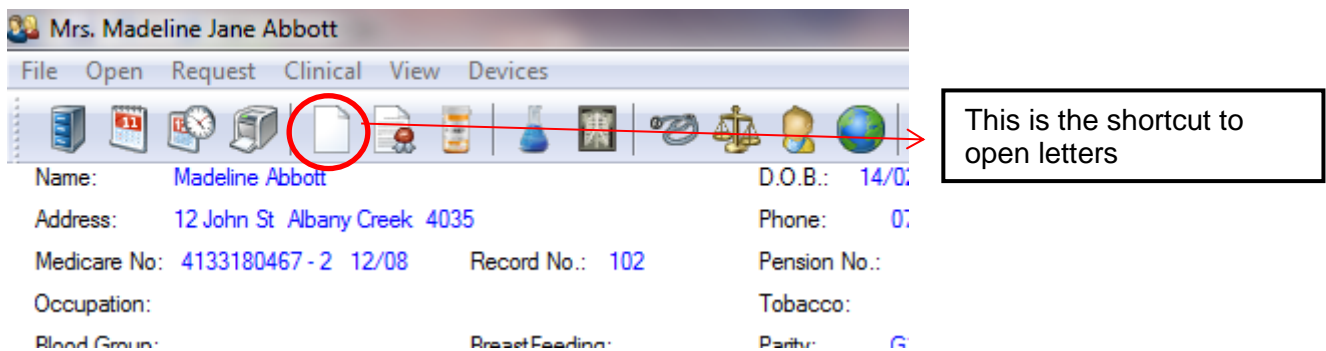An online learning module uses cases studies to translate the evidence into the clinical setting, and demonstrates how to use the new TAC and VWA Certificate of Capacity.

Visit tac.vic.gov.au/gp or vwa.vic.gov.au/gp for more information.
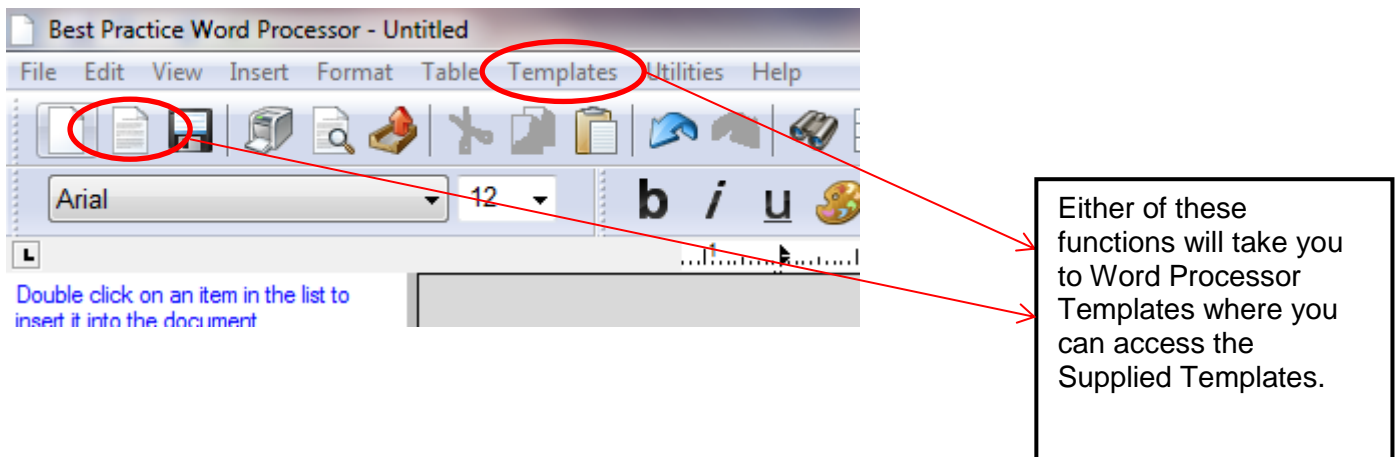
ACCESSING THE CERTIFICATE IN BEST PRACTICE SOFTWARE

The TAC and VWA Certificate of Capacity became available as a supplied template in the August 2014 release.
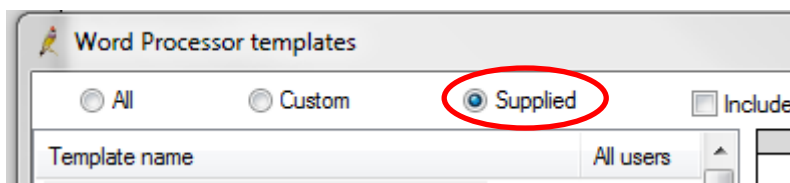
1. Open your Best Practice clinical software.

2. Open the relevant patient record, please refer to how to manage records consistent with the RACGP Standards for general practice (4th edition). *Standard 1.7 Content of patient health records.*

3. Go to **File > New Letter**, or simply click the letter icon as demonstrated below.

This is the shortcut to open letters

4. In Best Practice Word Processor **> Select Templates > Use Templates**

Either of these functions will take you to Word Processor Templates where you can access the Supplied Templates.

5. A Word Processor templates box will appear **> Select Supplied**

6. Scroll Down to Locate **TAC & VWA Certificate of Capacity > Select Open**

7. An initial prompt screen will appear, you can select from drop down options and include text as appropriate. Once screen completed **Select > Next**

CoC_290714

TAC Claim	
VWA Claim	X
Certificate for Attendance Only	
1. Worker details	-
- Claim Number (if known)	
- Date of Injury (if claim number not known)	☐ 11/08/2014
2. Diagnosis	-
- Examination date	☑ 11/08/2014
- My Clinical Diagnosis/es based on my examination is:	Fractured L) wrist (Radius), Bruising/soft tissue injury to L) shoulder, Medial collaterol ligament strain of L) knee
3. Capacity Assessment	-
Sitting	Can sit
Stand/Walk	Can stand/walk with modifications
Bending	Can bend
Squatting	Cannot squat
Kneeling	
Reaching	Can reach above shoulder with modifications
Injured arm / hand	Cannot use injured hand/arm
Lifting	Can lift with modifications
Neck movement	Can move neck
Physical Function - Additional comments	Walking limited to flat surfaces - avoid ladders Ability to sit, stand and move around while working Can reach above shoulder with R) arm only Lifting to 2kg maximum
Mental Health Function	-
Attention/Concentration	Affected
Memory	Not affected
Judgement	Not affected
Mental Health Function - Additional comments	Concentration currently affected due to sleep disturbance and medication effect - expected to resolve within 3 days

< Back   Next >   Cancel

Callouts:
- Select either transport accident (TAC claim) related injury or work related injury/condition (VWA claim)
- Your diagnosis should identify, the nature of injury or disease, & a bodily location.
- If capacity is affected, further details must be provided, outline what your patients can do, can do with modifications and cannot do. Use the drop down options to select appropriate function. Consider both mental and physical functions

8. A second prompt screen will appear, continue to work through the template. Once completed **Select > Insert**. There is an option to go back to the previous prompt page, the data will not be lost.

9. Once **Insert** is selected, (provided the patient details and provider details are already entered into Best Practice) the template will autopopulate with patient details, provider details and the data that has been entered into the prompt screens to complete the Certificate of Capacity. You are able to free text edit the Certificate once the data has been inserted if there are any missing fields.

10. Review details on the Certificate of Capacity and ensure they are an accurate reflection of your clinical examination.

CERTIFICATE OF CAPACITY

- A valid Certificate of Capacity must be provided if you are claiming compensation for loss of income because of a transport accident or work-related injury or illness.
- The certifier will use this Certificate of Capacity to communicate with your employer and your case manager about your work capacity (refer to the TAC or Victorian WorkCover Authority (VWA) website for who can certify). Note: The first medical certificate for a work-related injury/condition VWA claim must be issued by a medical practitioner.
- Certifiers – Please type or use block letters and ensure that all relevant sections are complete. Incomplete forms may be returned.

This certificate has been issued in relation to a:

| | Transport accident related injury (TAC Claim) | X | Work related injury/condition (VWA claim) |

This certificate has been issued to confirm attendance only *Complete sections 1,2,5 & 6 only*

1. Worker Details -

Worker First Name	Claim Number (if known)
Madeline	
Worker Last Name	Date of Injury (if Claim number not know)
Abbott	Date of Birth — 14/02/1978
Worker Address	
12 John St	
Albany Creek	Postcode — 4035

2. Diagnosis -

I examined you on 11/08/2014   If this certificate refers to a period prior to the date of examination, please provide details in Additional Comments (Section 3) below

My Clinical Diagnosis/es based on my examination of you and other available information is:

Fractured L) wrist (Radius), Bruising/soft tissue injury to L) shoulder, Medial collateral ligament strain of L) knee

3. Capacity Assessment -   Note: If capacity is affected further details MUST be provided in this section - If fields are blank this indicates limitations are not applicable - continue to Section 4 if capacity is unaffected

Your work capacity is affected by your injury/condition as follows:

Physical Function - Select applicable - blank fields indicate that limitations are not applicable	WITH CAN MODIFICATIONS CANNOT	Physical Function - Additional Comments e.g. limits on durations, weight-handling capacity, repetitive or sustained postures, movements or forces:
Sit	Can sit	Walking limited to flat surfaces - avoid ladders
Stand/Walk	Can stand/walk with modifications	Ability to sit, stand and move around while working
Bend	Can bend	Can reach above shoulder with R) arm only
Squat	Cannot squat	Lifting to 2kg maximum
Kneel		
Reach above shoulder	Can reach above shoulder with modifications	
Use injured arm/hand	Cannot use injured hand/arm	
Lift	Can lift with modifications	

11. **Select File > Print** or click the printer icon as demonstrated below. Please provide a copy of the completed Certificate of Capacity to your patient.
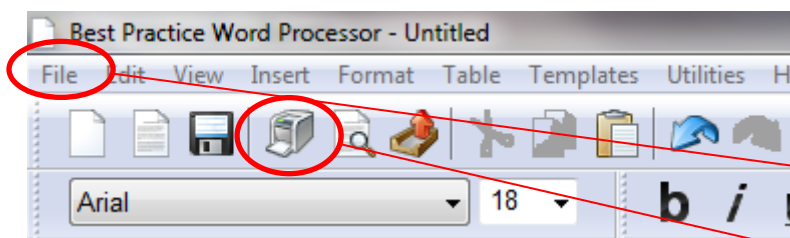
Both of these functions will take you to print. The print icon is a click quicker.

12. It is the patient's responsibility to sign the worker declaration and provide it to their employer (VWA) or claims manager (TAC). Please note you are not required to be a witness to the patient's signature.

7. Worker Declaration

MANDATORY unless this is the first certificate or an attendance certificate only

At any time since the last Certificate of Capacity was provided, have you engaged in:
- voluntary work, or
- any form of employment or self-employment for which you have received or been entitled to receive payment in money or otherwise?

X	No, I have not
X	Yes, I have

Please provide details of any voluntary work, employment or self-employment you have engaged in (other than with your pre-injury employer as part of your return to work):

I declare that the details I have given on this certificate are true and correct. I understand that it is an offence under the legislation to provide false or misleading information.

Signature of Worker		Date	

Further Information

Returning to work

If you have a work capacity for suitable employment your employer and case manager will use the information provided by your certifier on the Certificate of Capacity to assess suitable options for you to safely stay at or return to work. They will take into account what you can do safely and any limitations that apply to your individual circumstances. A capacity for suitable employment could mean working reduced hours while you recover or working modified or different duties until you can return to your normal work with your pre-injury employer or another employer.

Privacy

The TAC and VWA (VWA Agents and Self-Insurers) will handle your personal and health information in accordance with their privacy policies and legislation. You can access privacy policy information at the TAC and VWA websites.

13. **Select >Save** to save the Certificate of Capacity in the patient file with the Certificate of Capacity subject (you may choose to include whether it was a TAC or VWA Certificate).

Document details

From: Dr. F. Findacure

To: [ ] Search

Subject: Certificate of Capacity

Comment:

☑ Save as draft

☐ Add follow up note to actions 11/08/2014

Save   Cancel