

Guidelines for reporting cases of work-related ill-health

Any **new** case seen in your **General Practice** clinic which has been diagnosed by you as being caused or aggravated by work exposure or working environment should be reported to THOR-GP.

This can be done at any time most convenient to you; some reporters submit cases as and when they see them whereas others may wait until the end of their clinic or even report all cases they have seen in a particular month at the end of that reporting period.

We have tried to make the reporting process as simple as possible, and it should not take more than a minute to complete.

Reporting a case:

Step 1

Go to the THOR-GP website at <http://www.medicine.manchester.ac.uk/oeh/research/thorgp/> click on the "login" button.

A dialogue box will appear requesting your username and password. These should have been sent to you prior to your first reporting month and need to be entered in lower case, and then click 'OK'. This will then take you to your personal reporting page.

To report a case, **click here**

THOR Gp Online Case Submission
The Health and Occupation Reporting network

The University of Manchester

Welcome to your portal page
We've made some changes to make it easier for you to find your way around our site.

What would you like to do?

Submit information on new cases

- Report a new case
- Submit a nil return

Report a case returning for sickness certification

- Report a previously reported case
- Report a case NOT previously reported

Your CPD modules

Asthma, Back pain, Depression, Dermatitis, Stress/anxiety, WRULD

Your reporting

Your last few reported cases

Case ID	Diagnosis	Reference	Gender	Age	Postcode	Occupation	Industry	Cause	Fill for work	Days cert. sick	Return to work	Other	Date seen
12032	dermatitis	1234	F	30	BRT2	hairdresser	beauty	Hair dye	yes	14	yes		Sat 1st Oct 2011
12031	asthma	4546	F	20	SKS	baker	food	flour	adjustment				Tue 1st Nov 2011
12030	back pain	9876	M	35	M13	gardener	local authority	bending, digging, lifting	yes	14	yes	yes	Sun 1st Jan 2012
12070	stress		F	22	WNI	teacher	education	working relationships	yes	30	yes		Sat 1st Jan 2011

Your last 3 nil returns

Case ID	Date	Time submitted
12935	Jul 2011	23rd Jan 2012
12894	Dec 2011	23rd Jan 2012
12933	Jan 2012	23rd Jan 2012

Your reporting statistics

Reported cases 2011: Bar chart showing 4 cases in month 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12.

Reported cases 2012: Bar chart showing 1.0 case in month 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12.

Quarterly reports

THOR
2011 - [March](#) | [June](#) | [September](#) | [December](#)
2010 - [March](#) | [June](#) | [September](#) | [December](#)
[More THOR reports...](#)

THOR GP
2011 - [March](#) | [June](#) | [September](#) | [December](#)
2010 - [March](#) | [June](#) | [September](#) | [December](#)
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Step 2

Once you have selected the reporting month and year, the case details are then entered into 3 main sections of the form. Information about what should be entered in each field can be found in greater detail in the accompanying technical guidelines.

Patient Details

Date seen	Month <input type="text"/> Year <input type="text"/> ?
Diagnosis / Symptoms	<input type="text"/> ?
Postcode	<input type="text"/> ?
Gender	<input type="radio"/> M <input type="radio"/> F ?
Age	<input type="text"/> ?
Ref. Number	<input type="text"/> ?
Job	<input type="text"/> ?
<u>Industry</u>	<input type="text"/> ?
Task / event / suspected agent	<input type="text"/> ?

Enter the month and year of the patient consultation

1. Patient Details

Enter patient demographic details, diagnosis and information about the workplace and exposure

Fitness for Work

Fit for work	<input type="radio"/> Yes <input type="radio"/> No, sickness absence certified <input checked="" type="radio"/> yes but adjustment needed
Days certified sick	<input type="text"/> ?
Do you expect the patient to return to work at the end of this sicknote period	<input type="radio"/> Yes <input type="radio"/> No ?
Days off before consult	Days <input type="text"/> ?
phased return to work	<input type="checkbox"/> ?
amended duties	<input type="checkbox"/> ?
altered hours	<input type="checkbox"/> ?
workplace adaptations	<input type="checkbox"/> ?
Other adjustments or conditions	<input type="text"/>

2. Sickness Absence & Fit note information

Enter information about any sickness absence issued or workplace adaptation recommended

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Other Details

Patient Referral Yes No ?

Type of referral ?

Consultant ?

Exposure Single Repeated ?

Symptom Onset ?

Work-related Caused by Aggravated by ?

3. Patient Referrals

Enter details on any patient referrals made by selecting from drop-down lists

SUBMIT

RESET FORM

VIEW CASES

Once all the details have been entered click **Submit**. After the case has been submitted the following page will appear offering you further options. You can either submit another case, view all your previously submitted cases (this option is also available from the reporting web form) return to the THOR-GP website, or download a word document of the case you have just submitted this can then be attached electronically to your patient's file or printed off and included in the patients notes.

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You are logged in as Dummy Account

Select type of case Submit case **Reporting complete**

Thank you for submitting data to the THOR project

[Return to THOR_gP website](#)

[View cases previously submitted](#)

To download your return please click here

[For guidelines on how to attach this case to your patients record in EMISS please click here](#)

[Report more cases.](#)

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No cases to report

If you have not seen any cases in your reporting month, we would be grateful if you could send us a 'zero return'. This tells us that you are still actively participating in the scheme but you have not seen any patients in your general practice clinic that you feel their illness was attributed to their occupation. A 'zero return' is submitted by accessing the web form via your reporting page (with your username and password), and click on the "Submit a nil return" button



Tick the "Nil return" box and select the relevant month and year and clicking 'Submit'.

Or Submit a Nil Return here

Tick box

Select month / year ?

Comments (optional)

Comments ?