

Recording Sickness Absence and Fit note Information

Guidelines

There are 3 different situations where we would be grateful if you would provide us with sickness certification information:

1. A patient is issued with a) sickness absence or has b) work adjustment recommended when reported to THOR-GP as a **new case** of work-related ill-health.
2. A patient that you have **previously reported** to THOR-GP is issued with further sickness certification.
3. A patient that you have already seen in clinic with their work-related ill-health problem is issued with a further sickness certification, but you have **not previously reported** them to THOR-GP as you first saw them outside your reporting month or prior to your participation in THOR-GP.

Situation 1

a) A **new case** of work-related ill-health issued with sickness certification - This is recorded using the new usual case report webform as described in the technical guidelines found on the THOR-GP home page.

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	Fit for work	Days cert. sick	Returns to work	Other	Date seen
12932	dermatitis	1234	F	30	DN12	hairdresser	beauty	Hair dye	yes	14	yes		Sat 1st Oct 2011
12931	dermatitis	4546	F	20	SK5	baker	food	flour	adjustment				Tue 1st Nov 2011
12930	back pain	9876	M	35	M13	gardener	local authority	binding, digging, lifting	yes	14	yes		Sun 1st Jan 2012
12870	stress		F	22	WN1	teacher	education	working relationships	yes	30	yes		Sat 1st Jan 2011

Your last 3 nil returns

Case ID	Defn	Time submitted
12935	Jan 2011	23rd Jan 2012
12934	Dec 2011	23rd Jan 2012
12933	Jan 2012	23rd Jan 2012

Your reporting statistics

Reported cases 2011

Reported cases 2012

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](#)
[More GP reports...](#)

After entering the case report details, the 'Fitness for work' section needs to be completed. In response to the 'Fit for work?' question, click 'No, sickness absence certified'.

Fitness for Work

Fit for work Yes No, sickness absence certified yes but adjustment needed

Days certified sick ?

Do you expect the patient to return to work at the end of this sicknote period Yes No ?

Days off before consult ?

phased return to work

amended duties

altered hours

workplace adaptations

Other adjustments or conditions

Clicking this button will make the Fit note information disappear and you will be left with just the sickness certification part of the form to complete.

Fitness for Work

Fit for work Yes No, sickness absence certified yes but adjustment needed

Days certified sick ?

Do you expect the patient to return to work at the end of this sicknote period Yes No ?

Days off before consult ?

b) A **new case** of work-related ill-health given Fit note advice recommending work-place adjustments.

In response to the 'Fit for work?' question, click 'Yes, but adjustment recommended'

Fitness for Work

Fit for work Yes
 No, sickness absence certified
 yes but adjustment needed

Days certified sick ?

Do you expect the patient to return to work at the end of this sicknote period Yes No ?

Days off before consult ?

phased return to work

amended duties

altered hours

workplace adaptations

Other adjustments or conditions

Clicking this button will make the sickness certification disappear and you will be left with just the Fit note part of the form to complete. You can select as many adjustments as required

Fitness for Work

Fit for work Yes
 No, sickness absence certified
 yes but adjustment needed

phased return to work

amended duties

altered hours

workplace adaptations

Other adjustments or conditions

Situation 2

A patient that you have **previously reported** to THOR-GP is issued with further sickness certification.

In the sickness absence section of your reporting page, click on the **'Report a previously reported case'** button on the THOR-GP homepage

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Your CPD modules

Asthma

Back pain

Depression

Dermatitis

Stress/anxiety

WRULD

This will take you to a form that will ask you to select the case ID of a case you have previously reported. This can be done by clicking on the **'View Cases'** button, which will show you the details of all your previously reported cases.

Patient Details

Case ID

Sickness absence has been certified for a further days

Date patient seen

View cases

Submit case

Click on the relevant case ID number and it will automatically be entered into the Case ID box. Enter the length of time for the further sickness certification, the month and year of this return visit and then click 'submit'.

The image shows two overlapping screenshots. On the left is a 'Patient Details' form with the following fields: Case ID (12870), Sickness absence has been certified for a further (14) days, Date patient seen (Mar 2012), View cases (View Cases), and Submit case (Submit). On the right is a Windows Internet Explorer browser window displaying a table of cases. A purple arrow points from the '12870' in the Case ID field to the '12870' in the 'case_id' column of the table.

case_id	Original ID	Ref	Gender	Age	Postcode	Job	Industry	Suspected Agent
12870			f	22	WN1	teacher	education	working relationships
12932		1234	f	30	BR12	hairdresser	beauty	Hair dye

Situation 3

A patient that you have already seen in clinic with their work-related ill-health problem is issued with further sickness certification, but you have **not previously reported** them to THOR-GP as you first saw them outside your reporting month or prior to your participation in THOR-GP.

In the sickness absence section of your reporting page, click on the **'Report a case NOT previously reported case'** button on the THOR-GP homepage

The image shows the THOR Gp Online Case Submission homepage. The header includes 'The University of Manchester' logo. The main content area is titled 'Welcome to your portal page' and contains a section 'What would you like to do?'. This section has two columns of buttons. The left column is 'Submit information on new cases' with buttons for 'Report a new case' and 'Submit a nil return'. The right column is 'Report a case returning for sickness certification' with buttons for 'Report a previously reported case' and 'Report a case NOT previously reported'. A purple arrow points from the text above to the 'Report a case NOT previously reported' button. Below this section is 'Your CPD modules' with images and links for Asthma, Back pain, Depression, Dermatitis, Stress/anxiety, and WRULD.

This will then take you to a form similar to the new case report webform as it requires similar information. Although it is the sickness certification information and Fit note information that is being recorded, it is still necessary to know the type of disease, occupation etc. that is associated with the sickness absence.

Previously unreported sickness absence information

Please record here any NEW case(s) first diagnosed by you to be a condition cause you have reported previously.

Patient Details

Date seen	Month <input type="button" value="v"/> Year <input type="button" value="v"/> ?
Diagnosis / Symptoms	<input type="text"/> <input type="button" value="v"/> <input type="button" value="v"/> ?
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"/> ?
Industry	<input type="text"/> ?
Task / event / suspected agent	<input type="text"/> <input type="button" value="v"/> <input type="button" value="v"/> ?

Fitness for Work

Fit for work	<input type="radio"/> Yes <input type="radio"/> No, sickness absence certified <input 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="button" value="v"/> ?
phased return to work	<input type="checkbox"/>
amended duties	<input type="checkbox"/>