



D A M S T R A

Update Injury
Management for Claim

Safety



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Update Injury Management Introduction

Once a claim has been entered into Damstra Safety, the type of treatment that the claimant requires or has received, as well as the amount of time lost to managing the injury, can be recorded.

This information may be entered into either the Claim item itself, or into the associated Event, and will automatically write to the other.

This guide shows how to enter this into an existing Claim item.



Update Injury Management Claims Management Register

The procedure begins in the *Claims Management Register*.

This is found under *People* in the Menu Bar.

Locate the Claim involved and **click 'Actions'**, then *'Edit'*.

The screenshot displays the DAMSTRA web application interface. The top navigation bar includes the DAMSTRA logo and a 'My Dashboard' section. Below this, there are filters for 'All Records' and a date range of '01/01/1970 - 31/12/2037'. A status filter shows 'Completed', 'Underway', and 'Not Started' with checkboxes. The main content area is titled 'My Corrective Actions' and 'All Corrective Actions'. On the left, a 'People' menu is open, showing a list of categories: 'Claims Management', 'Offers of Suitable Employment', 'Return to Work', 'Vault Contractor', 'Contracted Workers', 'Third Party/Visitor', 'Training', 'VQUAL', 'Workers', 'Volunteer Register', and 'Student Register'. The 'Claims Management' option is highlighted. The main window shows a table of claims with columns: ID, Claim Number, Claim Subject, Claim Date, Status, and RTW Co-ordinator. The table contains three rows of data. An 'Actions' dropdown menu is open for the first row, showing options: 'View', 'Edit', 'Delete', and 'Print'. The 'Edit' option is highlighted. The bottom of the screen shows a 'Claims Management Register' label and a 'Help' button.

ID	Claim Number	Claim Subject	Claim Date	Status	RTW Co-ordinator
42		Summers, Lenny	27/05/2019	Claim Form Sent	Martin Daniels
40		Dryde, Brian R	24/05/2019	Open	Louise Davidson
39	174124	Farley, Michael	23/05/2019	Claim Form Sent	Lenny Summers
34	137325	Blake, Lawson Mark	20/03/2019	Entered	

Update Injury Management Injury Management

Click on the *Injury Management* tab.

In the *Injury Management* section, **select** the type of treatment the claimant requires or has already received.

In the example shown, *Hospitalisation* is already selected, as this has already been recorded in the corresponding Event item.

If we were to make a change here, it would also make the same change to the Event record.

Note that Hospitalisation may not be available in your system as it can be disabled via *Settings > General > Options and Preferences*

The screenshot displays the DAMSTRA web application interface for 'Edit Claims Management - 42'. The 'Injury Management' tab is selected in the top navigation bar. The 'Treatment Required' dropdown menu is open, showing a list of options: 'Hospitalisation' (highlighted), 'No Treatment', 'First Aid', 'Medical', and 'Absent From Work'. Below this, the 'Medical Condition' and 'Current Medical Condition' fields are visible. The 'Expected RTW date' field is also present. A section titled 'Restricted Days / Days Off - (Lost Time Injuries)' shows 'Total Days Off - 0'. At the bottom, there is a table with columns for 'Type', 'Start Date', 'End Date', 'Days', 'Hours', and 'Comments'. The table is currently empty, with a message 'No data available in table'. A 'Save All Claims Data' button is located at the bottom left, and a 'Cancel' button is at the bottom right. A 'Help' icon is in the bottom right corner.

Update Injury Management Medical Condition

In the *Medical Condition* section, **select** the *current medical condition* of the claimant.

Again, in this example, *Absent From Work* has been copied over from the associated Event.

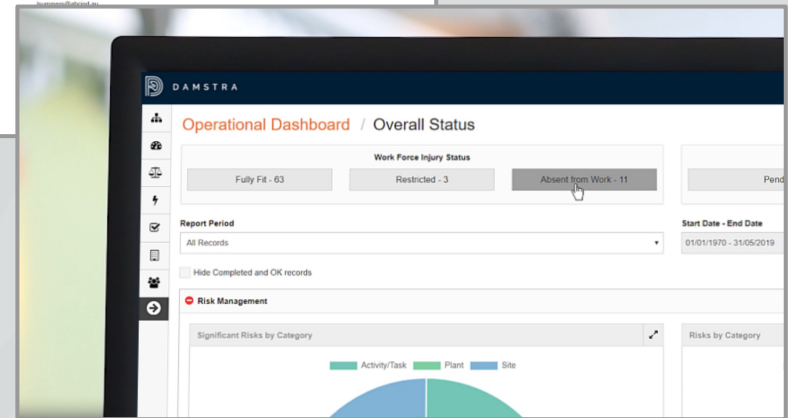
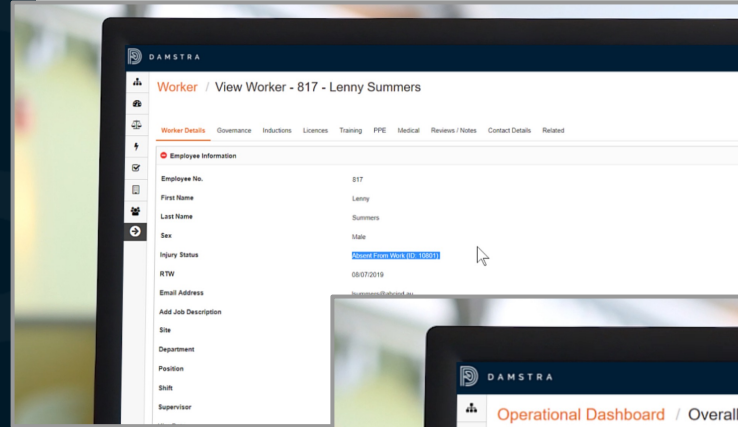
For all options other than *Fully Fit*, an additional field appears where additional comments can be added, if required.

If *Absent from Work* is selected, **enter** an expected *Return-to-Work date* if this is known

The screenshot displays the DAMSTRA Claims Management interface for 'Edit Claims Management - 42'. The interface includes a sidebar with navigation icons and a top navigation bar with tabs: 'Details', 'Injury Management' (selected), 'Claim Form - New South Wales', 'File Notes', 'Medical Certificates', 'Claim Costs', 'Weekly Benefits', and 'Reconciliation'. The main form area is divided into sections: 'Injury Management' (with a 'Treatment Required' dropdown set to 'Hospitalisation'), 'Medical Condition' (with a 'Current Medical Condition' dropdown set to 'Absent From Work' and a 'Signed off from work with fractured wrist' comment field), and 'Expected RTW date' (set to '08/07/2019'). Below these is the 'Restricted Days / Days Off - (Lost Time Injuries)' section, which shows 'Total Days Off - 0'. A table with columns 'Type', 'Start Date', 'End Date', 'Days', 'Hours', and 'Comments' is present, but it is empty with a message 'No data available in table'. The interface also includes a 'Save All Claims Data' button and a 'Cancel' button at the bottom. A 'Help' button is located in the bottom right corner.

Update Injury Management Other Impacts

As well as copying to or from the associated Event, the selected Medical Condition will also be recorded back to the claimant's Worker record and will impact the *Workforce Injury Status* statistics within the *Operational Dashboard*, so it's important that this field is updated in real-time as the situation progresses.



Update Injury Management Restricted Days / Days Off

In the *Restricted Days / Days Off* section, **click 'Add'** to record any instances of lost time as a result of the injury.

The screenshot displays the DAMSTRA web application interface for 'Edit Claims Management - 42'. The breadcrumb trail is 'Claims / Claims Management / Edit Claims Management - 42'. The left sidebar contains icons for various functions. The main content area has tabs for 'Details', 'Injury Management' (selected), 'Claim Form - New South Wales', 'File Notes', 'Medical Certificates', 'Claim Costs', 'Weekly Benefits', and 'Reconciliation'. Under the 'Injury Management' tab, there are sections for 'Injury Management', 'Treatment Required' (set to 'Hospitalisation'), 'Medical Condition', 'Current Medical Condition' (set to 'Absent From Work'), and 'Expected RTW date' (set to 'Signed off from work with fractured wrist' and '08/07/2019'). Below these is the 'Restricted Days / Days Off - (Lost Time Injuries)' section, which shows 'Total Days Off - 0'. A table with columns 'Type', 'Start Date', 'End Date', 'Days', 'Hours', and 'Comments' is present, but it is empty with the message 'No data available in table'. An 'Add' button is located at the bottom right of the table. At the bottom of the page, there are 'Save All Claims Data' and 'Cancel' buttons, and a 'Help' button in the bottom right corner.

Update Injury Management

Restricted Days / Days Off cont.

In the *Type* field, **select** whether the lost time being recorded is due to a full or partial day off, or restricted duties.

In each case, **fill-in** when the lost time period began and ended.

Also **enter** the number of days and hours lost for the month and any relevant comments.

The screenshot displays the DAMSTRA Claims Management interface. The breadcrumb trail shows 'Claims / Claims Management / Edit Claims Management - 42'. The 'Injury Management' section shows 'Treatment Required' as 'Hospitalisation' and 'Current Medical Condition' as 'Absent From Work'. The 'Medical Condition' section shows 'Expected RTW date' as '08/07/2019'. The 'Restricted Days / Days Off - (Lost Time Injuries)' section is highlighted with a blue border and contains the following fields:

- Type: Full Day Off
- Start Day: 27/05/2019
- For whole month: ☐
- For rest of month: ☒
- End Day: 31/05/2019
- Full Days: 5
- Hours Lost: 40
- Comments: (empty text area)

Buttons for 'Save Days', 'Save All Claims Data', and 'Cancel' are visible at the bottom of the form. A 'Help' button is located in the bottom right corner.

Update Injury Management Restricted Days / Days Off cont.

Note that where lost time spans more than one calendar month, each month must be entered separately.

In this example, the worker has been signed-off from work from May 27th to July 7th.

This must be entered in three parts:

- Once for 27th May through to the end of that month
- Another for all of June
- And a final entry for the 1st to 7th July

Claims / Claims Management / Edit Claims Management - 42

Details **Injury Management** Claim Form - New South Wales File Notes Medical Certificates Claim Costs Weekly Benefits Reconciliation

Injury Management

Treatment Required: Hospitalisation

Medical Condition

Current Medical Condition: Absent From Work

Signed off from work with fractured wrist

Expected RTW date: 08/07/2019

Restricted Days / Days Off - (Lost Time Injuries)

Total Days Off - 30

Type	Start Date	End Date	Days	Hours	Comments	Actions
Full Day	01/07/2019	07/07/2019	5	40.00		Actions
Full Day	01/06/2019	30/06/2019	20	160.00		Actions
Full Day	27/05/2019	31/05/2019	5	40.00		Actions

Show 10 entries | Showing 1 to 3 of 3 entries

Save All Claims Data

Help

Update Injury Management Restricted Days / Days Off cont.

Once saved, the *Total Days Off* field will be updated and the information entered will be copied across to the *Injury Management* tab of the related Event item.

Click the 'Save All Claims Data' button to save the data entered so far.

DAMSTRA
Claims / Claims Management / Edit Claims Management - 42

Details Injury Management Claim Form - New South Wales File Notes Medical Certificates Claim Costs Weekly Benefits Recalculation

Injury Management

Treatment Required: Hospitalisation

Medical Condition

Current Medical Condition: Absent From Work

Signed off from work with handwritten note

Expected RTW date: 06/07/2019

Restricted Days / Days Off - (Last Time Injured)

Total Days Off: 30

Type	Start Date	End Date	Days	Hours	Comments
Full Day	01/07/2019	07/07/2019	5	40.00	
Full Day	01/08/2019				
Full Day	27/05/2019				

Show: 10 entries | Showing 1 to 3 of 3 entries

Save All Claims Data

Case Manager Martin Daniels

Case Closed

Treatment Required

Medical Condition

Restricted Days / Days Off - (Last Time Injured)

Total Full Days Off: 30

Total Hours Off: 240

Total Restricted Days: 0

Total Restricted Hours: 0

Type	Start Day	End Day	Days	Hours	Comments
Full Day	01/07/2019	07/07/2019	5	40.00	
Full Day	01/08/2019	30/09/2019	30	160.00	
Full Day	27/05/2019	31/05/2019	5	40.00	

Show: 10 entries | Showing 1 to 3 of 3 entries

