



# 1.1. Notice of Accident by MSP

## Purpose

The purpose of this transaction is to capture a Notice of Accident by Medical Service Provider (MSP).

## Business Scenario

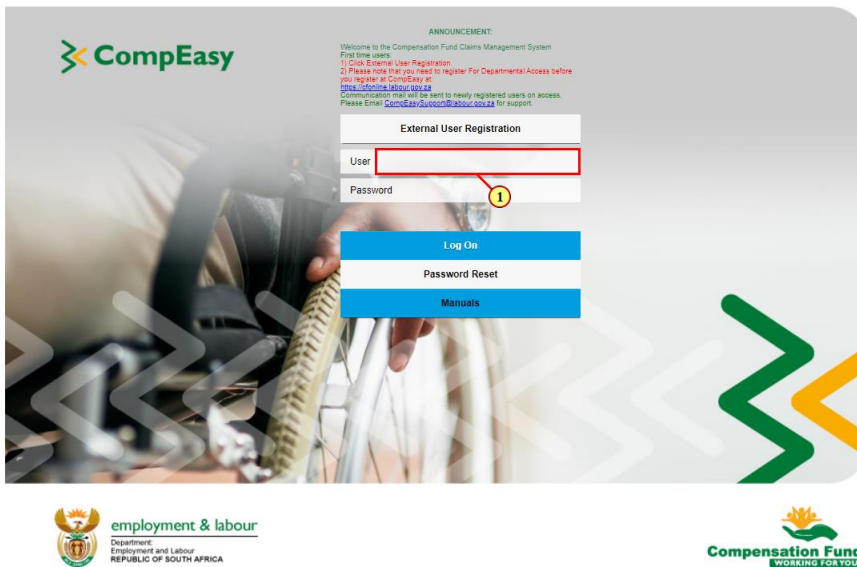
In this scenario a Medical Service Provider capture the Notice of Accident using the CompEasy system.

## Prerequisites

The following prerequisites are applicable when processing this transaction:

- Access to <https://CompEasy.labour.gov.za> website.

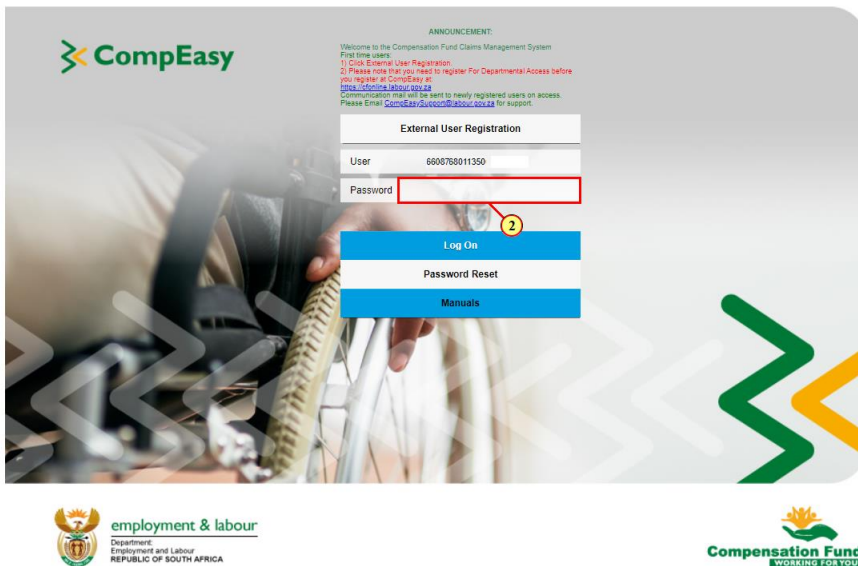
## 1.1.1. Logon - Google Chrome



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

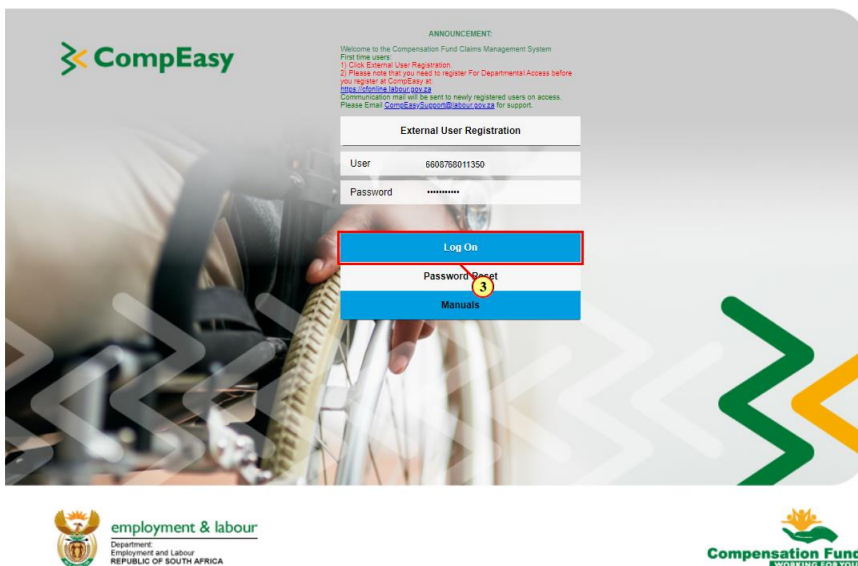


### 1.1.2. Logon - Google Chrome



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

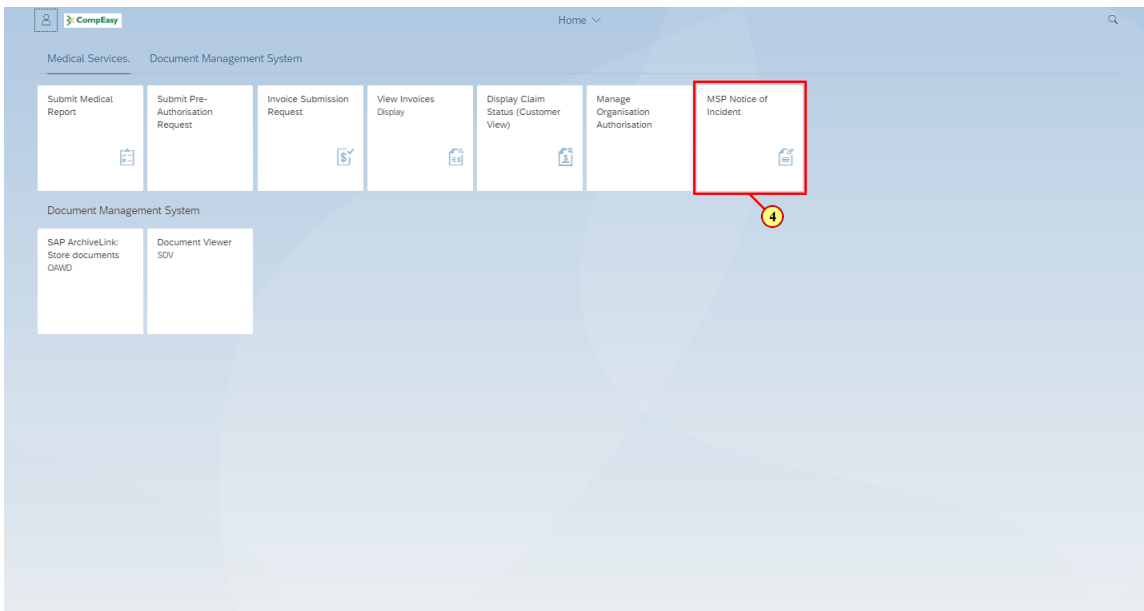
### 1.1.3. Logon - Google Chrome



Step	Action
[3]	Click the  button.




### 1.1.4. Home - Google Chrome




Step	Action
[4]	Click the  tile.



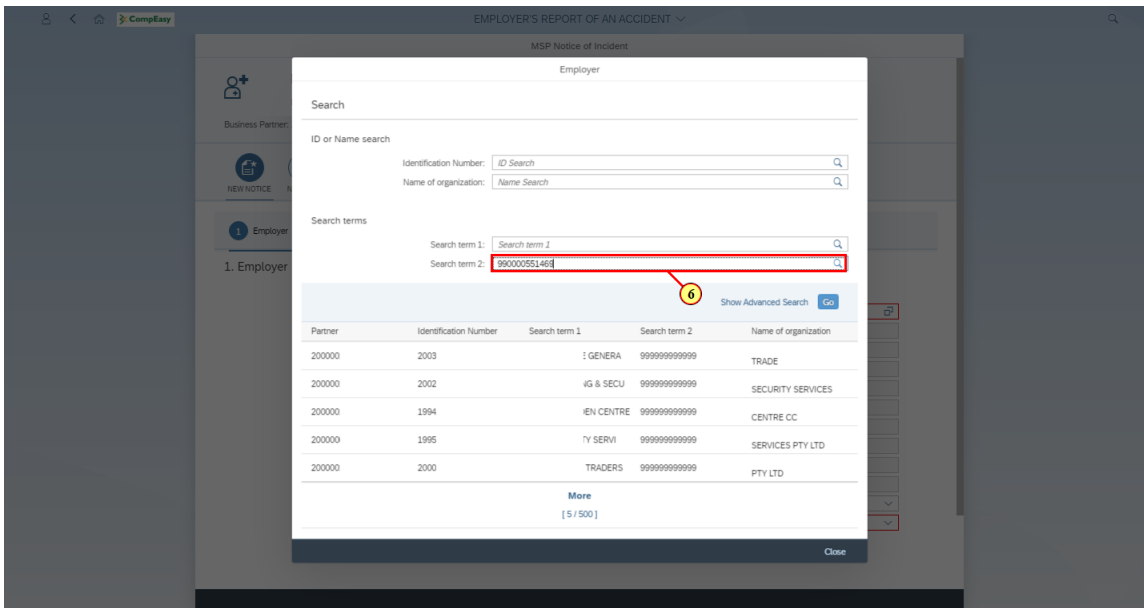
## 1.1.5. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome


 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

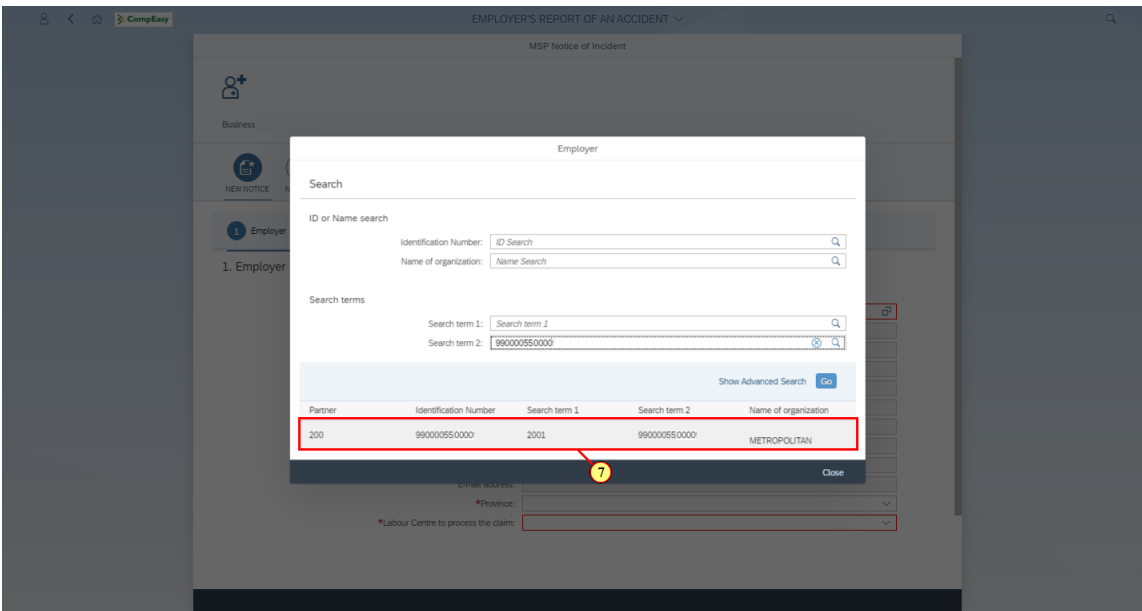


 Search for the Employer using Contract Account Number or Name.

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

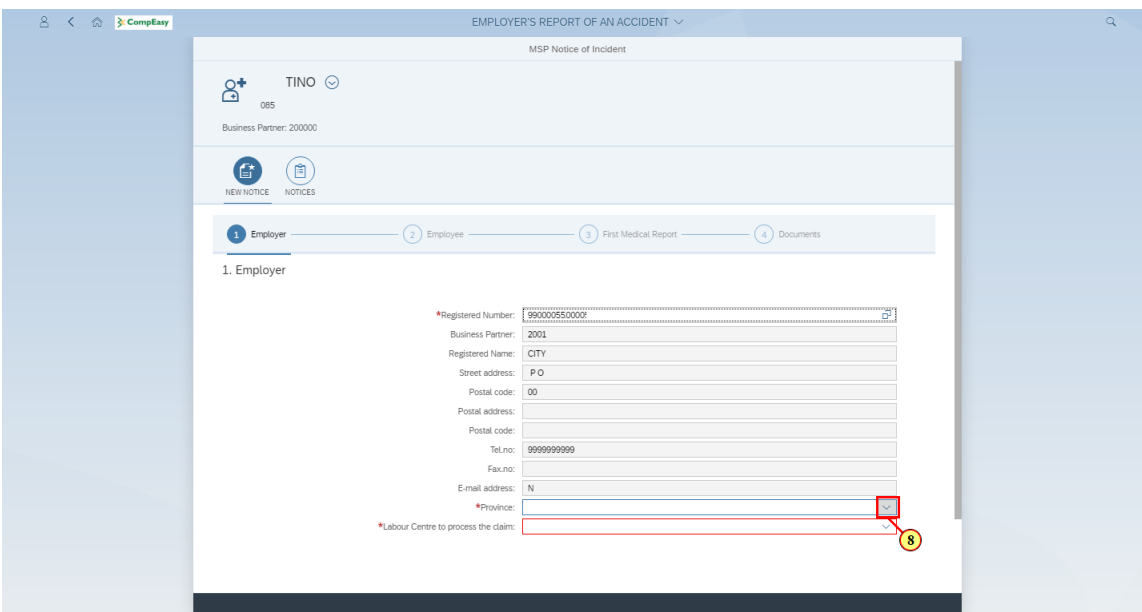


### 1.1.7. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



Step	Action
[7]	Click the <b>99000055.0000</b> link.

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

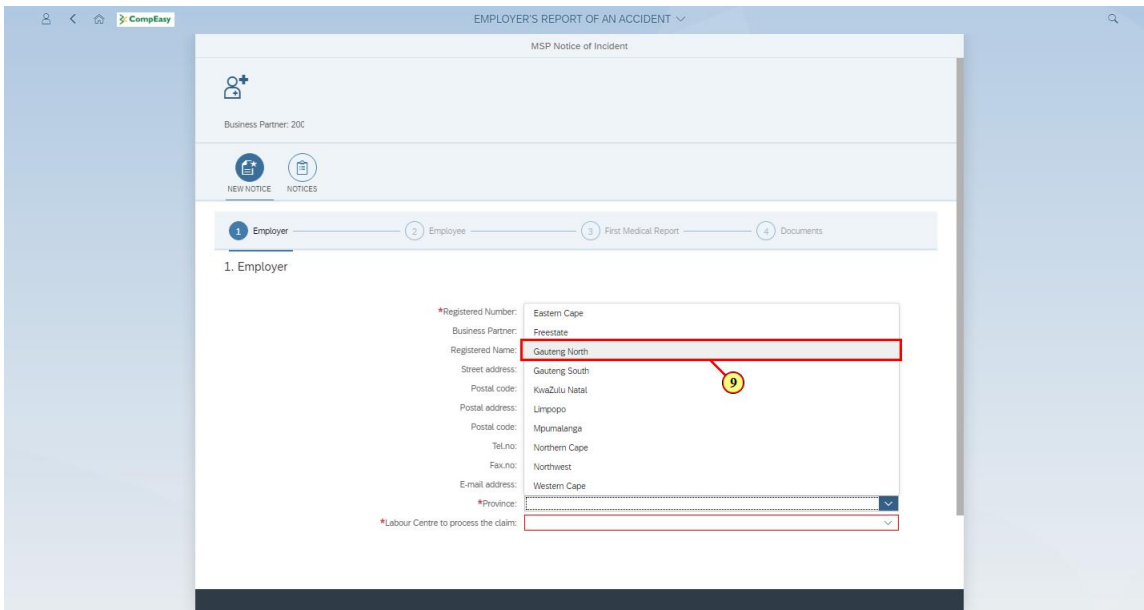


Step	Action
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Step	Action
[8]	Click the <b>Province</b>  <b>drop down option</b> button to display the available list.

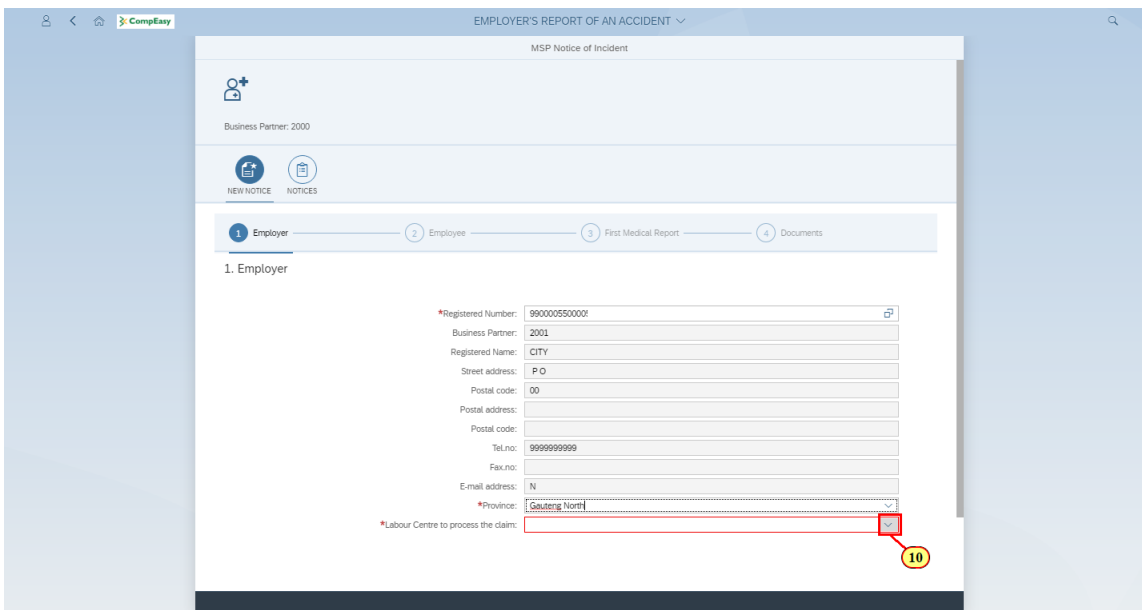
### 1.1.9. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome




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

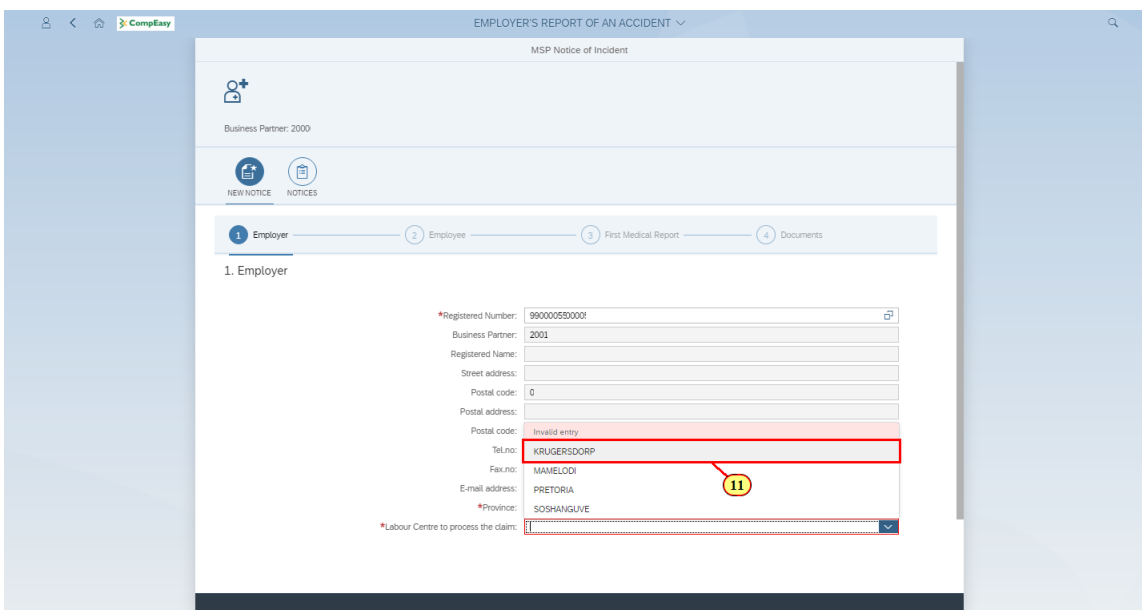


### 1.1.10. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



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

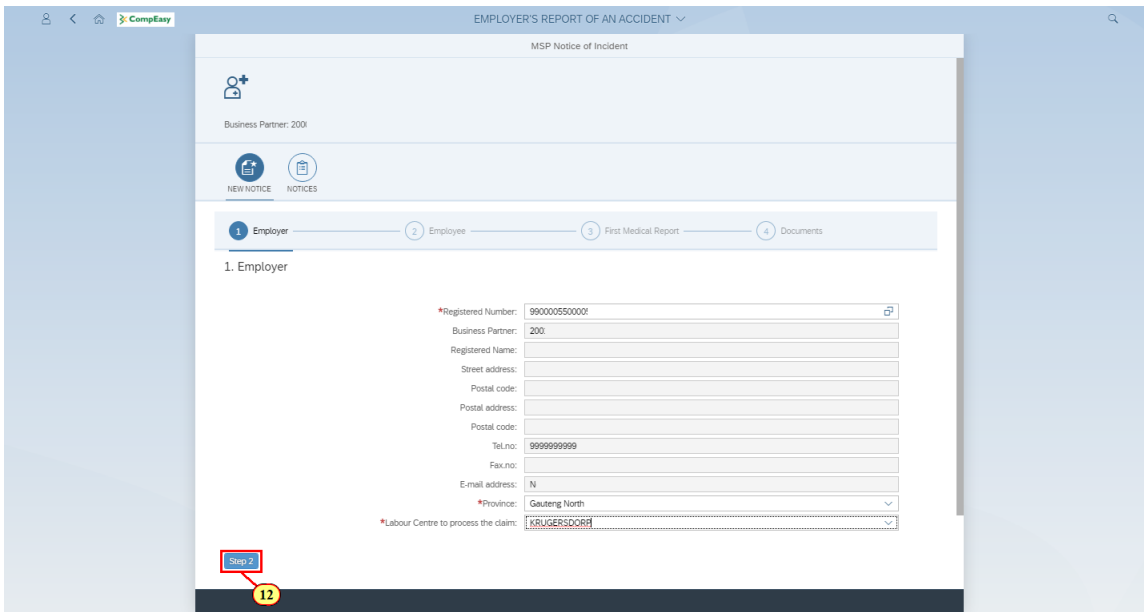






Step	Action
[11]	Click the <b>KRUGERSDORP</b> option to select it.

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



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



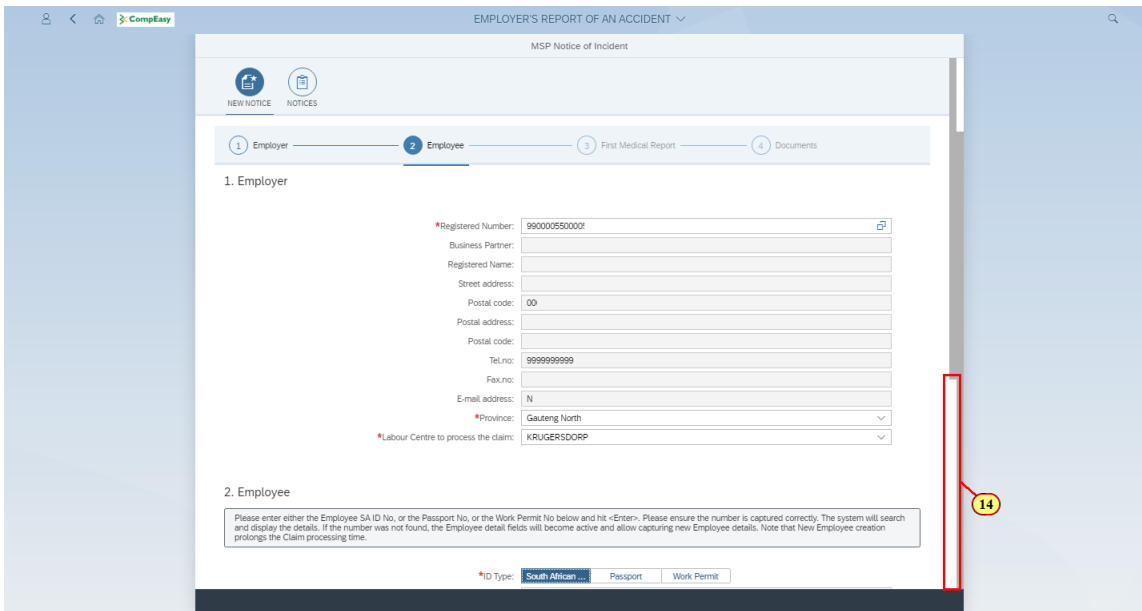
### 1.1.13. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

	MSP Capture Employer Details.
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Step	Action
[13]	Click the <span style="border: 1px solid black; padding: 2px;">South African ID</span> button.

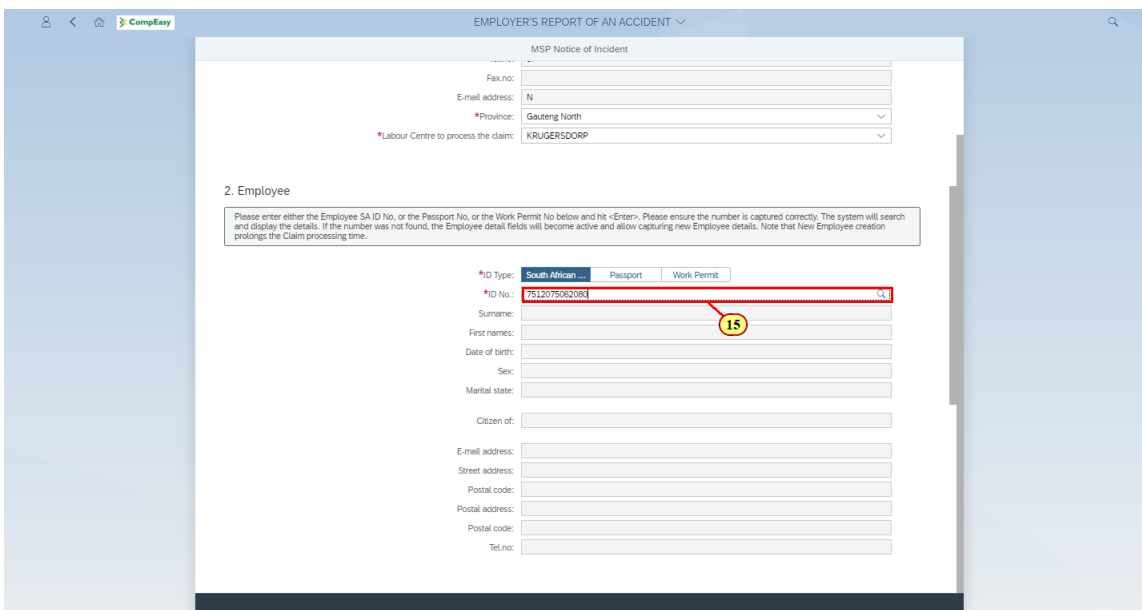


### 1.1.14. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



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

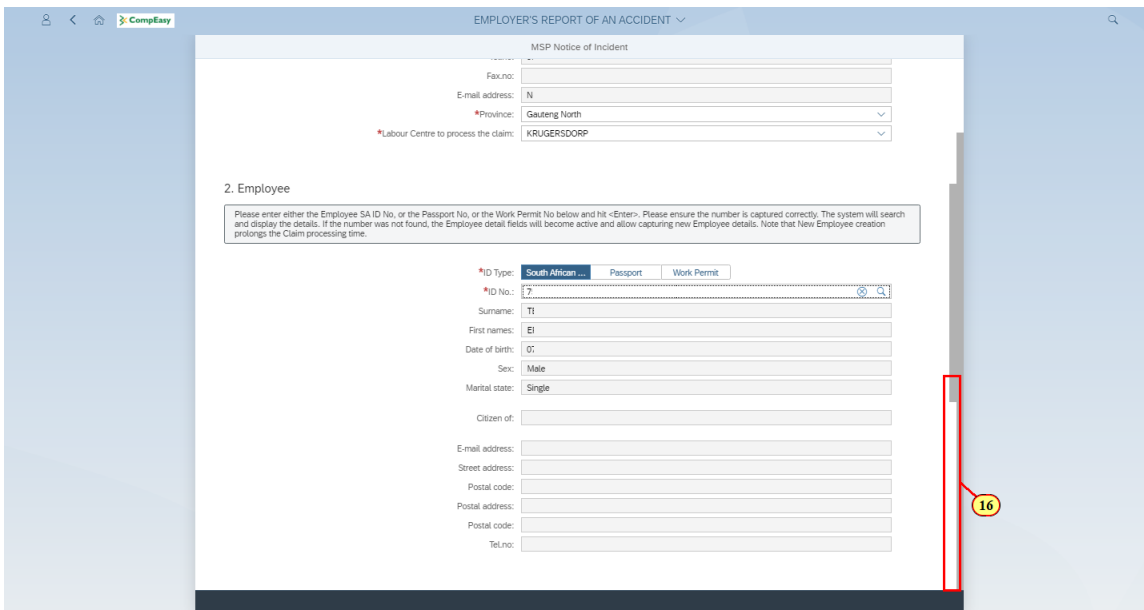




	MSP Capture Employee details.
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Step	Action
[15]	Enter <b>7512075062080</b> in the <b>ID No.</b> field.


### 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.
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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

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

Step	Action
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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
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Step	Action
[22]	Click the <b>Form Type</b>  drop down option 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> possible entries 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
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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

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 A17.0 in the ICD10 field.

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

Step	Action
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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**

29

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.

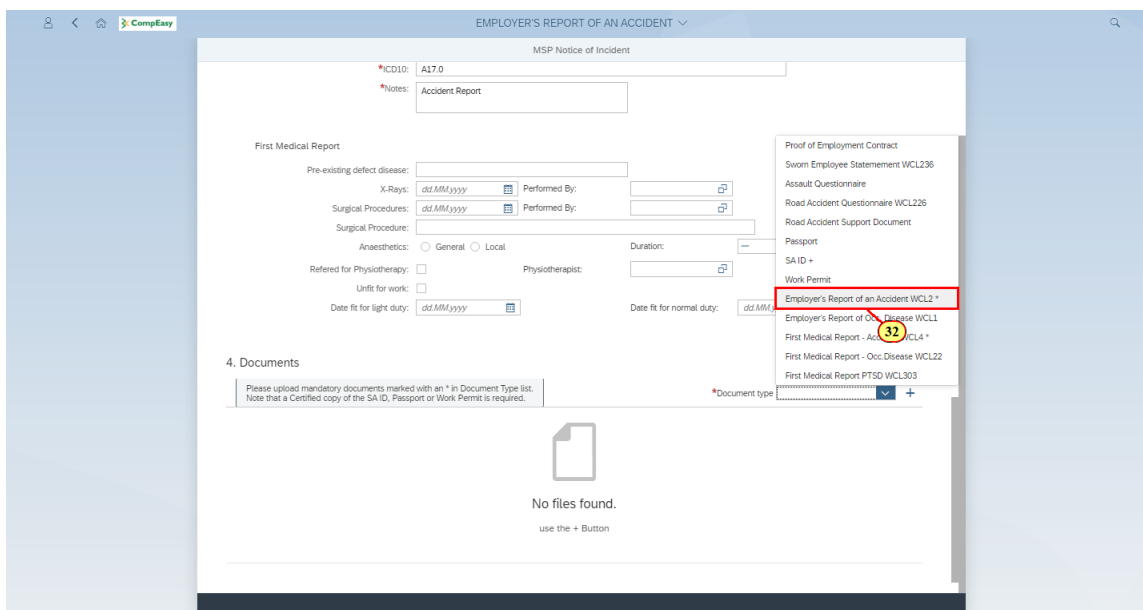
### 1.1.31. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



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

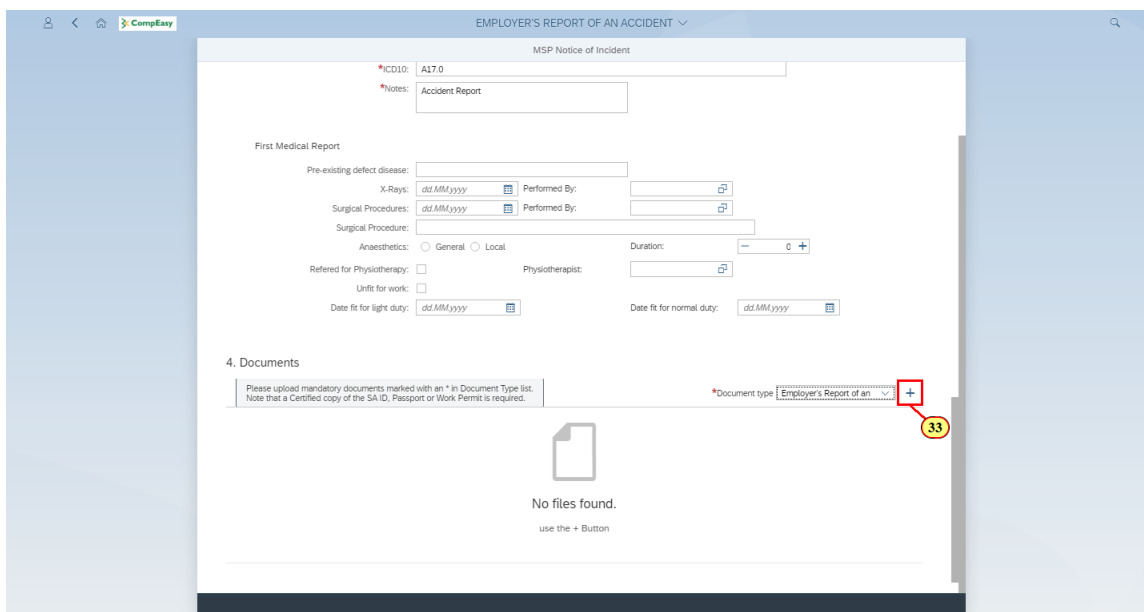
### 1.1.32. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



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

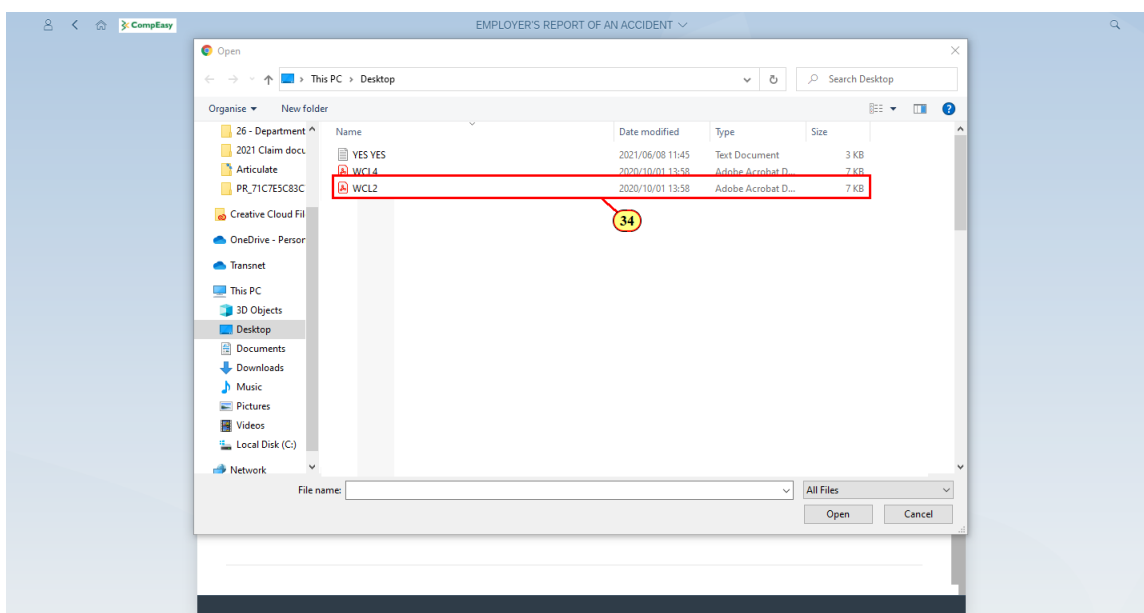


### 1.1.33. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome




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

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

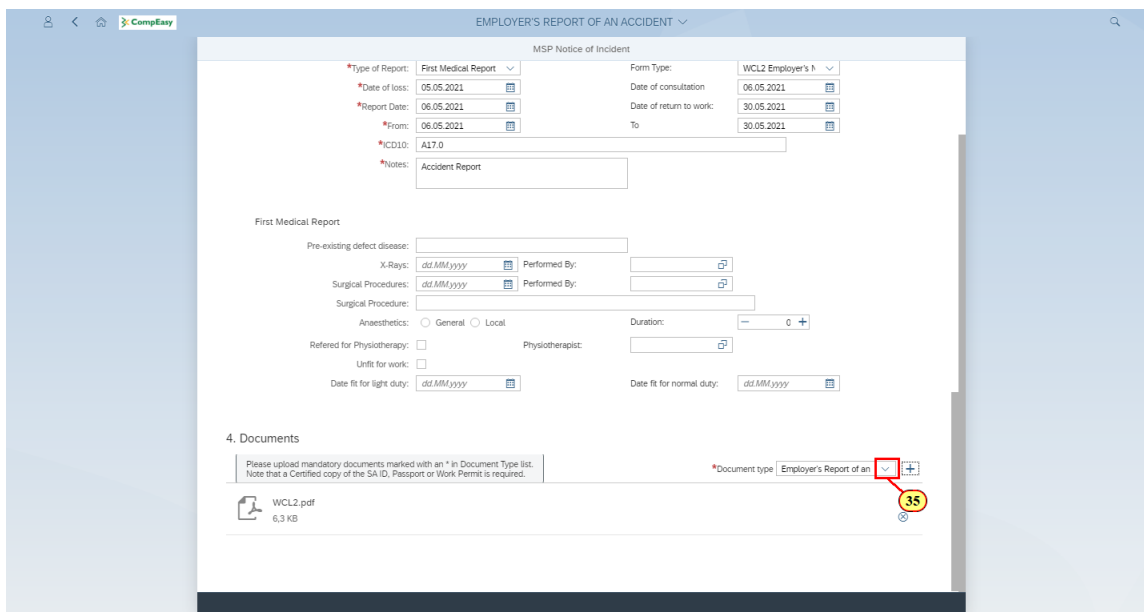






Step	Action
[34]	Double click on the <b>WCL2</b>  <b>WCL2</b> option to select it.

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



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.

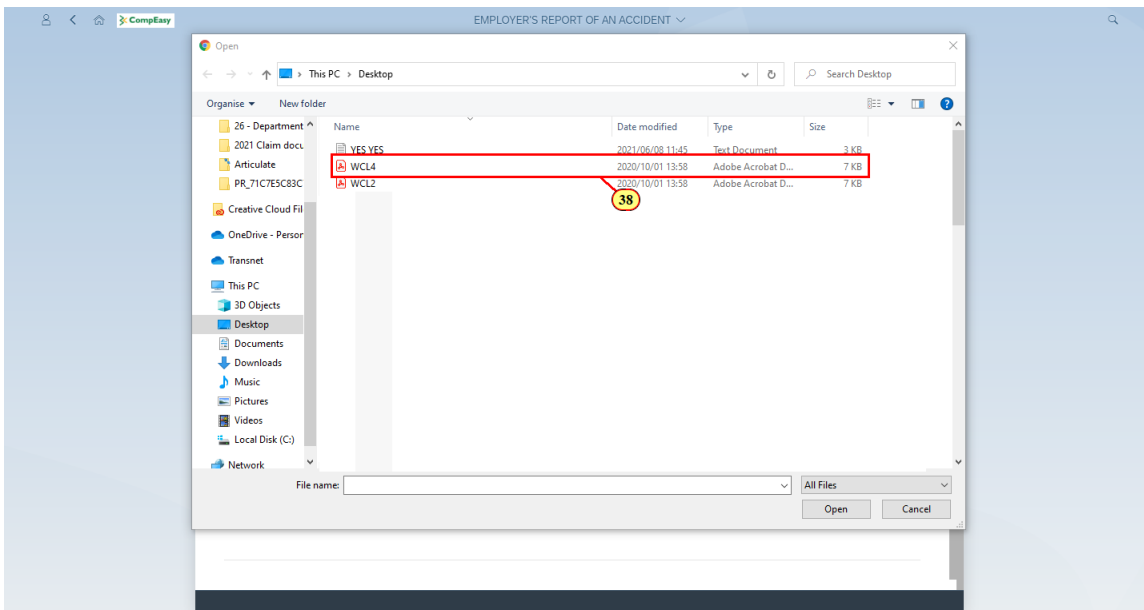
### 1.1.37. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome


Step	Action
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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

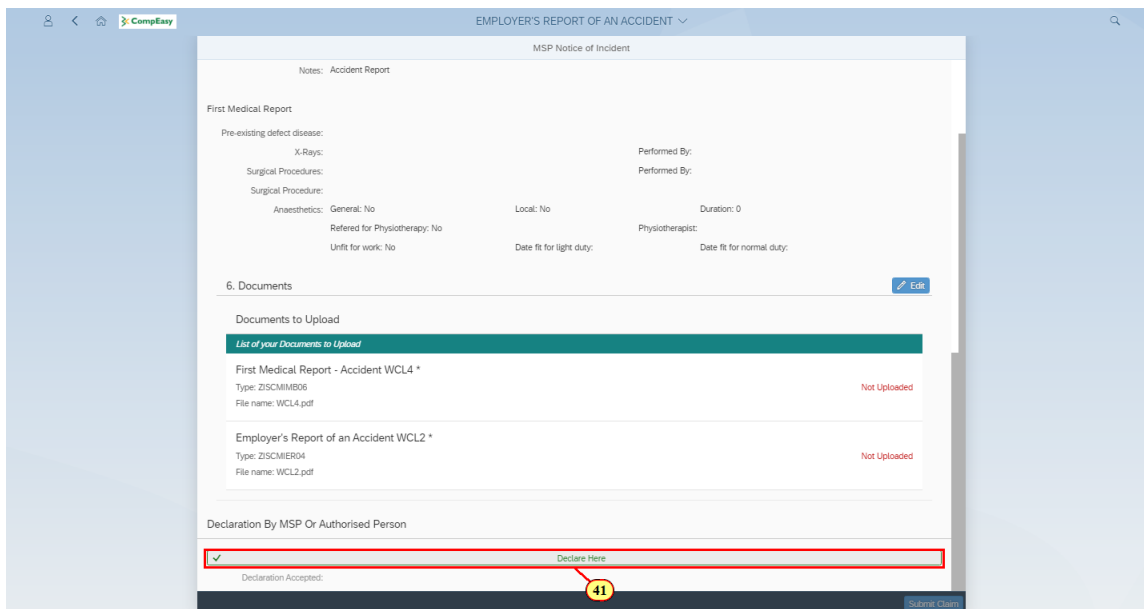
Step	Action
[39]	Click the <b>Review</b> button.

### 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.

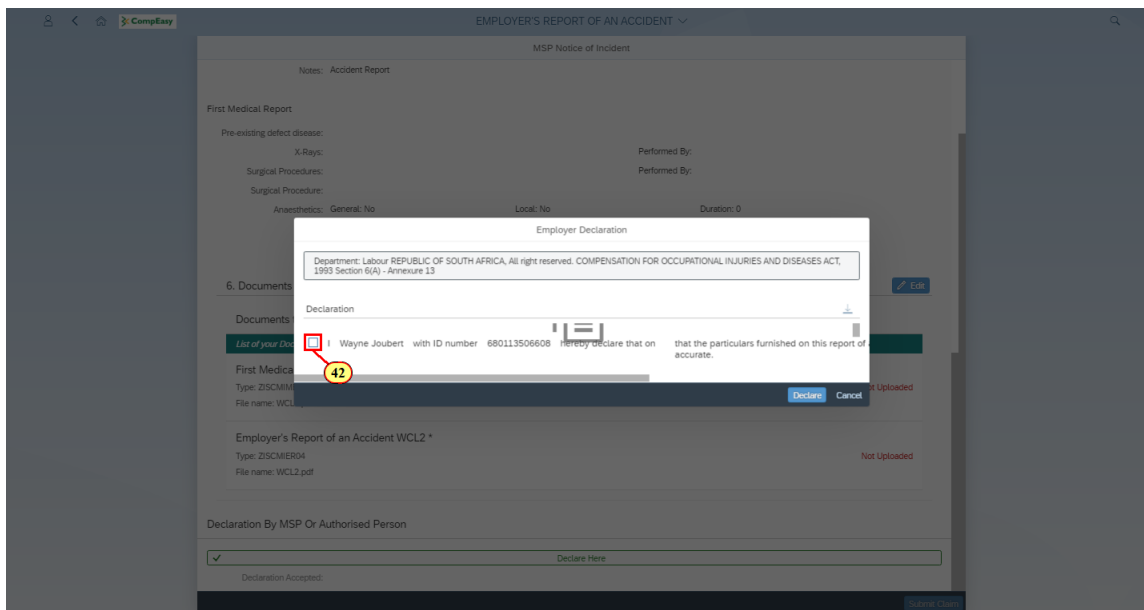
### 1.1.41. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



Step	Action
[41]	Click the <b>Declare Here</b> <b>Declare Here</b> button.

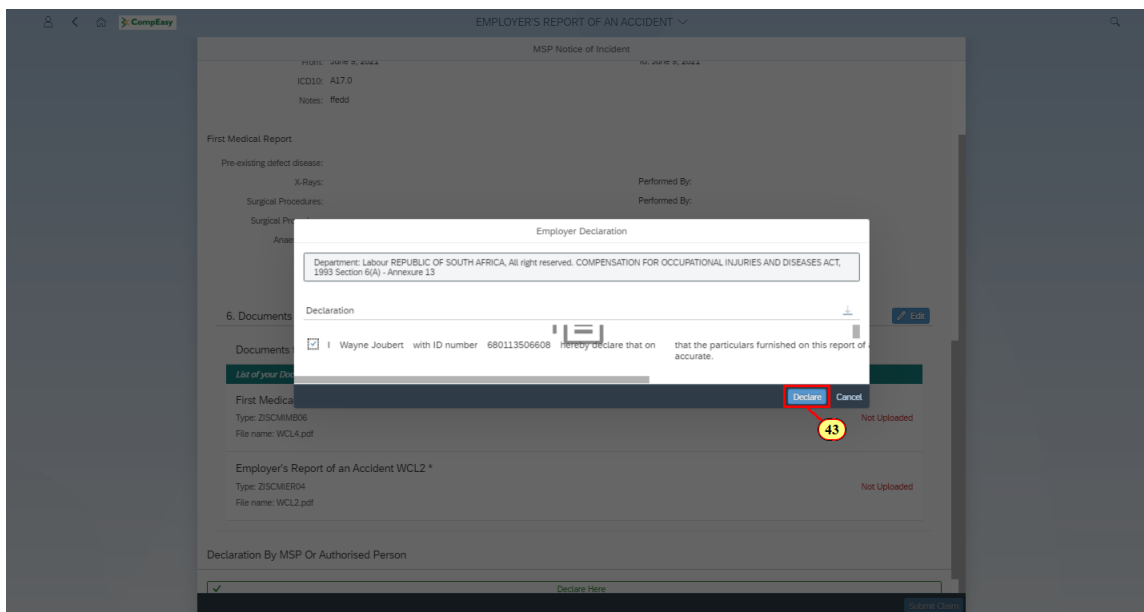


### 1.1.42. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome




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

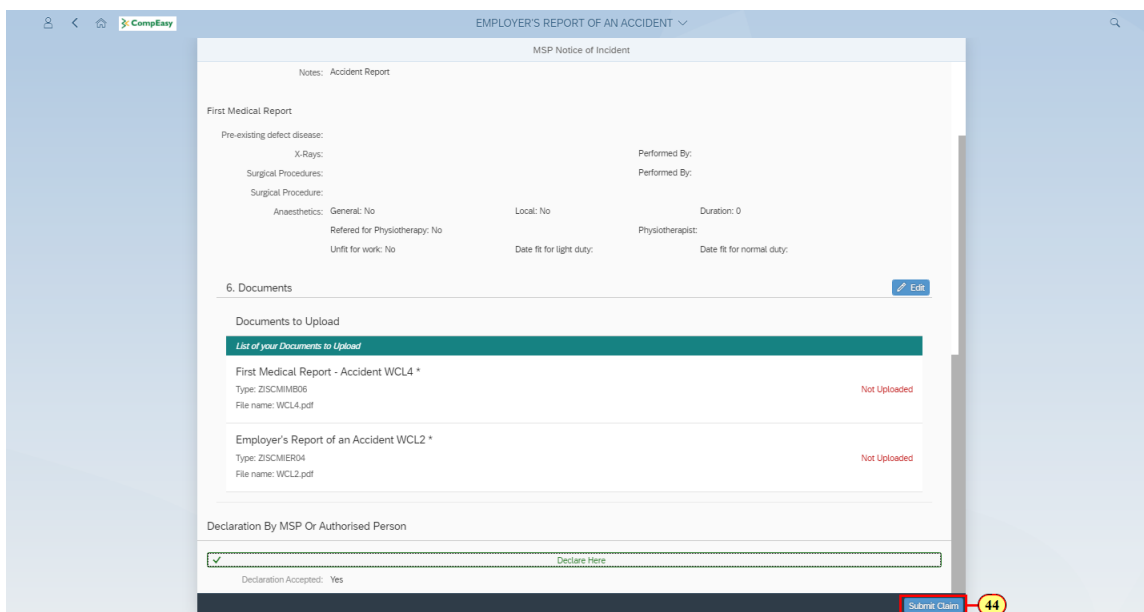



Step	Action
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Step	Action
[43]	Click the <b>Declaration</b>  button.

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

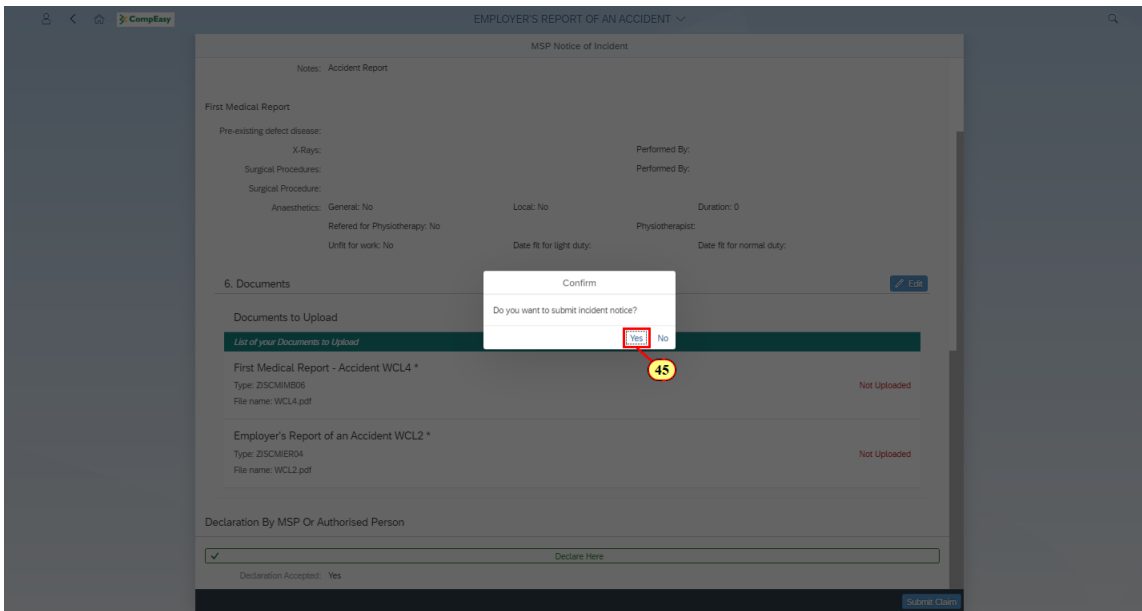



	Submit and receive a Incident Notice Number.
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Step	Action
[44]	Click the <b>Submit Claim</b> button.

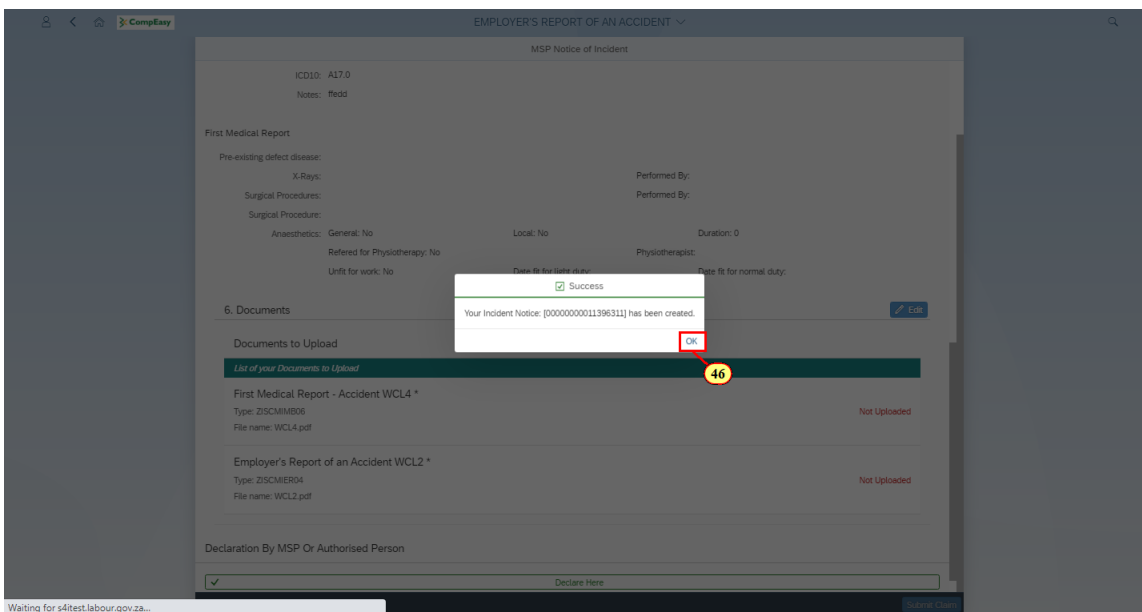


### 1.1.45. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



Step	Action
[45]	Click the  button.

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



Step	Action
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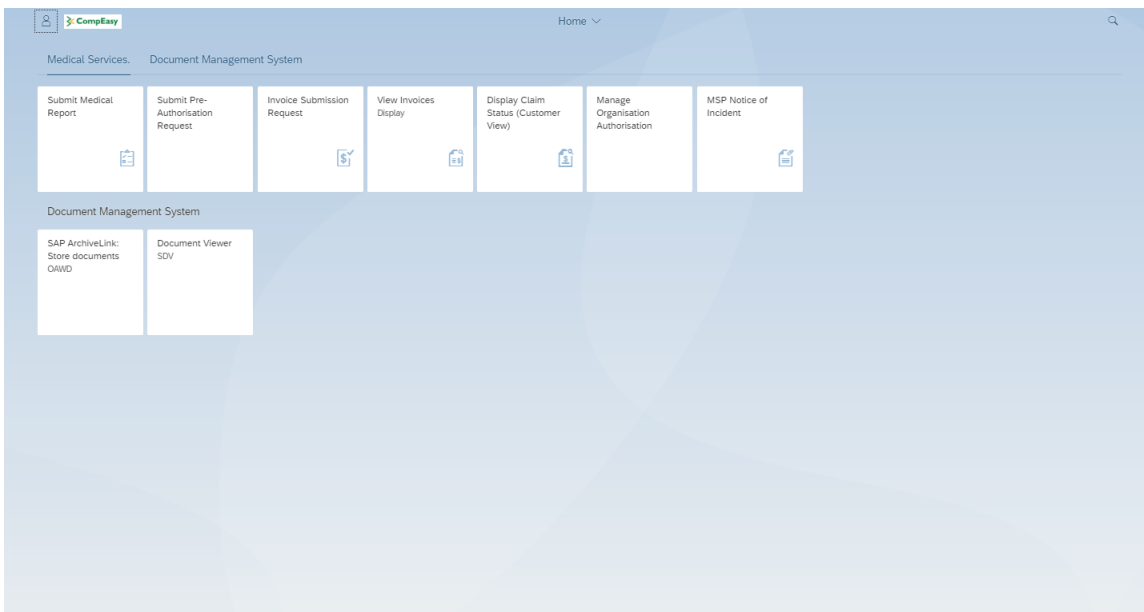





Step	Action
[46]	Click the <b>OK</b> button.

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



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