1.1. Submit Medical Report APP

Purpose
The purpose of this transaction is for the Employer / MSP to submit medical report using the External APP.
Business Scenario
In this scenario an Employee / MSP submit a medicals report using CompEasy System.
Prerequisites
The following prerequisites are applicable when processing this transaction: • Access to https://CompEasy.labour.gov.za website. • The user must be linked to the Medical Practice with the Authorization to add a Medical Report.

1.1.1. Home - Google Chrome
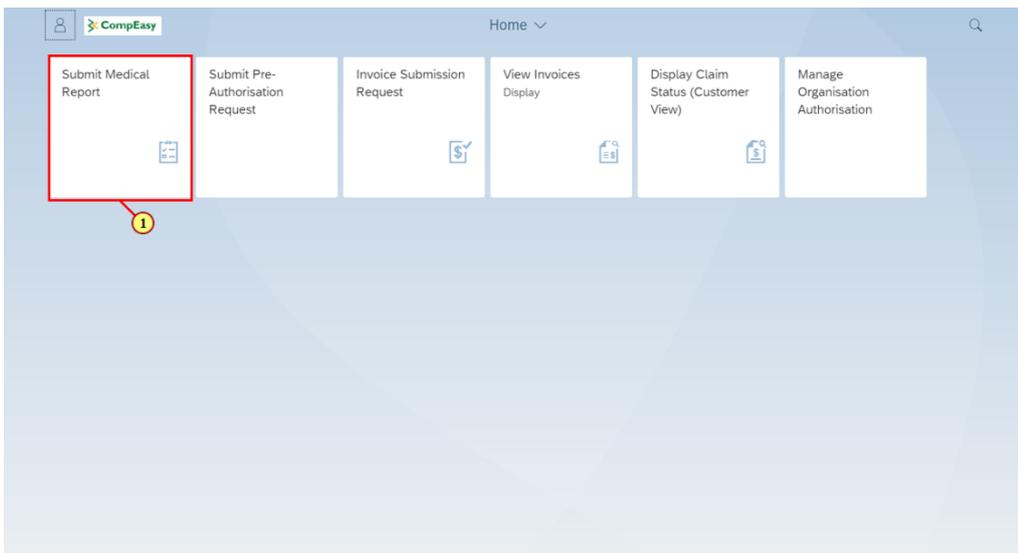
Step	Action
[1]	Click the **Submit Pre-Authorisation Request** Submit Medical Report tile to access the transaction.

1.1.2. Medical Report for Claim - Google Chrome

	Please be aware that the user needs to be authorised to submit Medical Reports on behalf of a registered Medical Practice.

Step	Action
[2]	Click the **Service Provider Number** possible entries button to search for the required value.

1.1.3. Medical Report for Claim - Google Chrome

ℹ	The Practice Number required must be linked to the User.

Step	Action
[3]	Enter **7410322** in the **Practice number** field.

1.1.4.   Medical Report for Claim - Google Chrome
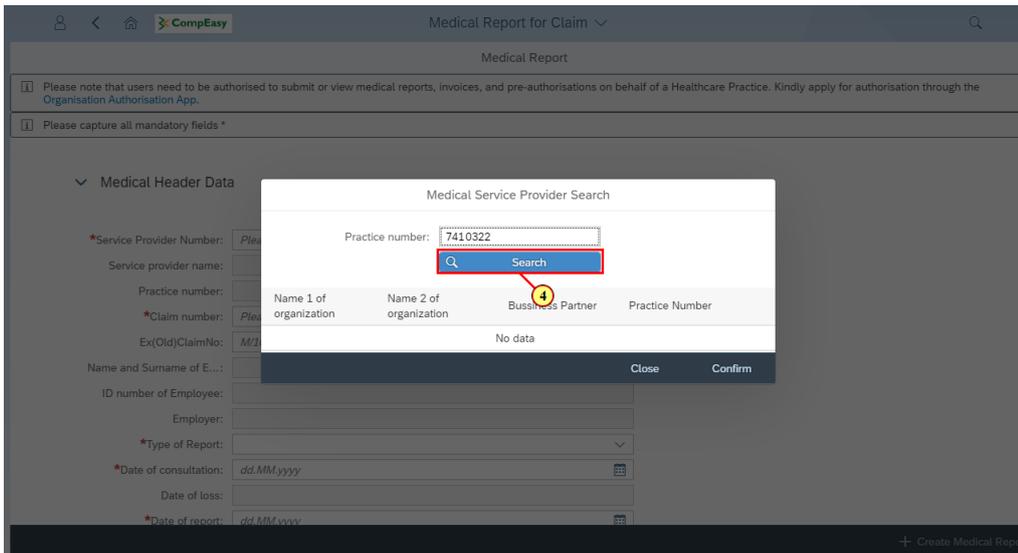
Step	Action
[4]	Click the **Practice number Search** [🔍 Search] button to start the search.

1.1.5.   Medical Report for Claim - Google Chrome
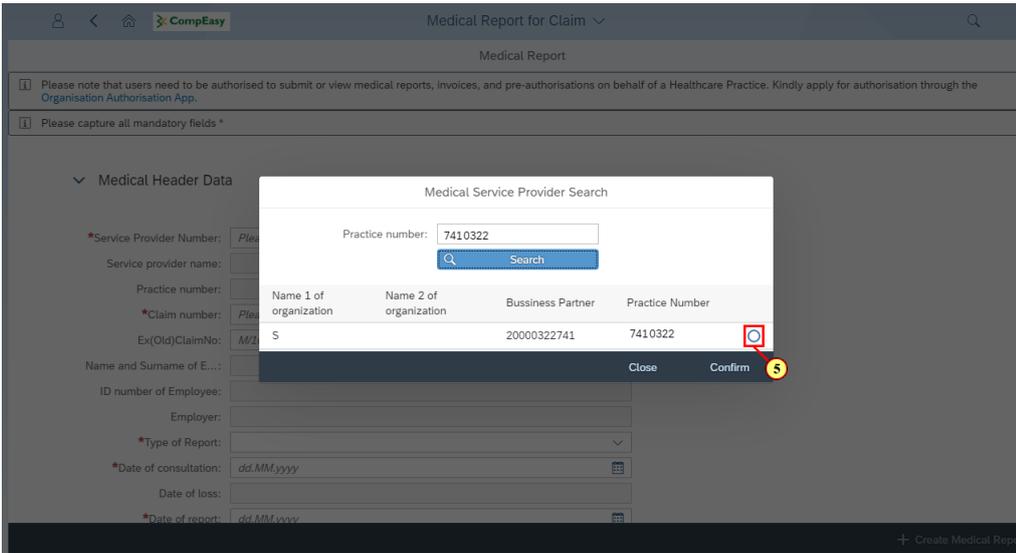
Step	Action
[5]	Click to select the **Service Provider Number** ⭕ radio button.

1.1.6.   Medical Report for Claim - Google Chrome
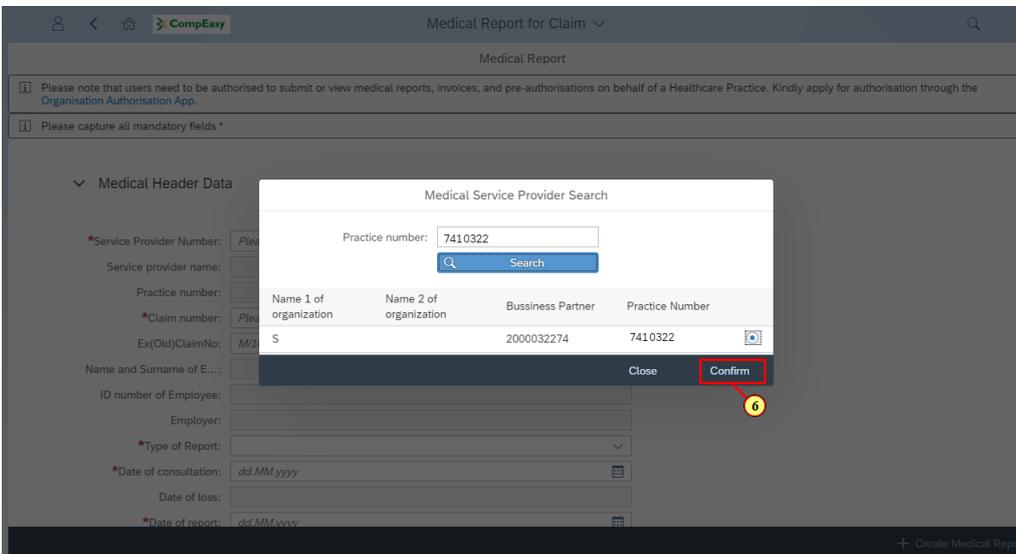
	The Service Provider Number, Service Provider Name and Practice Number will auto-populate.

Step	Action
[6]	Click the **Confirm** [Confirm] button to confirm the selection.

1.1.7.   Medical Report for Claim - Google Chrome
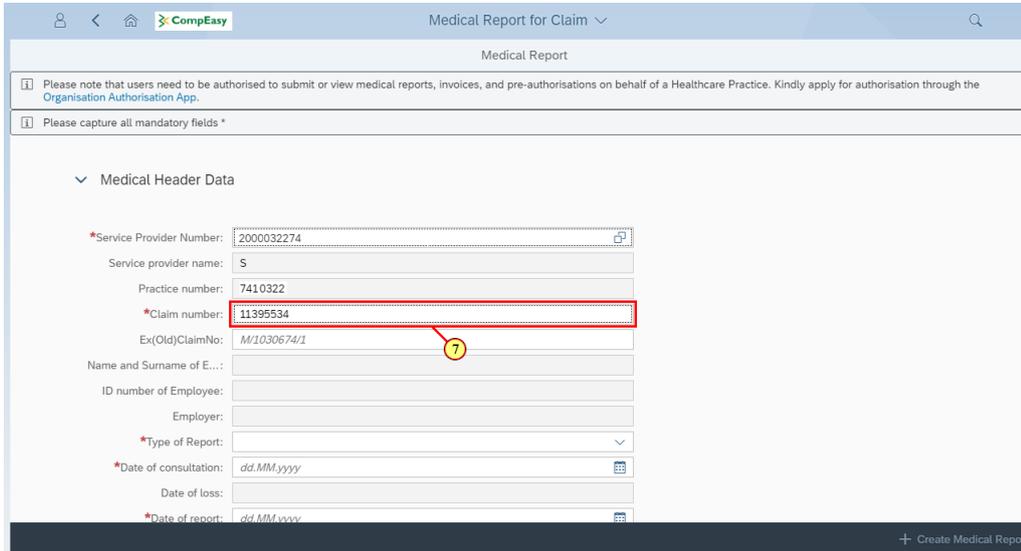
	The Name and Surname of Employee, ID Number of Employee, Employer Name and Date of Loss will auto-populate

Step	Action
[7]	Enter **11395534** in the **Claim number** field.

1.1.8.   Medical Report for Claim - Google Chrome

Step	Action
[8]	Click the **Type of Report** ⌄ **drop down option** button to display the available list.

1.1.9.   Medical Report for Claim - Google Chrome

Step	Action
[9]	Click on the **Type of Report** First Medical Report* option to select it.

1.1.10.   Medical Report for Claim - Google Chrome

You can select the date using the Calendar icon/button.

Step	Action
[10]	Enter **02.04.2020** in the **Date of consultation** field.

1.1.11.   Medical Report for Claim - Google Chrome

Step	Action
[11]	Click in the **area below the scroll bar** to scroll down.

1.1.12.   Medical Report for Claim - Google Chrome

Step	Action
[12]	Enter **02.04.2020** in the **Date of report** field.

1.1.13.   Medical Report for Claim - Google Chrome

Step	Action
[13]	Enter **First Consultation by Dr L** in the **Notes** field.

1.1.14.   Medical Report for Claim - Google Chrome

	ICD10 Code is case sensitive, use capital letter's when inserting alphabets. Please note the format: the	must be added between and after the codes, no spaces allowed.

Step	Action
[14]	Enter **S42.20|W24.62|** in the **ICD10** field.

1.1.15. Medical Report for Claim - Google Chrome

Step	Action
[15]	Enter **02.04.2020** in the **Period Date from** field.

1.1.16. Medical Report for Claim - Google Chrome

Step	Action
[16]	Enter **02.04.2020** in the **Period Date to** field.

1.1.17. Medical Report for Claim - Google Chrome

Step	Action
[17]	Click the **Expand** ❯ node to open the Medical Documents.

1.1.18. Medical Report for Claim - Google Chrome

Step	Action
[18]	Click the **Document type** ⌄ **drop down option** button to display the available list.

1.1.19. Medical Report for Claim - Google Chrome
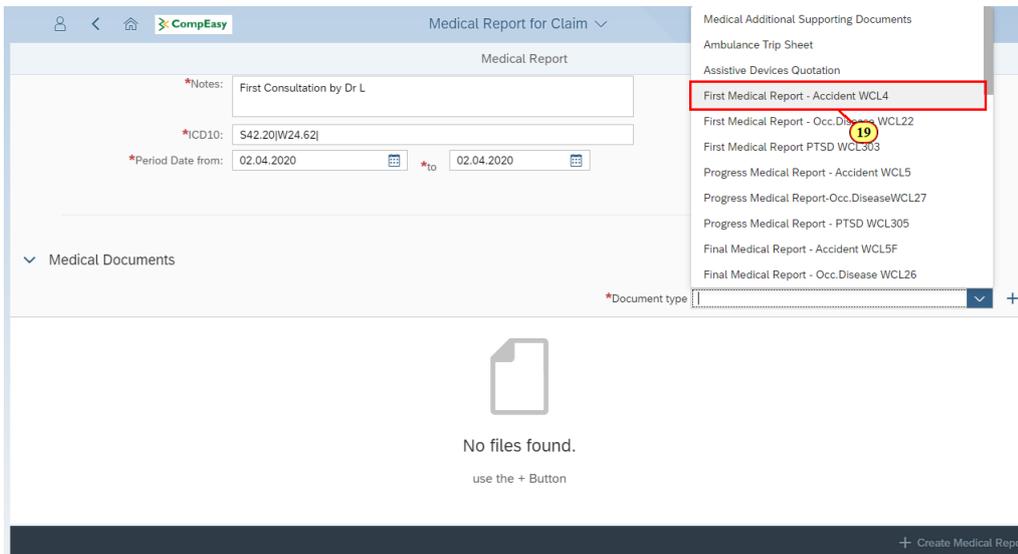
Step	Action
[19]	Click on the **Document type** First Medical Report - Accident WCL4 option to select it.

1.1.20. Medical Report for Claim - Google Chrome
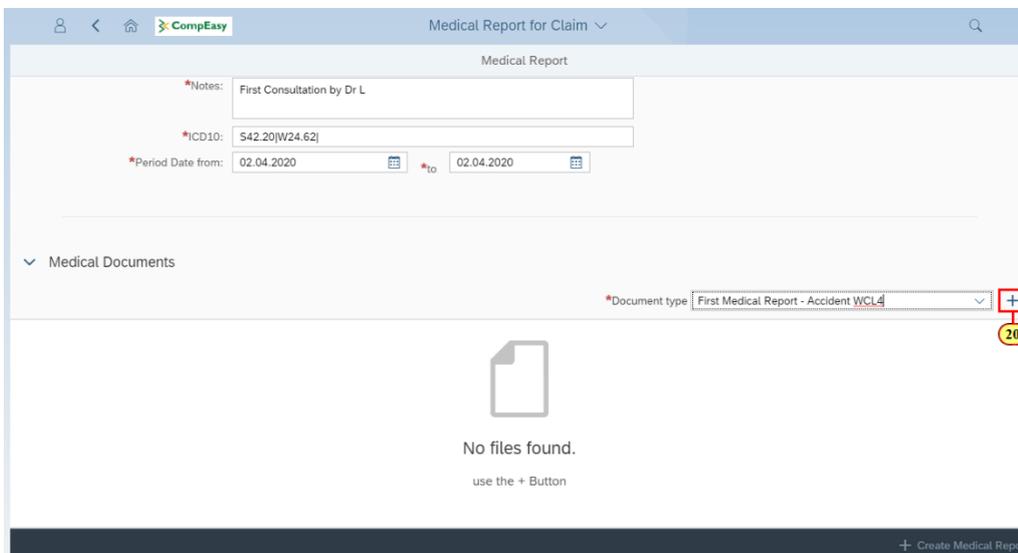
Step	Action
[20]	Click the **Add** + button to upload a document.

1.1.21. Medical Report for Claim - Google Chrome
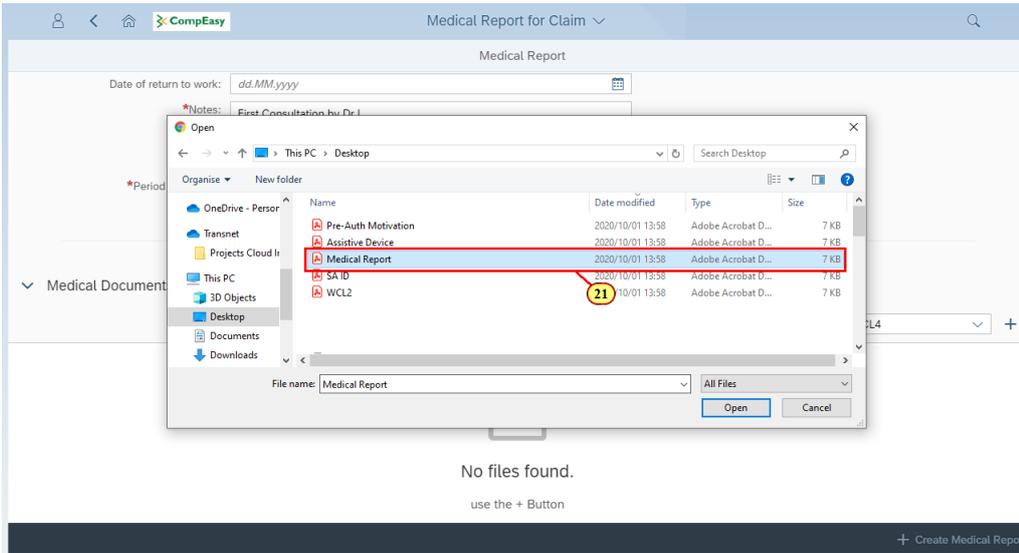
	Repeat Step 1.1.18 to 1.1.21 to add more documents.

Step	Action
[21]	Double click on the **Medical Report** option to select it.

1.1.22. Medical Report for Claim - Google Chrome
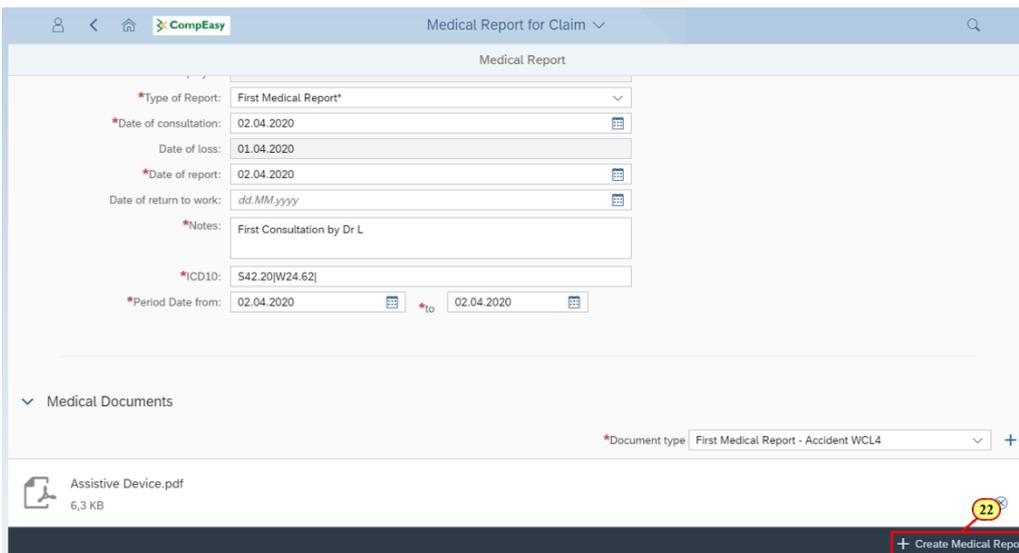
Step	Action
[22]	Click the **Create Medical Report** ![+ Create Medical Report] button to create medical report.

1.1.23.   Medical Report for Claim - Google Chrome
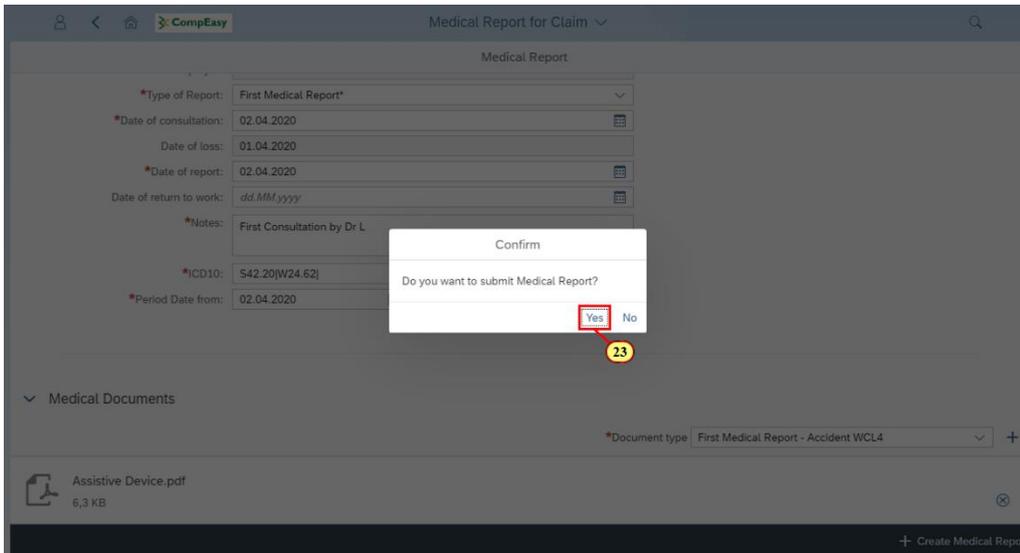
Step	Action
[23]	Click the **Yes** ![Yes] button to acknowledge the message.

1.1.24.   Medical Report for Claim - Google Chrome
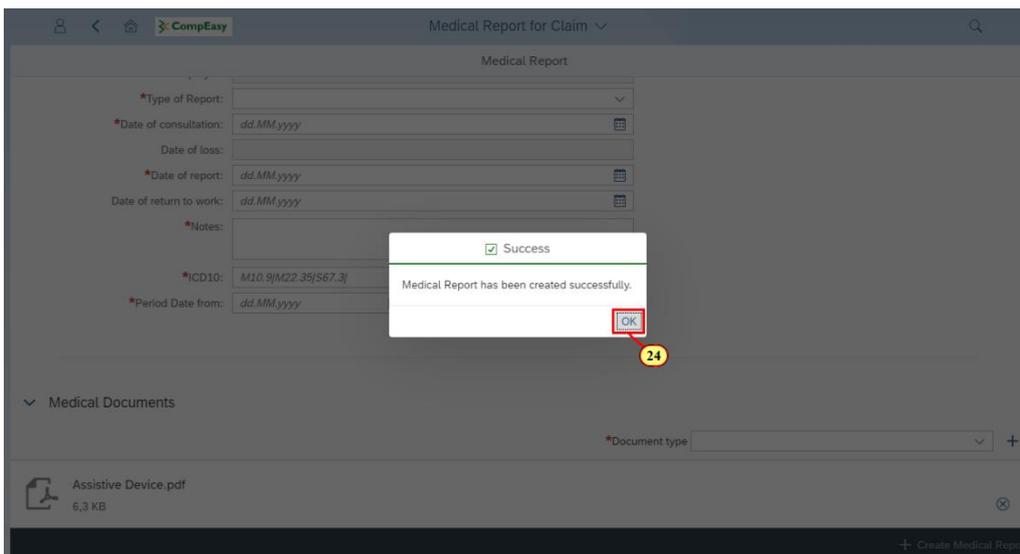
Step	Action
[24]	Click the **OK** OK button to acknowledge the message.

1.1.25. Medical Report for Claim - Google Chrome

	Well done! You have successfully Submitted Medical Report using External APP.