



## 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

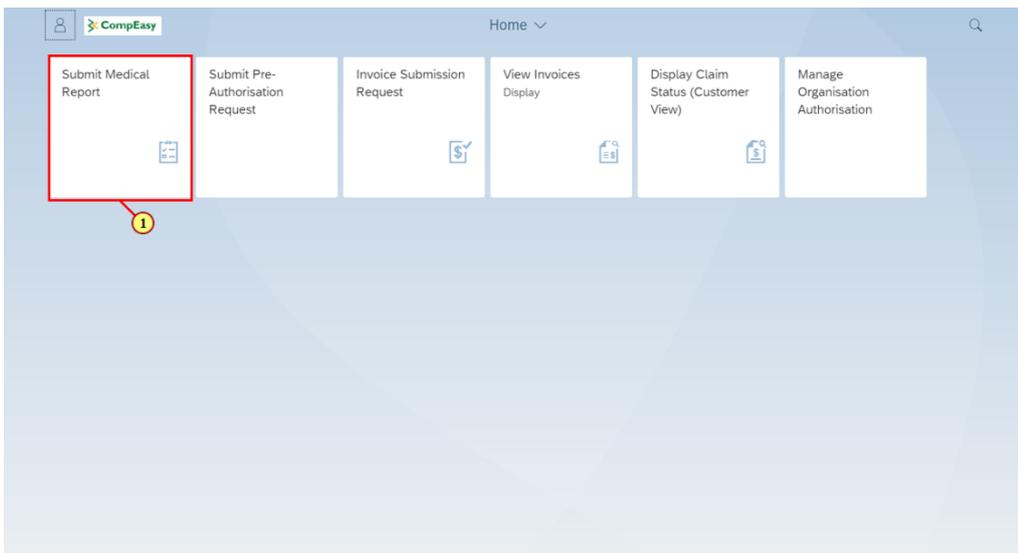
In this scenario an Employee / MSP submit a medicals report using CompEasy System.

### 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 <b>Submit Pre-Authorisation Request</b> <b>Submit Medical Report</b> 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 <b>Service Provider Number</b>  <b>possible entries</b> button to search for the required value.

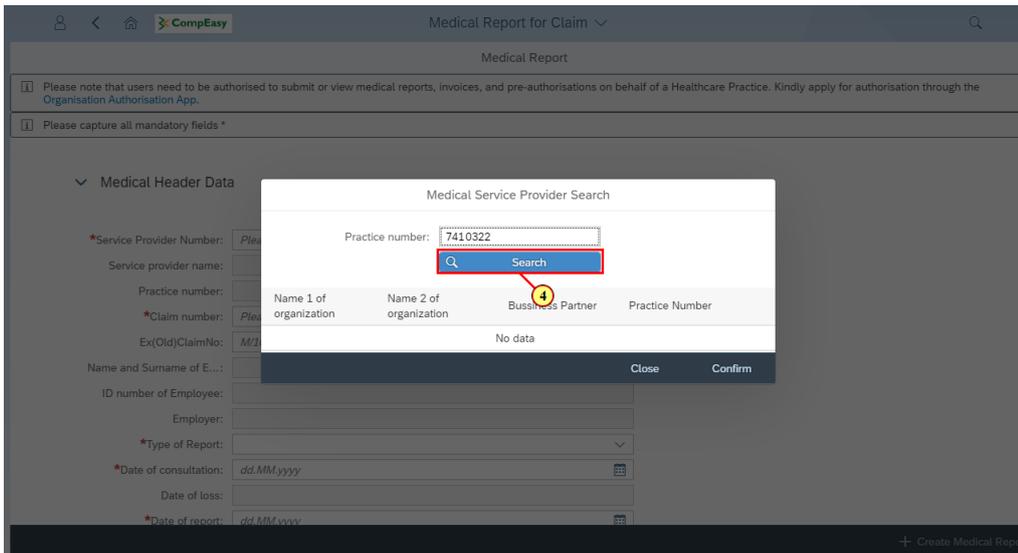
## 1.1.3. Medical Report for Claim - Google Chrome



	The Practice Number required must be linked to the User.
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Step	Action
[3]	Enter <b>7410322</b> in the <b>Practice number</b> field.

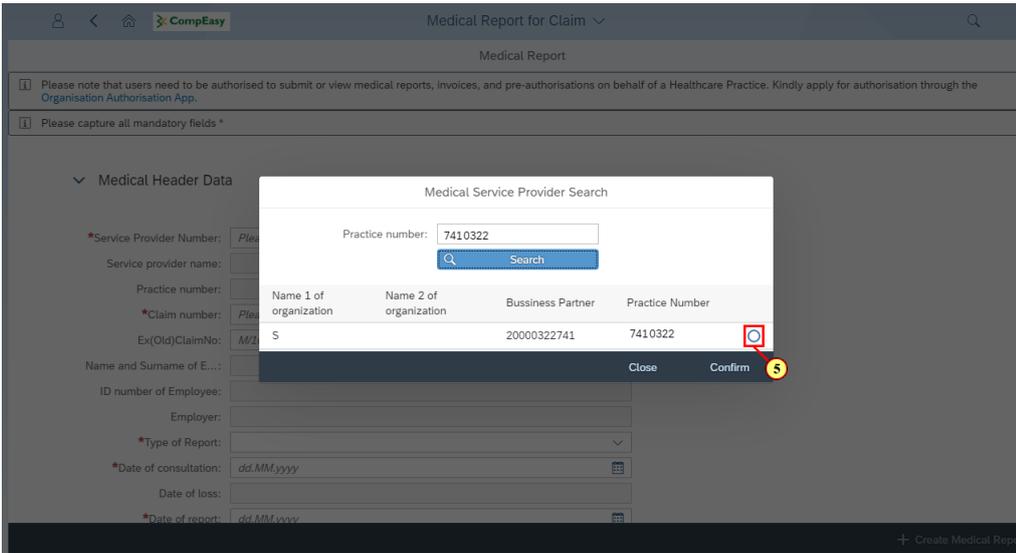
### 1.1.4. Medical Report for Claim - Google Chrome



Step	Action
[4]	Click the <b>Practice number Search</b>  <b>Search</b> button to start the search.

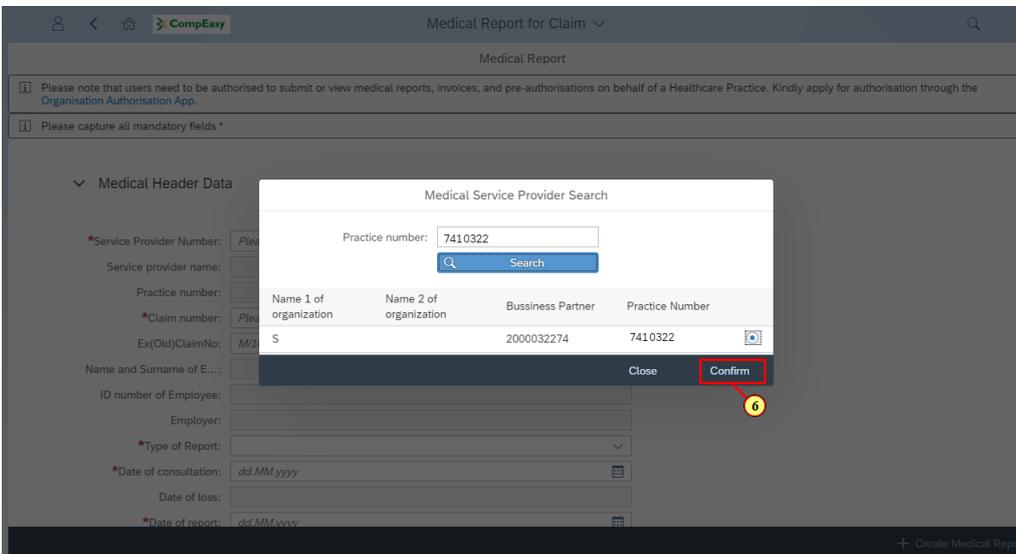


### 1.1.5. Medical Report for Claim - Google Chrome



Step	Action
[5]	Click to select the <b>Service Provider Number</b> <input type="radio"/> radio button.

### 1.1.6. Medical Report for Claim - Google Chrome

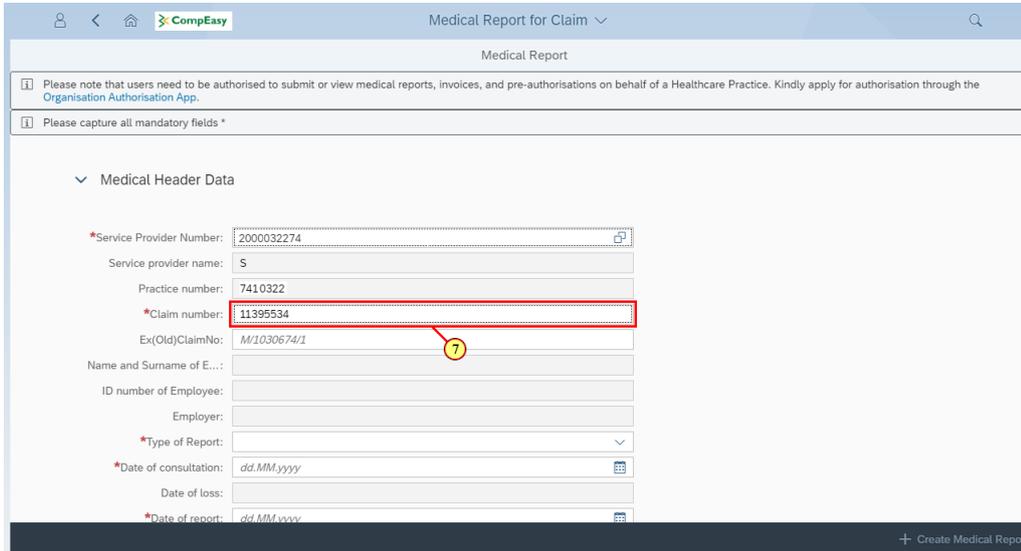


	The Service Provider Number, Service Provider Name and Practice Number will auto-populate.
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Step	Action
[6]	Click the <b>Confirm</b>  button to confirm the selection.

### 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
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Step	Action
[7]	Enter <b>11395534</b> in the <b>Claim number</b> field.



### 1.1.8. Medical Report for Claim - Google Chrome

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

### 1.1.9. Medical Report for Claim - Google Chrome

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



## 1.1.10. Medical Report for Claim - Google Chrome

Medical Report for Claim

Please note that users need to be authorised to submit or view medical reports, invoices, and pre-authorisations on behalf of a Healthcare Practice. Kindly apply for authorisation through the Organisation Authorisation App.

Please capture all mandatory fields \*

\*Service Provider Number: 2000032274

Service provider name: S

Practice number: 7410322

\*Claim number: 11395534

Ex(Old)ClaimNo: M/1030674/1

Name and Surname of E...: Mic

ID number of Employee: 5138082550513

Employer: FECT

\*Type of Report: First Medical Report\*

\*Date of consultation: 02.04.2020

Date of loss: 01.04.2020

\*Date of report: dd.MM.yyyy

+ Create Medical Report

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

Step	Action
[10]	Enter <b>02.04.2020</b> in the <b>Date of consultation</b> field.

## 1.1.11. Medical Report for Claim - Google Chrome

Medical Report for Claim

Please note that users need to be authorised to submit or view medical reports, invoices, and pre-authorisations on behalf of a Healthcare Practice. Kindly apply for authorisation through the Organisation Authorisation App.

Please capture all mandatory fields \*

Medical Header Data

\*Service Provider Number: 2000032274

Service provider name: S

Practice number: 7410322

\*Claim number: 11395534

Ex(Old)ClaimNo: M/1030674/1

Name and Surname of E...: Mic

ID number of Employee: 5138082550513

Employer: FECT

\*Type of Report: First Medical Report\*

\*Date of consultation: 02.04.2020

Date of loss: 01.04.2020

\*Date of report: dd.MM.yyyy

+ Create Medical Report



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 <b>02.04.2020</b> in the <b>Date of report</b> field.

### 1.1.13. Medical Report for Claim - Google Chrome



Step	Action
[13]	Enter <b>First Consultation by Dr L</b> in the <b>Notes</b> 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 <b>S42.20 W24.62</b> in the <b>ICD10</b> field.



### 1.1.15. Medical Report for Claim - Google Chrome

Step	Action
[15]	Enter <b>02.04.2020</b> in the <b>Period Date from</b> field.

### 1.1.16. Medical Report for Claim - Google Chrome

Step	Action
[16]	Enter <b>02.04.2020</b> in the <b>Period Date to</b> field.



### 1.1.17. Medical Report for Claim - Google Chrome

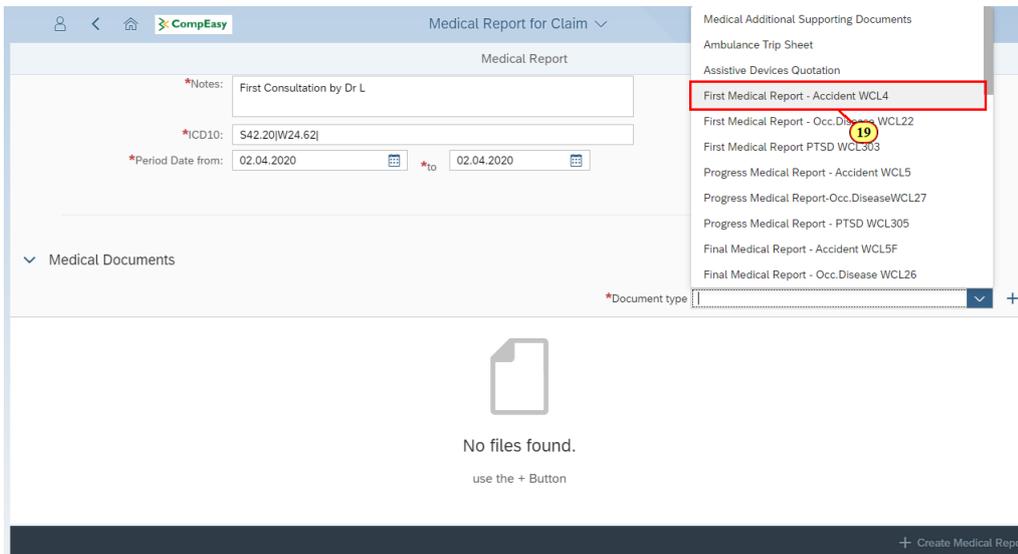
Step	Action
[17]	Click the <b>Expand</b>  node to open the Medical Documents.

### 1.1.18. Medical Report for Claim - Google Chrome

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

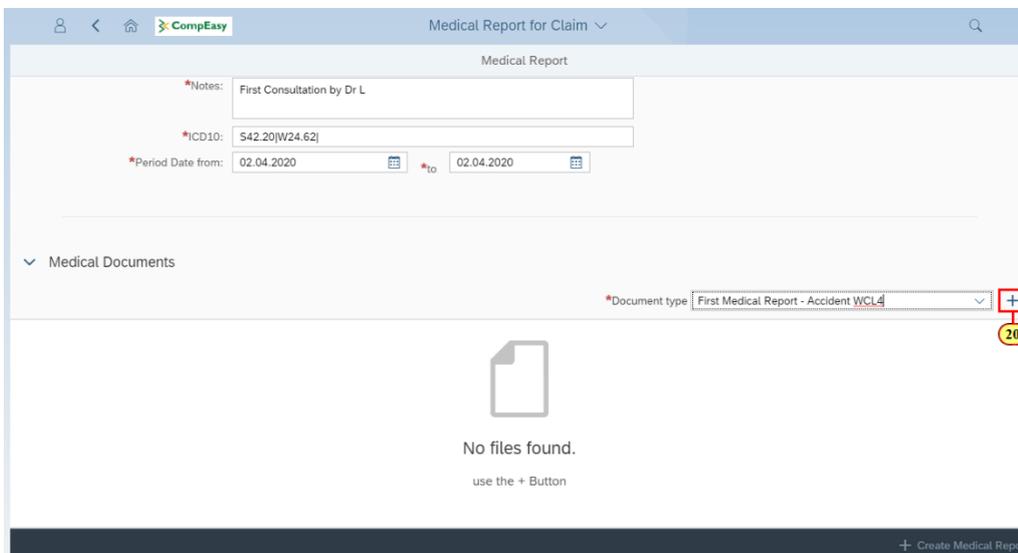


### 1.1.19. Medical Report for Claim - Google Chrome



Step	Action
[19]	Click on the <b>Document type</b> <b>First Medical Report - Accident WCL4</b> option to select it.

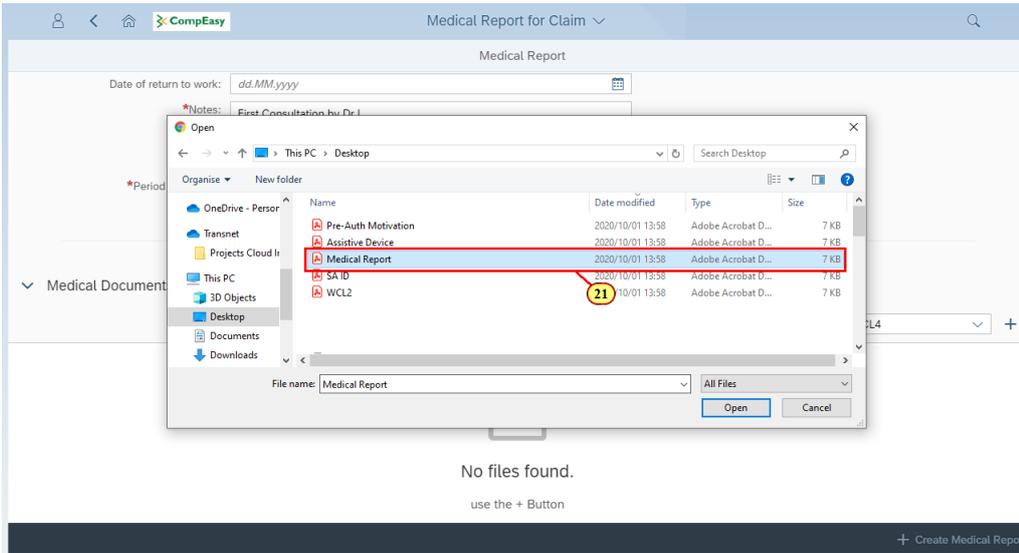
### 1.1.20. Medical Report for Claim - Google Chrome



Step	Action
[20]	Click the <b>Add</b> <b>+</b> button to upload a document.



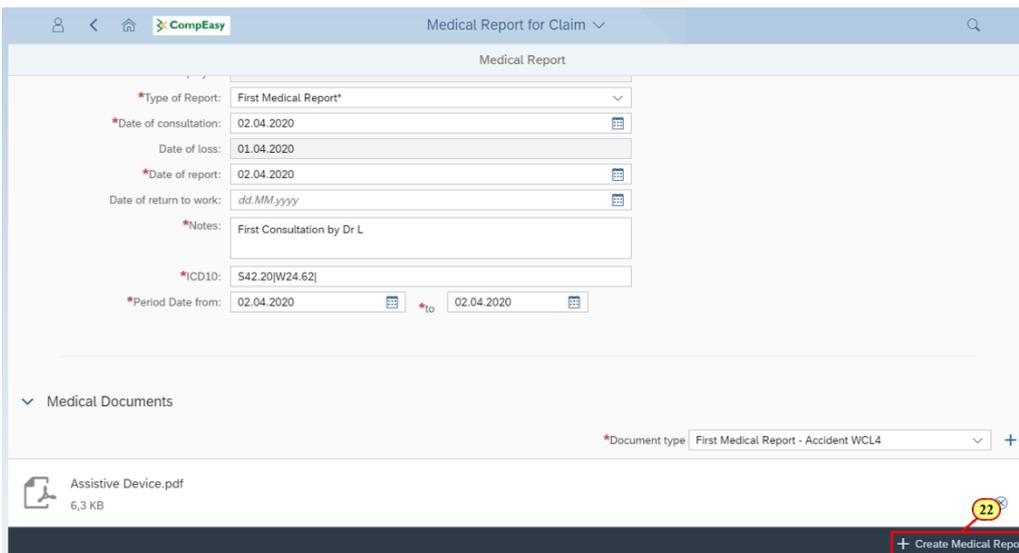
### 1.1.21. Medical Report for Claim - Google Chrome



 Repeat Step 1.1.18 to 1.1.21 to add more documents.

Step	Action
[21]	Double click on the <b>Medical Report</b>  <b>Medical Report</b> option to select it.

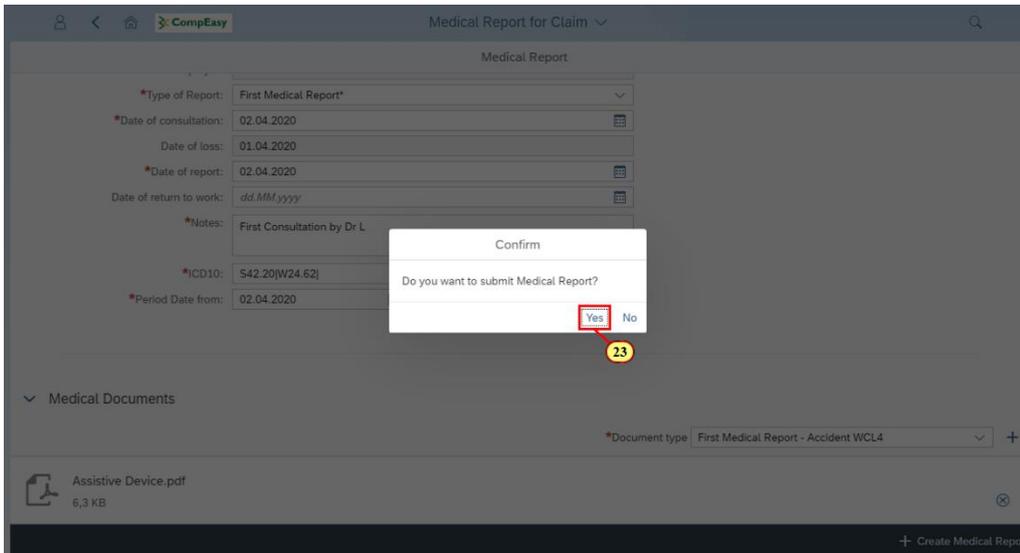
### 1.1.22. Medical Report for Claim - Google Chrome





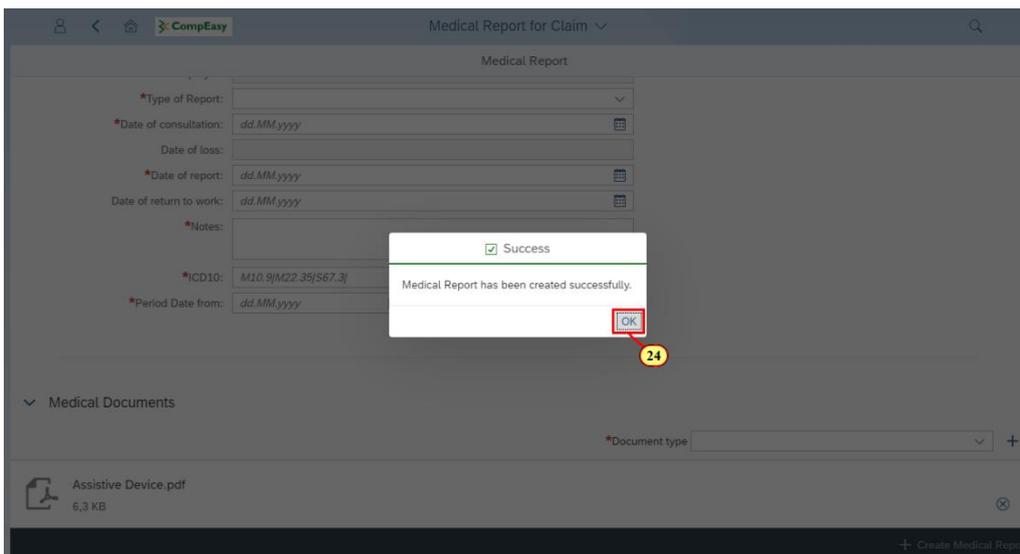
Step	Action
[22]	Click the <b>Create Medical Report</b>  button to create medical report.

### 1.1.23. Medical Report for Claim - Google Chrome



Step	Action
[23]	Click the <b>Yes</b>  button to acknowledge the message.

### 1.1.24. Medical Report for Claim - Google Chrome





Step	Action
[24]	Click the <b>OK</b>  button to acknowledge the message.

### 1.1.25. Medical Report for Claim - Google Chrome

Medical Report for Claim

Client Number: [REDACTED]

Ex(Old)ClaimNo: M/1030674/1

Name and Surname of Employee: Mic

ID number of Employee: 5138082550513

Employer: FECT

Type of Report: First Medical Report\*

Date of consultation: dd.MM.yyyy

Date of loss: 01.04.2020

Date of report: dd.MM.yyyy

Date of return to work: dd.MM.yyyy

Notes:

ICD10: M10.9[M22.35][S67.3]

Period Date from: dd.MM.yyyy to dd.MM.yyyy

Medical Documents

+ Create Medical Report

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