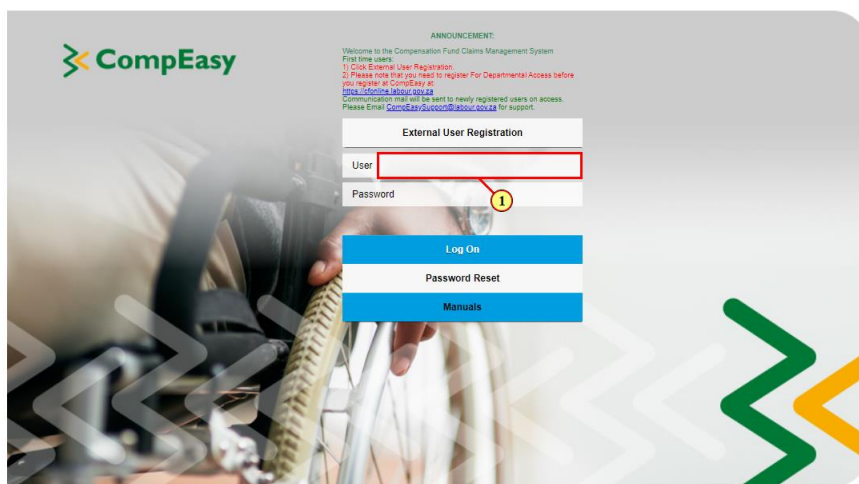




# 1.1. Notice of Accident by MSP (Edited)

<b>Purpose</b>
The purpose of this transaction is to capture a Notice of Accident by Medical Service Provider (MSP).
<b>Business Scenario</b>
In this scenario a Medical Service Provider capture the Notice of Accident using the CompEasy system.
<b>Prerequisites</b>
The following prerequisites are applicable when processing this transaction: <ul style="list-style-type: none"> <li>• Access to <a href="https://CompEasy.labour.gov.za">https://CompEasy.labour.gov.za</a> website.</li> </ul>

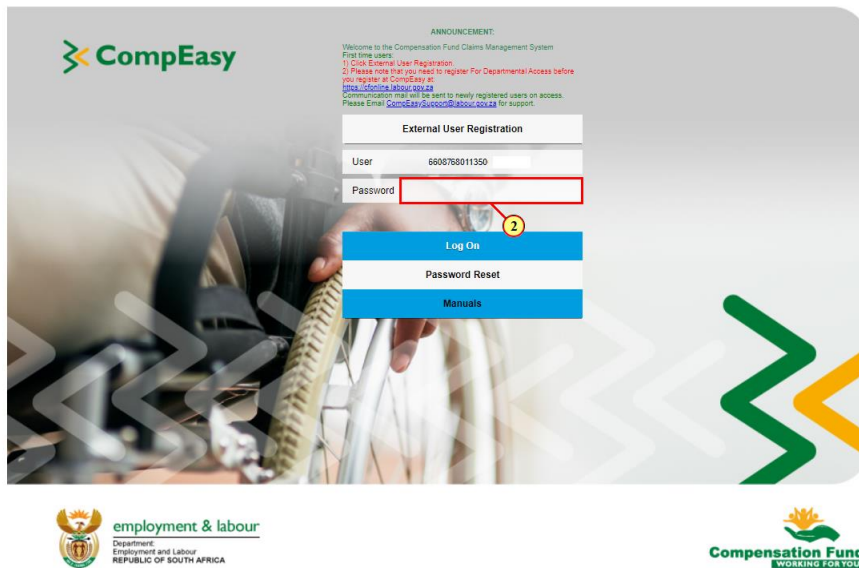
## 1.1.1. Logon - Google Chrome



Step	Action
[1]	Enter <b>6608768011350</b> in the <b>User</b> field.

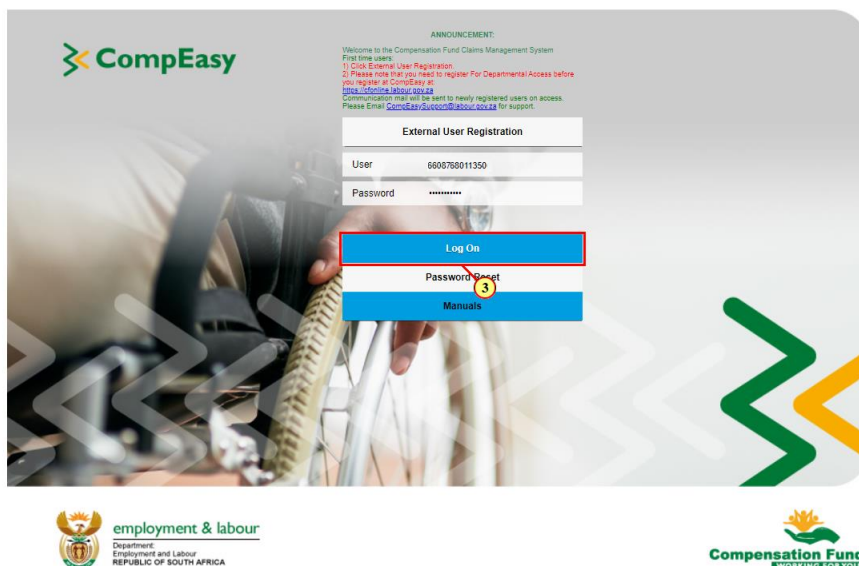


### 1.1.2. Logon - Google Chrome



Step	Action
[2]	Enter in the <b>Password</b> field.

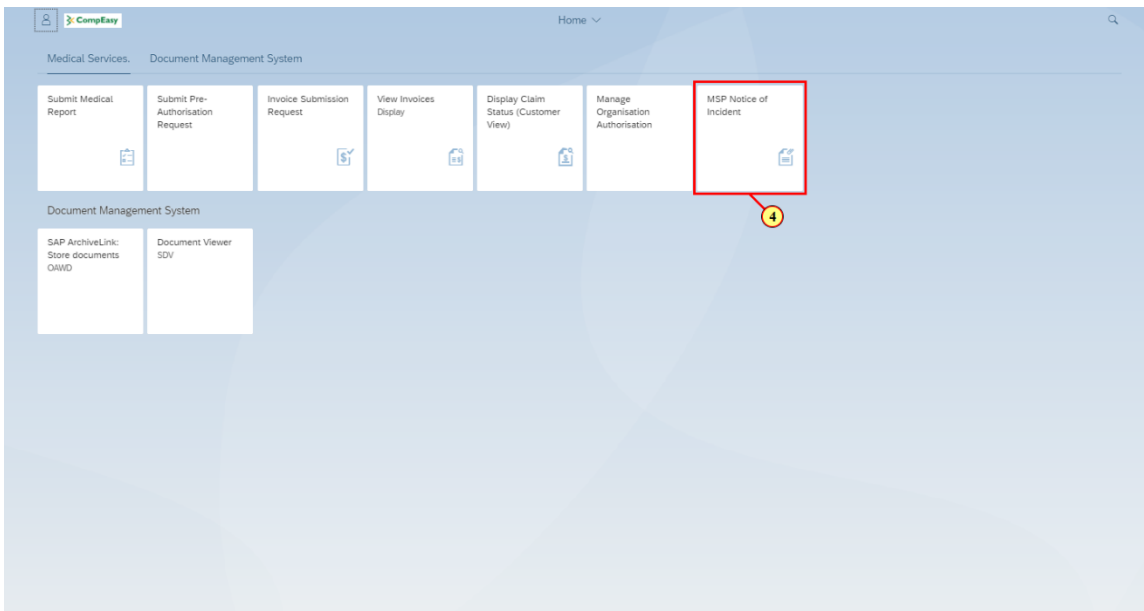
### 1.1.3. Logon - Google Chrome



Step	Action
[3]	Click the  button.




### 1.1.4. Home - Google Chrome




Step	Action
[4]	Click the  tile.



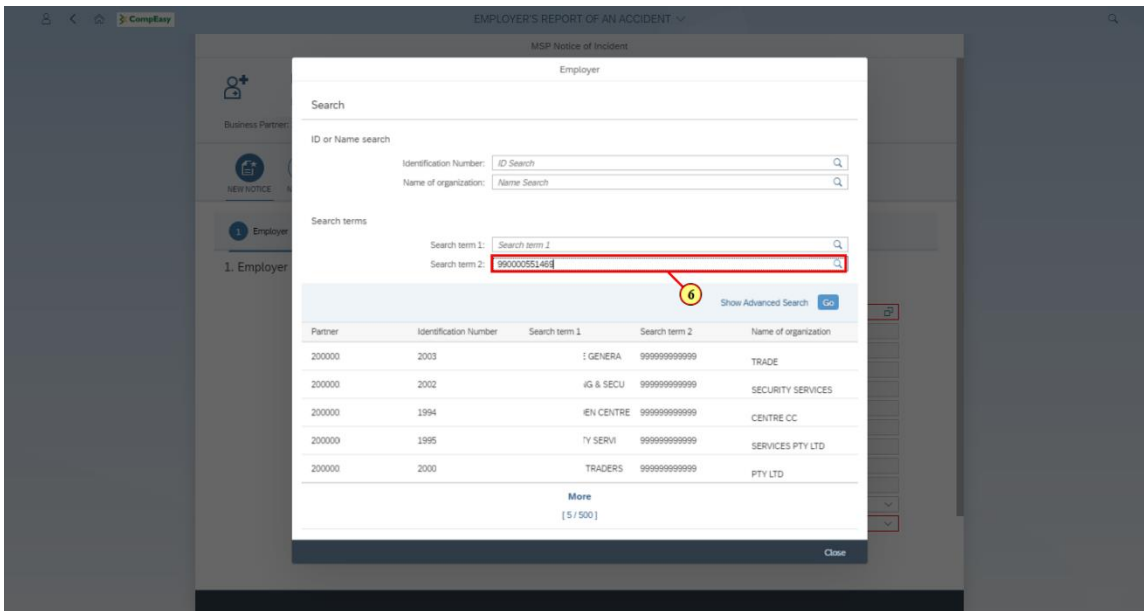
## 1.1.5. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome


 Search for the MSP Practice number to capture the Notice of Accident.

Step	Action
[5]	Click the <b>Registered Number</b>  Possible entry button to search for the required value.



## 1.1.6. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

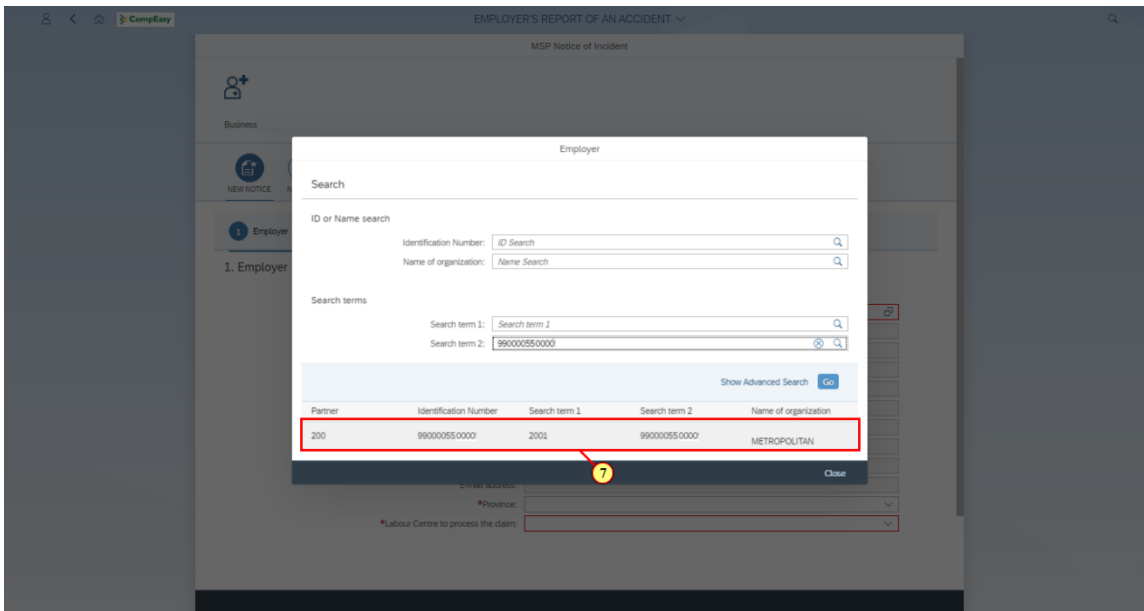


 Search for the Employer using Contract Account Number or Name.

Step	Action
[6]	Enter <b>990000550000</b> in the <b>Search term 2</b> field.

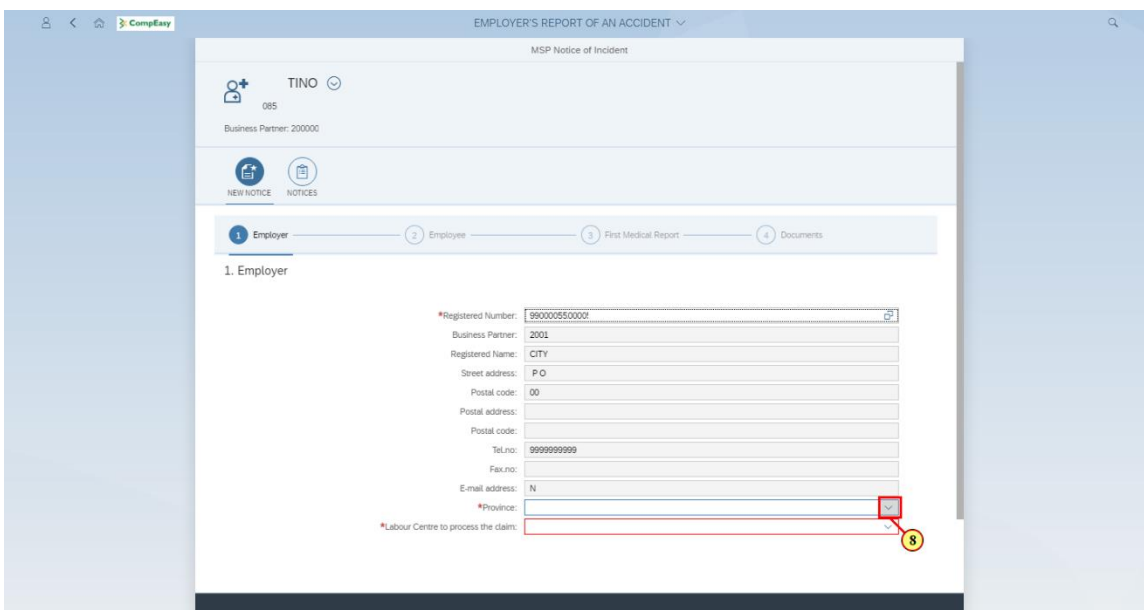


### 1.1.7. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



Step	Action
[7]	Click the 99000055.0000 link.

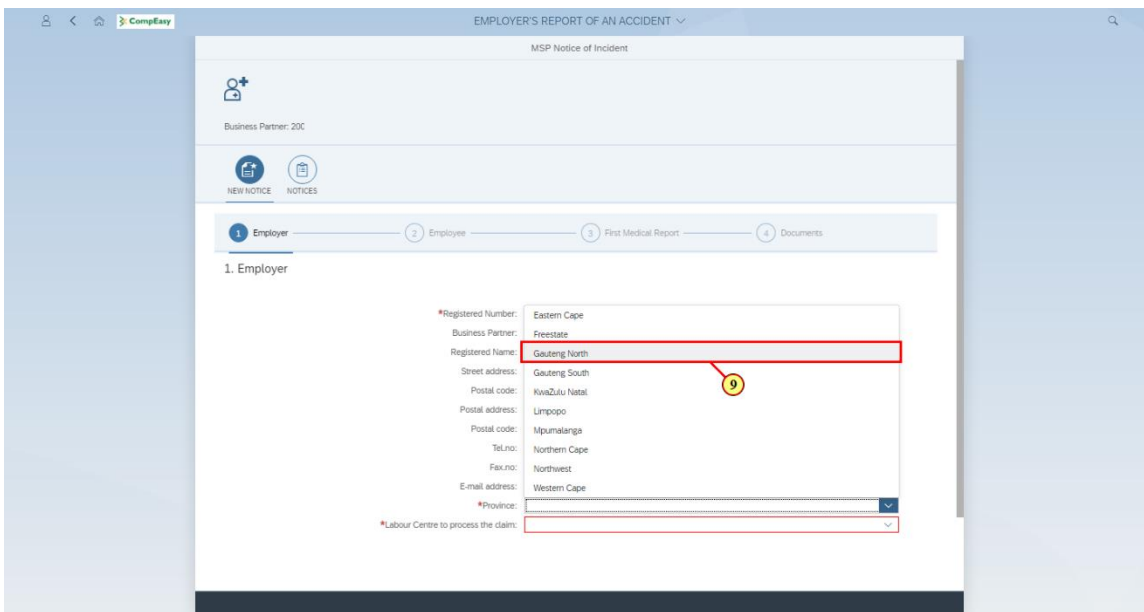
### 1.1.8. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome





Step	Action
[8]	Click the <b>Province</b> <input type="button" value="v"/> <b>drop down option</b> button to display the available list.


### 1.1.9. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



Step	Action
[9]	Click the <b>Registered Name</b> <b>Gauteng North</b> option to select it.



## 1.1.10. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

Step	Action
[10]	Click the <b>Labour Centre to process the claim</b>  drop down option button to display the available list.

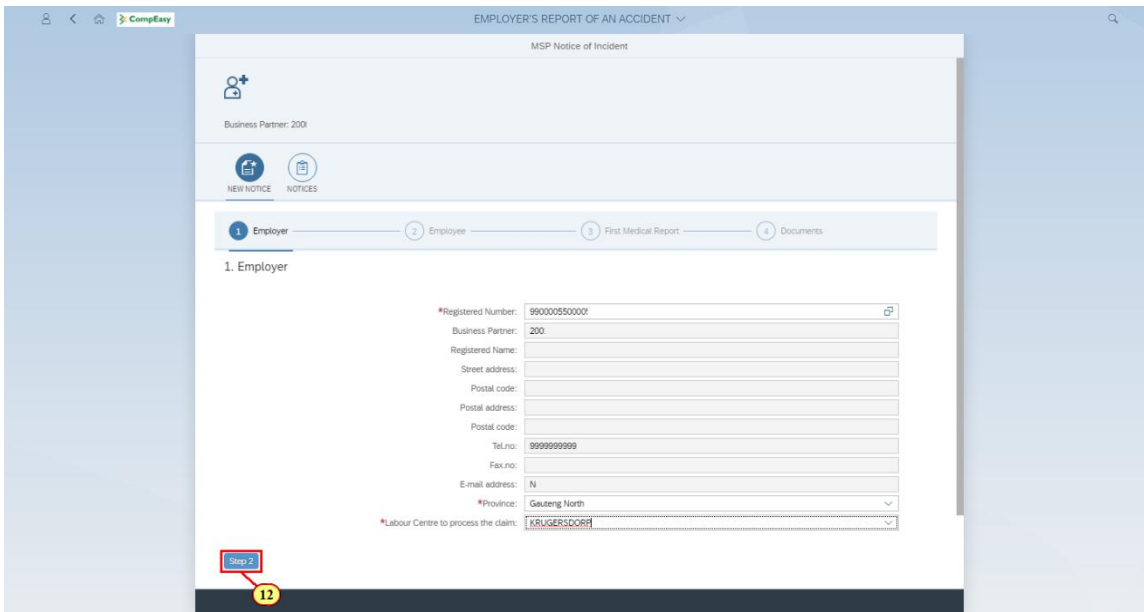
## 1.1.11. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome





Step	Action
[11]	Click the <b>KRUGERSDORP</b> option to select it.

### 1.1.12. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



Step	Action
[12]	Click the <b>Step 2</b> button to continue.



## 1.1.13. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

EMPLOYER'S REPORT OF AN ACCIDENT

MSP Notice of Incident

NEW NOTICE NOTICES

1 Employer 2 Employee 3 First Medical Report 4 Documents

1. Employer

\*Registered Number: 990000550000

Business Partner: 2001

Registered Name: 1

Street address:

Postal code: 00

Postal address:

Postal code:

Tel.no: 999999999

Fax.no:

E-mail address: N

\*Province: Gauteng North

\*Labour Centre to process the claim: KRUGERSDORP

2. Employee

Please enter either the Employee SA ID No, or the Passport No, or the Work Permit No below and hit <Enter>. Please ensure the number is captured correctly. The system will search and display the details. If the number was not found, the Employee detail fields will become active and allow capturing new Employee details. Note that New Employee creation prolongs the Claim processing time.

\*ID Type: Select ID Type South African ID Passport Work Permit

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 MSP Capture Employer Details.

Step	Action
[13]	Click the <b>South African ID</b> button.



## 1.1.14. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

Step	Action
[14]	Click in the <b>area below the scroll bar</b> to scroll down.

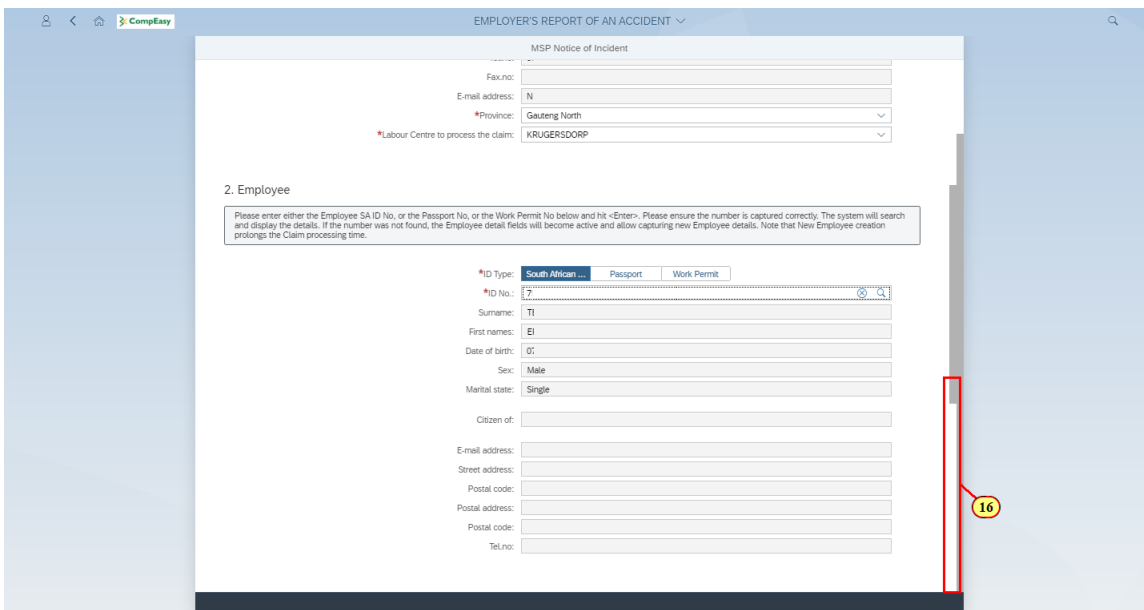
## 1.1.15. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



	MSP Capture Employee details.
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Step	Action
[15]	Enter <b>7512075062080</b> in the <b>ID No.</b> field.


### 1.1.16. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



Step	Action
[16]	Click in the <b>area below the scroll bar</b> to scroll down.



## 1.1.17. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

	MSP capture First Medical Report.
---	-----------------------------------

Step	Action
[17]	Click the <b>Type of Report</b>  <b>drop down option</b> button to display the available list.



## 1.1.18. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

MSP Notice of Incident

Postal code:

Tel.no:

### 3. First Medical Report

\*Type of Report:  Form Type:

\*Date of loss:  Date of consultation:

\*Report Date:  Date of return to work:

\*From:  To:

\*ICD10:  **18**

\*Notes:

#### First Medical Report

Pre-existing defect disease:

X-Rays:  Performed By:

Surgical Procedures:  Performed By:

Surgical Procedure:

Anaesthetics:  General  Local Duration:

Referred for Physiotherapy:  Physiotherapist:

Unfit for work:

Date fit for light duty:  Date fit for normal duty:

Step	Action
[18]	Click the <b>Type of Report</b> <b>First Medical Report*</b> option to select it.

## 1.1.19. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

MSP Notice of Incident

Postal code:

Tel.no:

### 3. First Medical Report

\*Type of Report:  Form Type:

\*Date of loss:  Date of consultation:

\*Report Date:  Date of return to work:

\*From:  To:

\*ICD10:  **19**

\*Notes:

#### First Medical Report

Pre-existing defect disease:

X-Rays:  Performed By:

Surgical Procedures:  Performed By:

Surgical Procedure:

Anaesthetics:  General  Local Duration:

Referred for Physiotherapy:  Physiotherapist:

Unfit for work:

Date fit for light duty:  Date fit for normal duty:



Step	Action
[19]	Enter <b>05.05.2021</b> in the <b>Date of loss</b> field.

### 1.1.20. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

Step	Action
[20]	Enter <b>06.05.2021</b> in the <b>Report Date dd.MM.yyyy</b> field.




### 1.1.21. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

Step	Action
[21]	Enter <b>06.05.2021</b> in the <b>From dd.MM.yyyy</b> field.

### 1.1.22. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome





Step	Action
[22]	Click the <b>Form Type</b>  <b>drop down option</b> button to display the available list.

### 1.1.23. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

Step	Action
[23]	Click the <b>Form Type</b> <b>WCL2 Employer's Notice of Occupational Accident</b> <b>possible entries</b> option to select it.



## 1.1.24. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

Step	Action
[24]	Enter <b>06.05.2021</b> in the <b>Date of loss dd.MM.yyyy</b> field.

## 1.1.25. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



Step	Action
[25]	Enter <b>30.05.2021</b> in the <b>Report Date dd.MM.yyyy</b> field.

### 1.1.26. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

MSP Notice of Incident

Postal code:

Tel.no:

3. First Medical Report

\*Type of Report:  Form Type:

\*Date of loss:  Date of consultation:

\*Report Date:  Date of return to work:

\*From:  To:

\*ICD10:  26

\*Notes:

First Medical Report

Pre-existing defect disease:

X-Rays:  Performed By:

Surgical Procedures:  Performed By:

Surgical Procedure:

Anaesthetics:  General  Local Duration:

Referred for Physiotherapy:  Physiotherapist:

Unfit for work:

Date fit for light duty:  Date fit for normal duty:

Step	Action
[26]	Enter <b>30.05.2021</b> in the <b>From dd.MM.yyyy</b> field.



## 1.1.27. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

Step	Action
[27]	Enter <b>A17.0</b> in the ICD10 field.

## 1.1.28. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



Step	Action
[28]	Enter <b>Accident Report</b> in the <b>Notes</b> field.

### 1.1.29. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

MSP Notice of Incident

Postal code:

Tel.no:

3. First Medical Report

\*Type of Report:  Form Type:

\*Date of loss:  Date of consultation:

\*Report Date:  Date of return to work:

\*From:  To:

\*ICD10:

\*Notes:

First Medical Report

Pre-existing defect disease:

X-Rays:  Performed By:

Surgical Procedures:  Performed By:

Surgical Procedure:

Anaesthetics:  General  Local Duration:  +

Referred for Physiotherapy:  Physiotherapist:

Unfit for work:

Date fit for light duty:  Date fit for normal duty:

**Step 4**

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Step	Action
[29]	Click the <b>Step 4</b> button.



### 1.1.30. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

Step	Action
[30]	Click in the <b>area below the scroll bar</b> to scroll down.

### 1.1.31. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



	Attached supporting documents.
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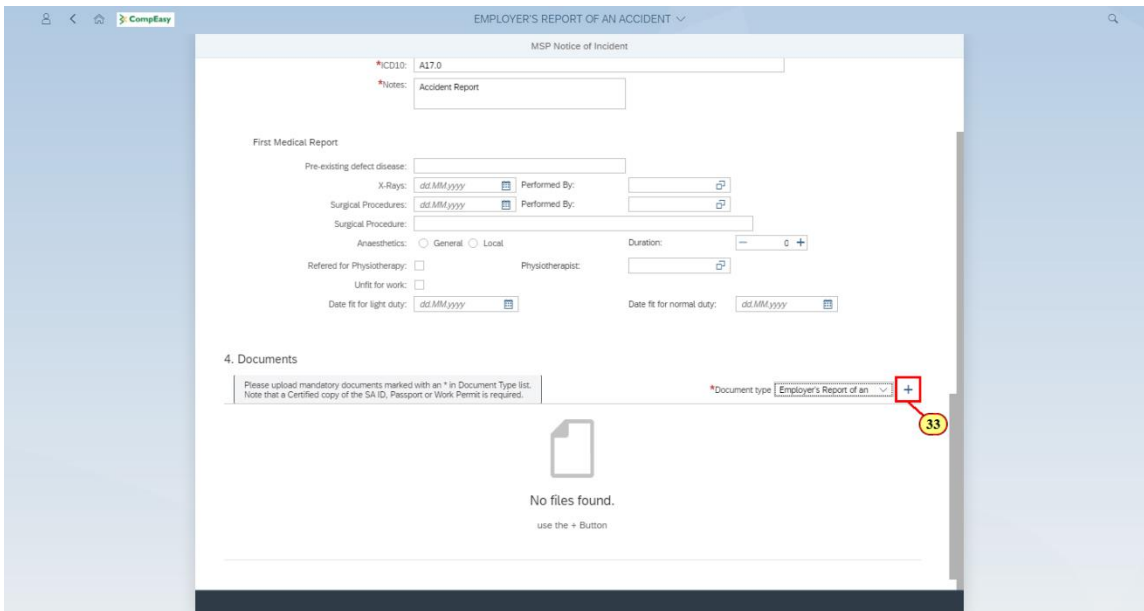
Step	Action
[31]	Click the <b>Document type</b>  <b>drop down option</b> button to display the available list.

### 1.1.32. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

Step	Action
[32]	Click the <b>Document type</b> <b>Employer's Report of an Accident WCL2 *</b> option to select it.

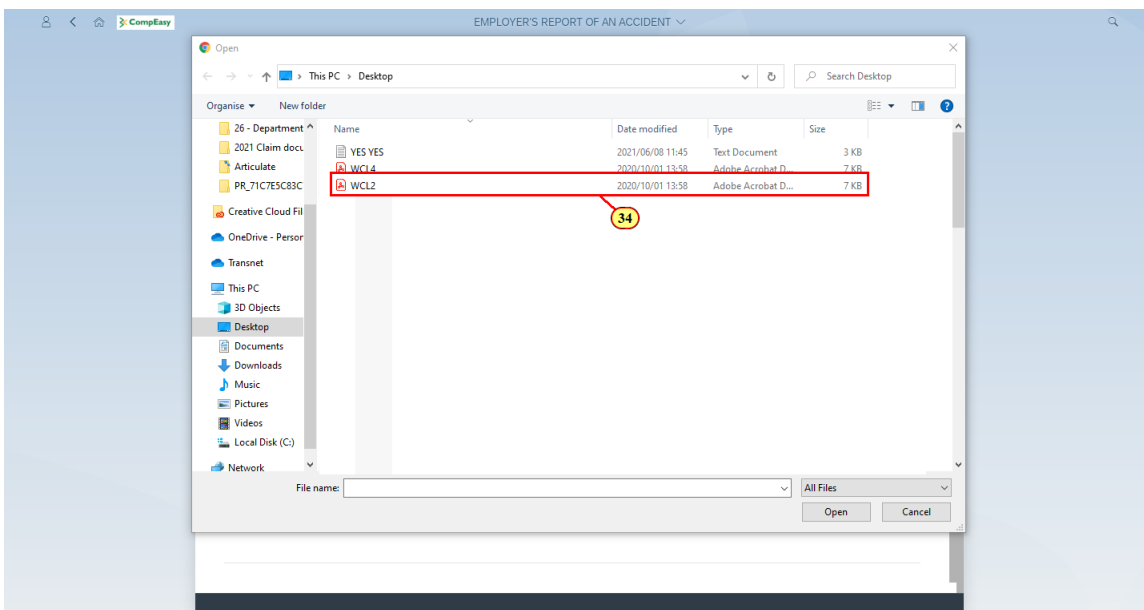


### 1.1.33. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome




Step	Action
[33]	Click the <b>Add</b> + button.

### 1.1.34. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome







Step	Action
[34]	Double click on the <b>WCL2</b>  <b>WCL2</b> option to select it.

### 1.1.35. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

The screenshot shows a web browser window with the URL 'CompEasy'. The page title is 'EMPLOYER'S REPORT OF AN ACCIDENT'. The form is titled 'MSP Notice of Incident' and contains the following fields:

- Type of Report: First Medical Report (dropdown)
- Form Type: WCL2 Employer's R (dropdown)
- Date of loss: 05.05.2021 (calendar)
- Date of consultation: 06.05.2021 (calendar)
- Report Date: 06.05.2021 (calendar)
- Date of return to work: 30.05.2021 (calendar)
- From: 06.05.2021 (calendar)
- To: 30.05.2021 (calendar)
- ICD10: A17.0 (text)
- Notes: Accident Report (text)
- First Medical Report section with fields for Pre-existing defect disease, X-Rays, Surgical Procedures, Anaesthetics, Referred for Physiotherapy, Unfit for work, Date fit for light duty, and Date fit for normal duty.
- 4. Documents section with a note: 'Please upload mandatory documents marked with an \* in Document Type list. Note that a Certified copy of the SA ID, Passport or Work Permit is required.' and a document 'WCL2.pdf' (6.3 KB).

A red box highlights the 'Document type' dropdown menu, which is currently set to 'Employer's Report of an...'. A yellow circle with the number '35' is placed over the dropdown arrow.

Step	Action
[35]	Click the <b>Document type</b>  <b>drop down option</b> button to display the available list.




### 1.1.36. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

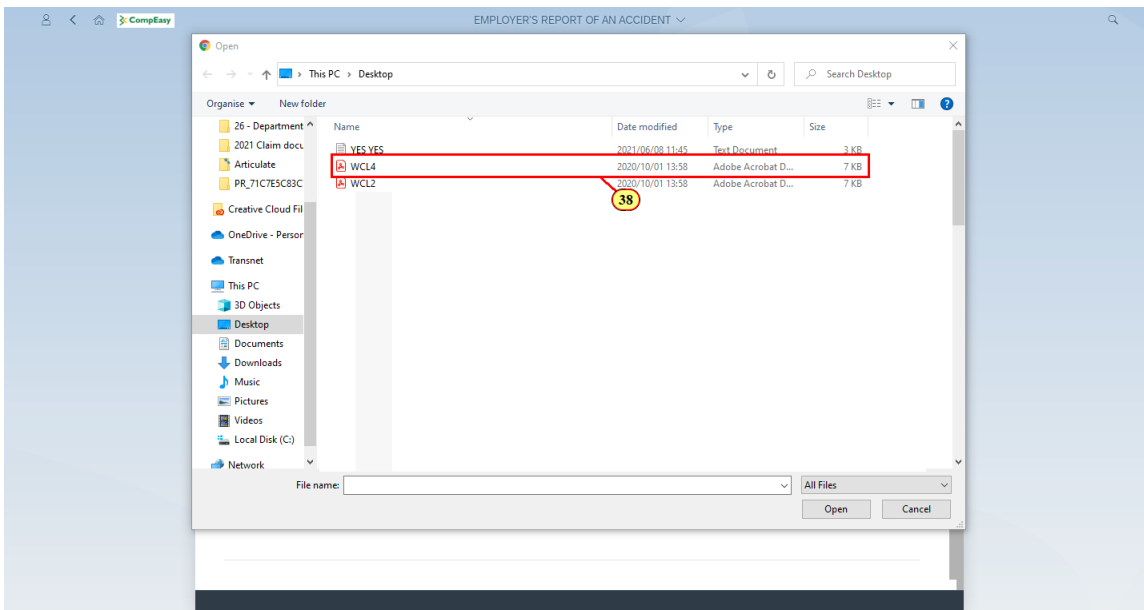
Step	Action
[36]	Click the <b>First Medical Report - Accident WCL4 *</b> option to select it.


### 1.1.37. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



Step	Action
[37]	Click the <b>Add</b>  button.


### 1.1.38. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



Step	Action
[38]	Double click on the <b>WCL4</b>  <b>WCL4</b> option to select it.



### 1.1.39. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

Step	Action
[39]	Click the  button.

### 1.1.40. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



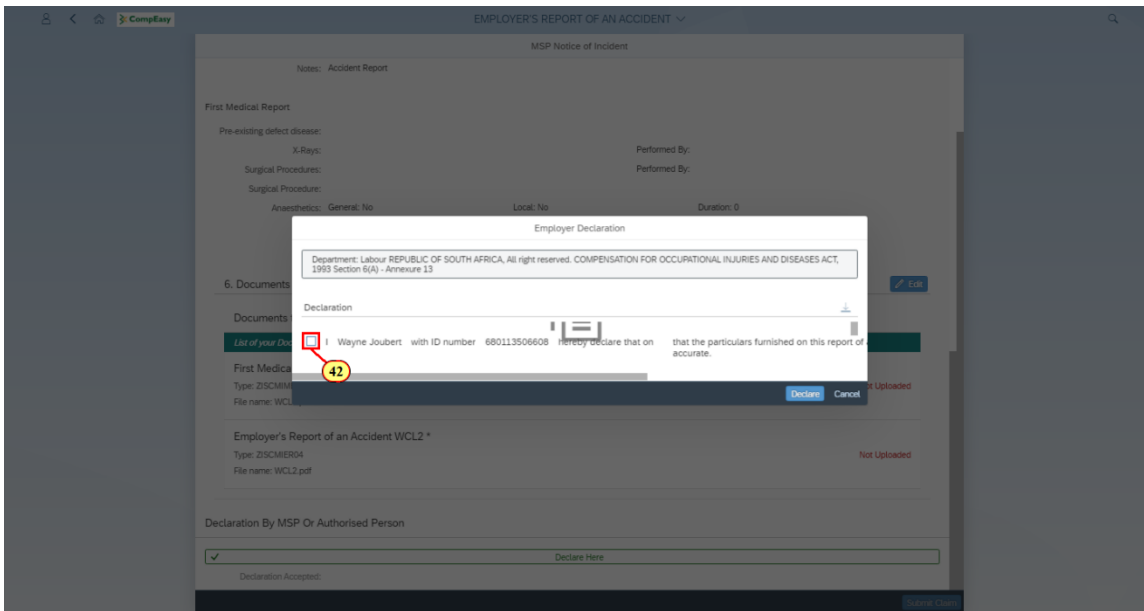
Step	Action
[40]	Click in the <b>area below the scroll bar</b> to scroll down.

### 1.1.41. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

Step	Action
[41]	Click the <b>Declare Here</b> <a href="#">Declare Here</a> button.

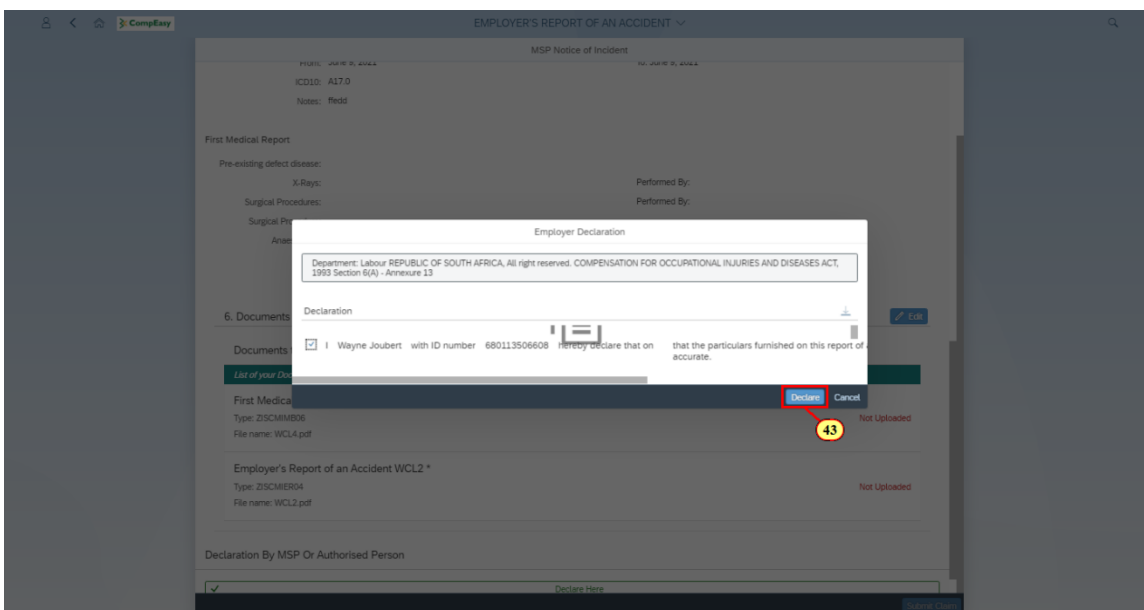


## 1.1.42. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome




Step	Action
[42]	Click to select the <b>Declaration</b> <input type="checkbox"/> checkbox.

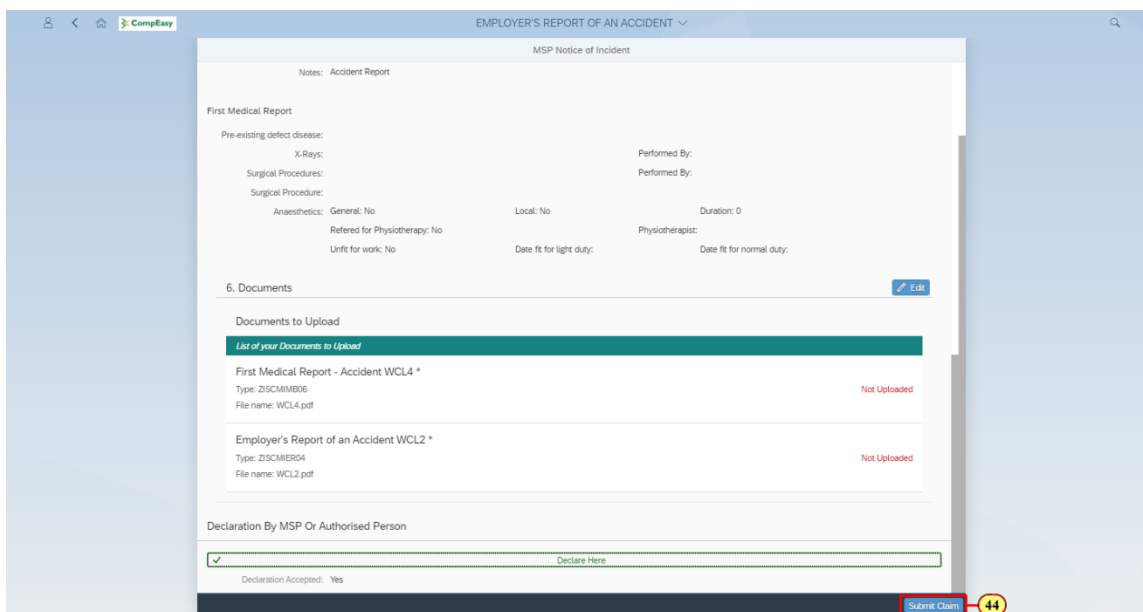
## 1.1.43. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome






Step	Action
[43]	Click the <b>Declaration</b>  button.

### 1.1.44. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



	Submit and receive a Incident Notice Number.
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Step	Action
[44]	Click the <b>Submit Claim</b> button.



## 1.1.45. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

Step	Action
[45]	Click the <b>Yes</b> button.

## 1.1.46. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

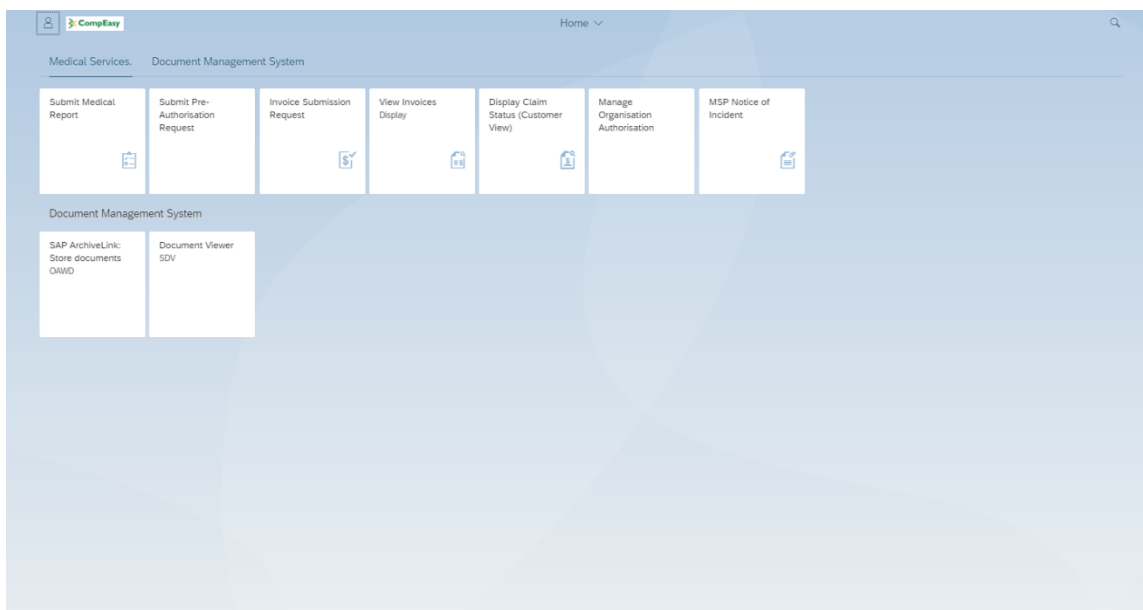





Step	Action
[46]	Click the <b>OK</b> button.

	Please take note of the message.
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### 1.1.47. Home - Google Chrome



	Well done! You have succesfully created a Notice of Accident.
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