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.

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'.

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.

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	[Days ▼] ?
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	No lifting

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

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.

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'.

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

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 caus[...] have reported previously.

Patient Details

Date seen	[Month ▾] [Year ▾] ?
Diagnosis / Symptoms	[text area] ?
Postcode	[ ] ?
Gender	○ M ○ F ?
Age	[ ] ?
Ref. Number	[ ] ?
Job	[ ] ?
Industry	[ ] ?
Task / event / suspected agent	[text area] ?

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	[Days ▾] ?
phased return to work	☐
amended duties	☐