

## WorkCover

### *New Patients*

#### Patient must have:

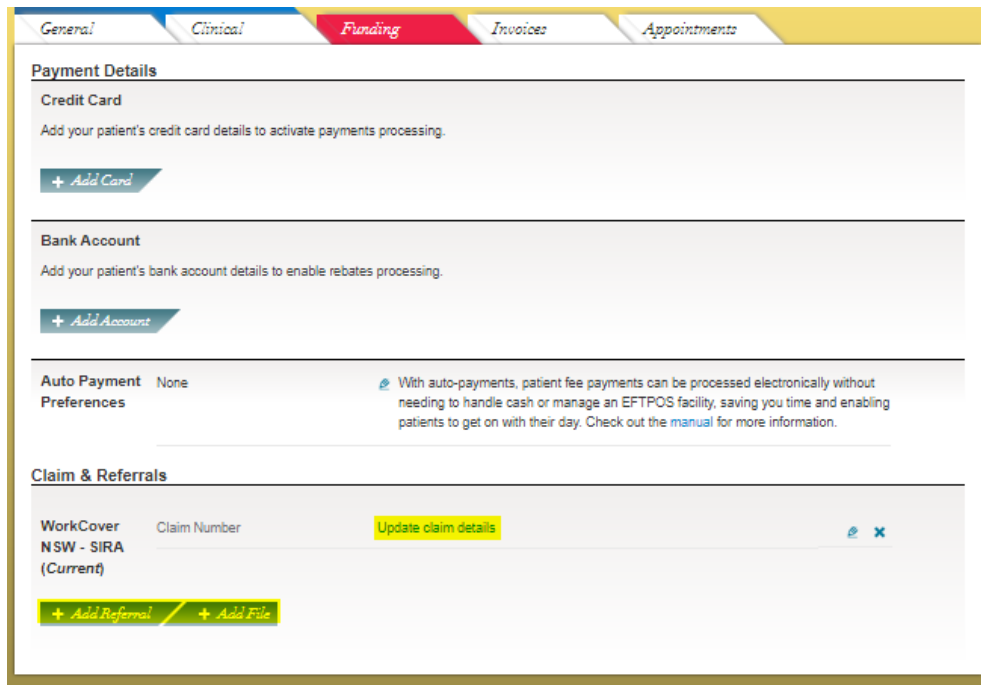
- **CLAIM NUMBER**
- **DOCTORS REFERRAL (Work Cover Certificate of Capacity)**
- **NAME OF INSURANCE COMPANY**

1. Workcover patients have a separate New Patient form to fill out which can be found on the clipboard labelled Workcover. To print these a shortcut can be found on the desktop.

Extra details include:

- a. Employer Details
  - b. Insurance Company
  - c. Claim Number
  - d. Case Manager
  - e. Injury
2. Need Doctors Referral (ideally the work Cover 'Certificate of Capacity').
  3. Enter these extra details in 'Funding' See image below.
  4. Enter these 'Extra Claim Details':
    - a. Add in Claim Number
    - b. Employer
    - c. Paying Organisation – Insurance Company
    - d. Payer Organisation (existing invoice, same patient)
    - e. Schedule – Always monthly
    - f. Case Manager – Accident date if known

5. Jen emails off invoices on the 1<sup>st</sup> of every month.



The screenshot displays the 'Funding' tab in the Sharpe's Physio system. The interface includes a navigation bar with tabs for 'General', 'Clinical', 'Funding', 'Invoices', and 'Appointments'. The 'Funding' section is divided into two main areas: 'Payment Details' and 'Claim & Referrals'.

**Payment Details**

- Credit Card:** A section for adding patient credit card details to activate payments processing. It includes a '+ Add Card' button.
- Bank Account:** A section for adding patient bank account details to enable rebates processing. It includes a '+ Add Account' button.
- Auto Payment Preferences:** Currently set to 'None'. A note explains that auto-payments allow for electronic processing of patient fees without cash or EFTPOS, saving time. A link to the 'manual' is provided for more information.

**Claim & Referrals**

- WorkCover NSW - SIRA (Current):** A table with columns for 'WorkCover', 'NSW - SIRA', 'Claim Number', and 'Update claim details'. A '+ Add Referral' button and a '+ Add File' button are located below the table.