

# Electronic MED3 User Guide

INPS



### Table of Editions and Contents

Date	Version	Contents	Output
08/06/12	001	Draft Created	Docx & PDF
11/07/12	002	Updated following review ESTU	Docx & PDF
24/07/12	003	Updated following workflow review. Also all images updated as per new build.	Docx & PDF
26/07/12	004	Updated following final review by ESTU	Docx & PDF
14/08/12	005	Comments actioned DWP	Docx & PDF
29/08/12	006	Form added to MED 3 form to depict the date the MED3 should start from. Advised Problem users to use right click MED3 to add MED3.	Html and PDF
28/09/2012	007	Further screenshots updated	HTML and PDF

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# Electronic MED3 Doctor's Statement

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## Introduction

We have developed a new MED3 form in conjunction with the Department of Work and Pensions (DWP) which is completed electronically during a normal GP consultation from the MED3 Structured Data Area (SDA) in Consultation Manager. The MED3 form includes all the information that is currently held on the handwritten MED3 form that has been in use since 2010 (for which DWP has statutory responsibility). The new method will provide all practices with a more structured way of recording MED3 data.

In a future development, for practices in England, Wales and Scotland, MED3 data will be collected and sent electronically to the Department of Work and Pensions (DWP) at regular intervals.

This user guide gives details of the following:

- How to add a MED3 – See [Adding a MED3 in Vision](#) on page 3
- Printing a MED3 Statement – See [Printing the MED3 Form](#) on page 11
- Saving a MED3 – See [Saving the MED3 Form](#) on page 11
- Adding a Follow-on MED3 – See [Adding a Follow-on MED3](#) on page 14
- Adding an Issue by Hand MED3 – See [Adding an Issue by Hand MED3](#) on page 15
- How to issue a duplicate MED3 form – See [Issuing a Duplicate MED3](#) on page 18
- Reprinting the MED3 form – See [Reprinting MED3 Forms](#) on page 19
- Reporting and Interaction with Vision – See [Reporting and Interaction of MED3 Data](#) on page 20

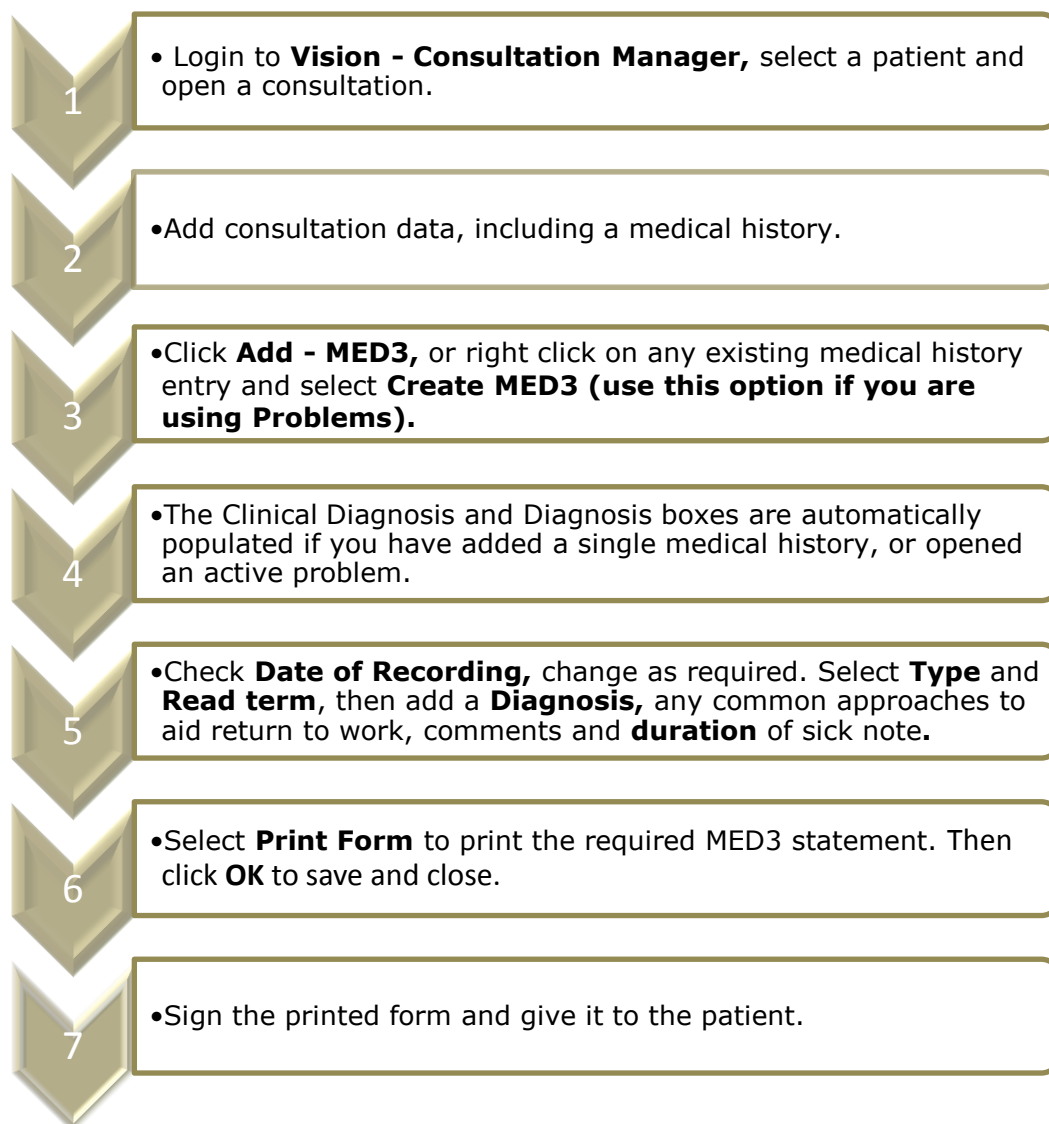
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**Note** – In order for Practices in NI to print completed forms, issue duplicate and Issued by Hand MED3s, you must have full MED3 functionality enabled. See [Northern Ireland](#) on page 3.

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## Overview

The table below tells you how to create a new MED3 statement and issue it to the patient:



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The MED3 Statement can only be created, edited and printed by clinicians (ie GPs with a GMC Code). Non-clinical staff can print duplicate forms and add Issued by Hand data to the form, which can then be printed by the clinician.

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## Switching On

### England, Scotland and Wales

Full MED3 functionality is automatically enabled following installation of DLM 420.

### Northern Ireland

The MED3 functionality for Northern Ireland differs to the rest of the United Kingdom (UK). Practices in NI cannot create an Issued by Hand MED3 Statement or duplicate a MED3 form. Also they are unable to print the MED3 Statement.

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## Adding a MED3 in Vision

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**Important** – Only Clinicians with a GMC code recorded in Vision can create and print new or follow-on MED3 statements.

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To access the new MED3 Structured Data area in Consultation Manager, and create an electronic MED3 form:

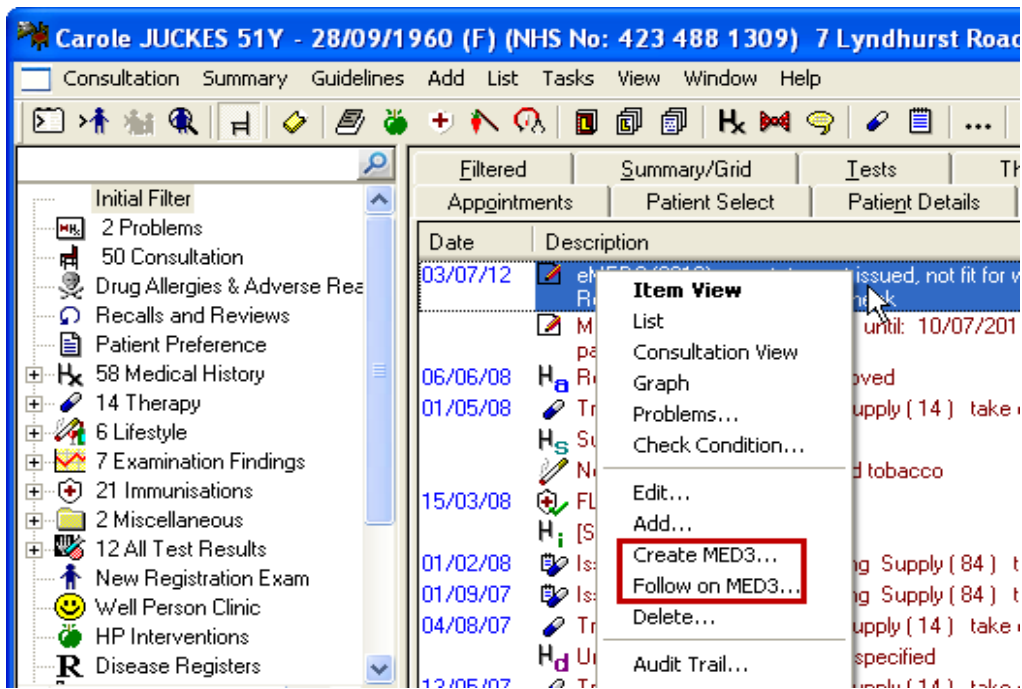
1. From Consultation Manager, select a patient and open a consultation.
2. First, enter data as you normally would during a consultation, or at the very least, a diagnosis or symptoms. If you open an active problem, the Problem Header Read term is used to populate the Diagnosis fields. See [MED3 Information](#) on page 7 and [Additional Information](#) on page 10 for further details.
3. To invoke the MED3 data entry form, use one of the following methods.
  - Select **Add – MED3**
  - Use the shortcut **ALT+a3**
  - Enter one of the qualifying MED3 Read terms, See [Standard Information](#) on page 6.

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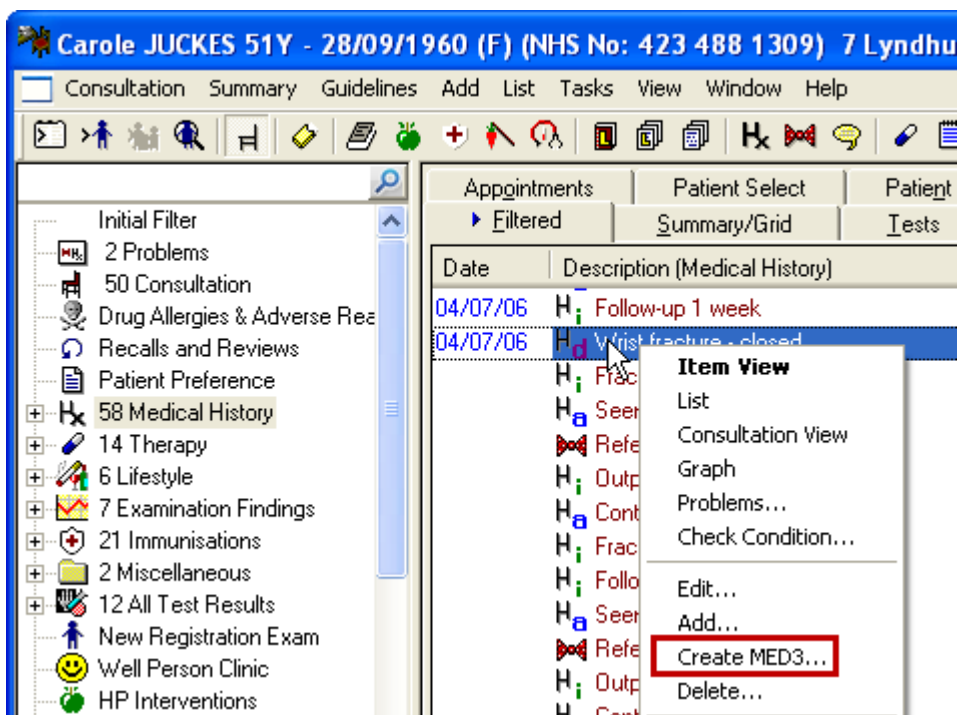
Practices using Problem orientated records should use the following method to create a MED3:

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- Right click on any existing MED3 data entry, select one of the following options:
  - Create MED3
  - Follow-on MED3, see [Adding a Follow-on MED3](#) on page 14

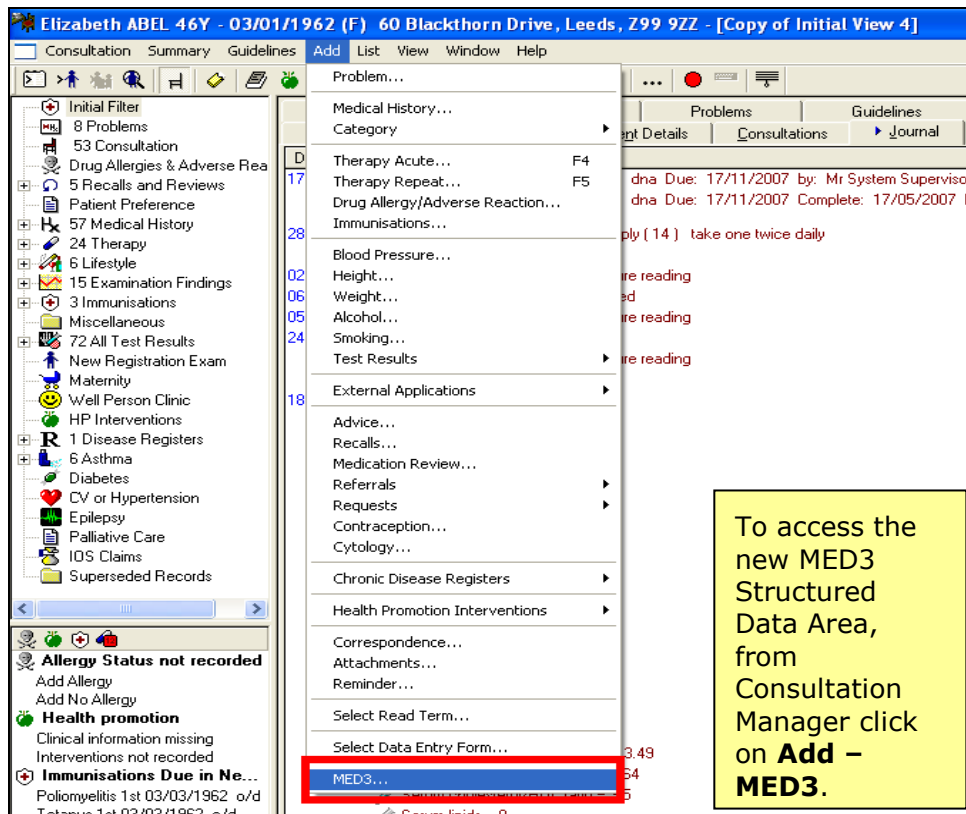


*Right Menu Existing MED3 – Create New MED3 or Follow-on MED3*



*Right Menu Existing Medical History – Create MED3*





*Add- MED3 in Consultation Manager*

4. The MED3 form appears for completion:

*MED3 Data Entry Form*

5. Fill in the appropriate boxes. The MED3 Doctor's Statement form is arranged into the following four sections:

- Standard Information – See [Standard Information](#) on page 6
- MED3 Information – See [MED3 Information](#) on page 7
- Additional Information – See [Additional Information](#) on page 10
- Printing the MED3 form – See [Printing the MED3 Form](#) on page 11

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**Note** – Practices in Northern Ireland cannot create an Issued by Hand or Duplicate form or print MED3 Statements. See Northern Ireland on page 3.

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## Standard Information

This is the Vision standard information such as date, clinician and initial Read Term.

The screenshot shows a dialog box titled "MED3 Doctors Statement - Add". It contains the following fields and options:

- Date of Assessment:** 30 August 2012
- Clinician:** Scottish, Dr Doctor
- Private:**
- Type:** New
- In Practice:**
- Read Term:** 9D15.00 eMED3 (2010) new statement issued, not fit for work

### Standard Information

**Date of Assessment (ALT+d)** – This is the date of the examination which has caused the MED3 to be issued. This field defaults to the current date. There is no limit to how far back the date can be, however, if the date is 26 weeks or more from the current date you are prompted: *"The date entered is more than 26 weeks ago. If this is correct, click Yes to confirm otherwise click No to re-enter."* Click **Yes** to confirm date is correct or **No** to return to the Date of Recording box to re-enter.

The screenshot shows a dialog box titled "Assessment 26 weeks ago". It contains a question mark icon and the text: "The date entered is more than 26 weeks ago. If this is correct, click Yes to confirm otherwise click No to re-enter." Below the text are "Yes" and "No" buttons.

### Date of Recording More Than 26 Weeks

**Clinician (ALT+I)** - The clinician authorising the MED3.

**Private (ALT+v) and In Practice flags (ALT+p)** - These can be selected/deselected to record the place of the recording and/or whether the certificate or patient is private.

**Type (ALT+y)** – Select one of the following options from the drop-down menu:

- **New** – create a new MED3 form to be printed and given to the patient.
- **Issued by hand** – record the details of a MED3 form you have handwritten. See [Adding an Issue by Hand MED3](#) on page 15.

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**Note** – Practices in Northern Ireland are unable to create an Issued by Hand statement. See Northern Ireland on page 3.

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**Read term (ALT+t)** – The list of Read terms displayed varies in relation to the Type and Refrain from work selections. Select the appropriate MED3 Read Term from the picklist. The options are:

- **New**

Refrain From Work selected:

**9D15.00** – eMED3 (2010) new statement issued, not fit for work

**9D1B.00** – MED3 (2010) not issued to patient

**9D1C.00** – MED3 (2010) issued to patient

Refrain From Work deselected:

**9D16.00** – eMED3 (2010) new statement issued, may be fit for work

**9D1E.00** – MED3 (2010) issued – recommend phased return to work

**9D1F.00** – MED3 (2010) issued – recommend altered hours

**9D1G.00** – MED3 (2010) issued – recommend amended duties

**9D1H.00** – MED3 (2010) issued – recommend workplace adaption

- **Issued by hand**

**9D19.00** – MED3 (2010) issued by hand, not fit for work

**9D1A.00** – MED3 (2010) issued by hand, may be fit for work

**Note** – The following Read codes may still be used to invoke the Med3 data entry form, but will not populate the Read term field:

9D1 MED3 - Doctor's Statement	9D13 MED3 not issued to patient
9D11 MED3 issued to patient	9D14 MED3 issued – bac-k to work
9D12 MED3 duplicate issued	9D1Z MED3 NOS

## MED3 Information

Data added to the MED3 Information section (excluding follow-up assessment details) will print on the MED3 form. The Print Preview and Print Form buttons will remain inactive until all the required fields are filled and the correct criteria met.

The screenshot shows a window titled "MED3 Form Information". On the left, there are several checkboxes: "Refrain From Work" (checked), "Phased return", "Altered hours", "Amended duties", and "Adaptations". In the center, there are input fields for "From:" (containing "30 August 2012"), "Eor:", "OR", and "Until:". To the right, there are fields for "Diagnosis:" and "Remarks:". At the top right, there are two buttons: "Print Preview" and "Print Form". At the bottom, there is a checkbox for "Follow-up assessment required".

*MED3 Information*

**Refrain from Work (ALT+r)** – The Refrain from Work box is ticked by default, indicating that the patient is not fit for work. When selected the following also occurs:

- **From, For** and **OR Until** boxes become active (see below)
- The Read term **9D15.00 – eMED3 (2010) new statement issued, not fit for work** is selected

Deselect Refrain from work to indicate that the patient may be fit for work. The following optional selections can be made to indicate which (if any) work adjustments you feel would be beneficial to the patient. Tick one or more boxes:

- **Phased return** – This option indicates the patient may benefit from a phased return to work.
- **Altered hours** – Tick to indicate the patient may benefit from altered working hours.
- **Amended duties** – The patient may benefit from workplace adaptations to enable them to return to work.
- **Adaptations** – Tick the box to indicate the patient requires workplace adaptations to enable them to return to work.

If you have deselected Refrain from work, the For and OR Until date fields are disabled and the **Remarks** box becomes mandatory, the Read term changes to **9D16.00 – eMED3 (2010) new statement issued, may be fit for work**. A more appropriate Read code can be selected from the drop-down list if required.

**From** – The date here is populated to your systems date and depicts the date that the MED3 starts. You can change this date as required.

**For (ALT+f)** - In the **For** box, you can enter the period the patient should refrain from work and it is stored like that. You can use the abbreviated date format, for example, type 7d (7 days), 1w (1 week) or 1m (1 month).

You can also record an indefinite period, type **i** or **indefinite** in the **For** box and press **Enter**. You are prompted: *"The period you have entered is valid if the patient has been unfit for work for 6 months prior to assessment. Click Yes to confirm if this is correct or click No to re-enter."* Click **Yes** to continue.

MED3 Form Information

Refrain From Work

Phased return

Altered hours

Amended duties

Adaptations

From: 01 September 2012

For: INDEFINITE

OR

Until:

Follow-up assessment required

Diagnosis: Back Pain

Remarks:

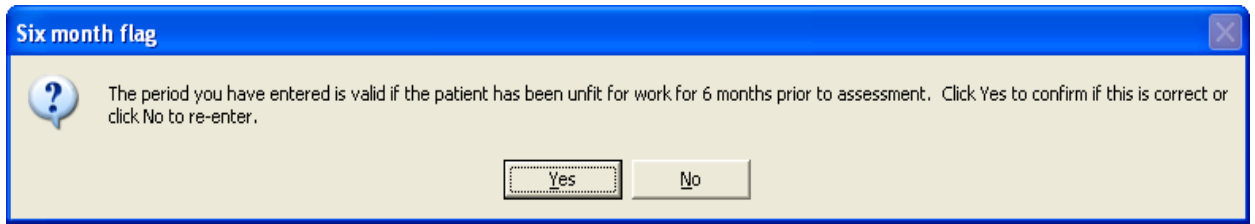
Print Preview Print Form

*MED3 Statement – For Indefinite Period*

**OR Until (ALT+u)** - In the **OR Until** box, the date is displayed - you can either enter the exact date the patient should refrain from work, or you can enter the abbreviated date format eg 1w, the date is then automatically calculated.

If you enter a **For** or **OR Until** time period longer than 3 months or 13 weeks from the date of recording, the following message appears: *"The period you*

have entered is valid if the patient has been unfit for work for 6 months prior to assessment. Click Yes to confirm if this is correct or click No to re-enter.”



*Outside 6 months date range in the Refrain from Work For box*

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**Note** - You must enter a duration or date into the For or OR Until boxes if you want to print the MED3. You are only permitted to fill in one of these boxes, so typing into either of the boxes will blank out the other.

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**Diagnosis (ALT+g)** – Diagnosis may be populated initially (see Note below). If you add a Clinical Diagnosis, the Read term will be copied to the Diagnosis box (see [Additional Information](#) on page 9). You can delete the existing entry and type any freetext comment you feel is more appropriate. Diagnosis is a mandatory field; you cannot print the MED3 without a diagnosis.

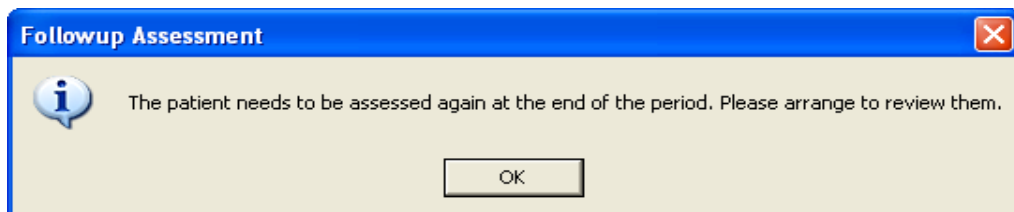
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**Note** – On opening the MED3 data entry form, a Read code may be displayed in the Clinical Diagnosis box and the Read term added as freetext to the Diagnosis box. If you have a problem open, the problem header Read code is used. If no problem is open and a single Medical History is added in the current consultation, the Read term is used to populate the diagnosis fields. If you create a new MED3 using an existing Medical History, the form is populated with the Read term from the entry used.

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**Remarks (ALT+e)** - You can enter freetext in the Remarks box, (up to 800 characters if using Arial 8.5). If you have selected Refrain from work this is an optional field. However, if you deselected Refrain from work Remarks are mandatory.

**Follow-up assessment required (ALT+o)** - If you need to re-assess the patient’s fitness for work at the end of this statement, tick the **Follow-up assessment required** box. You are prompted: “*The patient needs to be assessed again at the end of the period. Please arrange to review them.*” Click **OK** to continue.



*Follow-up Assessment*

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**Note** – This option is unavailable if any of the following apply: You haven’t added a For or Until date. Or you add an Indefinite date.

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The follow-up date is automatically calculated and displayed. The printed MED3 Statement shows that a review is required. In Search and Reports you can create a search to find any follow-up dates that are due. See [Search & Reports](#) on page 20.

*MED3 Statement – Follow-up Assessment Date*

## Additional Information

Additional information allows you to record additional details, the information can be viewed in Vision – Consultation Manager as part of the MED3 entry but will not be included on the printed MED3 form.

*Additional Information*

**Requested by (ALT+q)** – This option allows you to record who the MED3 was requested by. The default is GP, alternatively select one of the following options from the drop-down menu: Patient, GP, Both. Requested By is Mandatory.

**Circumstances (ALT+i)** – This is an optional field which allows you to record additional information regarding the MED3 request. Select one of the following options from the drop-down list:

- Clinically Appropriate – New
- Clinically Appropriate – Existing Illness
- On Waiting List For Investigation/Procedure/Op
- Should Have Been Hospital Generated – Post Op/OPD
- Should Have Been Hospital Generated – Trauma
- Social Reasons – E.G. Bereavement, Family Illness
- Addiction Problems – E.G. Alcohol, Substance Misuse
- Long Term Illness – E.G. Learning Difficulty, Blindness

- Employer Pressure – E.G. Denial of Sick Pay
- Patient Pressure – Included Threats Of Some Kind
- Clinically Inappropriate
- Within First 7 Days Of Illness So SSC1 (Self Certification)
- Social Problems (Not Medical) So Sickness Absence N/A
- No Clinical Evidence For Patient Request
- Patient Records Not Available – E.G. Temporary Resident

**Clinical Diagnosis (ALT+c)** – Clinical Diagnosis may be populated initially (see Note below). If not already populated, you can add a Clinical Diagnosis, full Read search functionality is available. Type the keyword or the Read Code and press enter to search for a Read code. If a freetext comment has not been added to the Diagnosis box, the selected Read term will be copied to the Diagnosis box. Clinical Diagnosis is Mandatory.

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**Note** – On opening the MED3 data entry form, a Read code may be displayed in the Clinical Diagnosis box and the Read term added as freetext to the Diagnosis box. If you have a problem open, the problem header Read code is used. If no problem is open and a single Medical History is added in the current consultation, the Read term is used to populate the diagnosis fields. If you create a new MED3 using an existing Medical History, the form is populated with the Read term from the entry used.

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**Additional Notes (ALT+s)** – Is an optional field where you can enter further freetext as required.

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## Saving the MED3 Form

To save the MED3 data entry form the following data must be recorded:

- **Type** – eg New, Duplicate, Issued by hand
- **Read Term** (select from the drop-down list)
- **For Or Until date**
- **Clinical Diagnosis**
- **Requested by**
- **Remarks** – This is required if Refrain from Work is deselected.

Click the **OK** button to save the data entry form. A saved statement that is unprinted can be edited and printed at a later date. See [Editing a MED3](#) on page 16 and [Printing the MED3 Form](#) on page 12.

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**Note** – The form can be printed prior to saving. However, once a MED3 statement has been saved and printed, it cannot be reprinted or changed. If required a duplicate statement can be issued, see [Issuing a Duplicate MED3](#) on page 18.

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## Printing the MED3 Form

**Note** – Practices in Northern Ireland are unable to print out the MED3 Statements. See Northern Ireland on page 3.

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1. Once you have filled in the required fields on the MED3 data entry form, click the **Print Preview (ALT+w)** button. A preview window opens displaying the MED3 form as a PDF document. This allows you to check the details prior to printing. Click **Close** when finished.
2. To print the MED3 click the **Print Form (ALT+n)** button. On the MED3 printout you will notice that Vision prints a 2D Barcode plus a unique ID at the bottom of the printed form.

The screenshot shows a portion of the MED3 form printout. At the top, there are fields for 'This will be the case for' and 'or from' with dates '24 / 07 / 2012' and '07 / 08 / 2012'. Below this is a statement: 'I will/will not need to assess your fitness for work again at the end of this period. (Please delete as applicable)'. The 'Doctor's signature' field is highlighted with a yellow box and labeled 'Bar Code and Unique ID'. Below the signature field is the 'Date of statement' field with the date '24 / 07 / 2012'. The 'Doctor's address' field contains 'The INPS Practice'. To the right of the address field is a 2D barcode. Below the barcode is the text 'Unique ID: Med 3 04/10- 1EE1B974-D58E-40A4-A0CF-F3C1FA2AA6AE'. Arrows point from the yellow box to the barcode and the unique ID text.

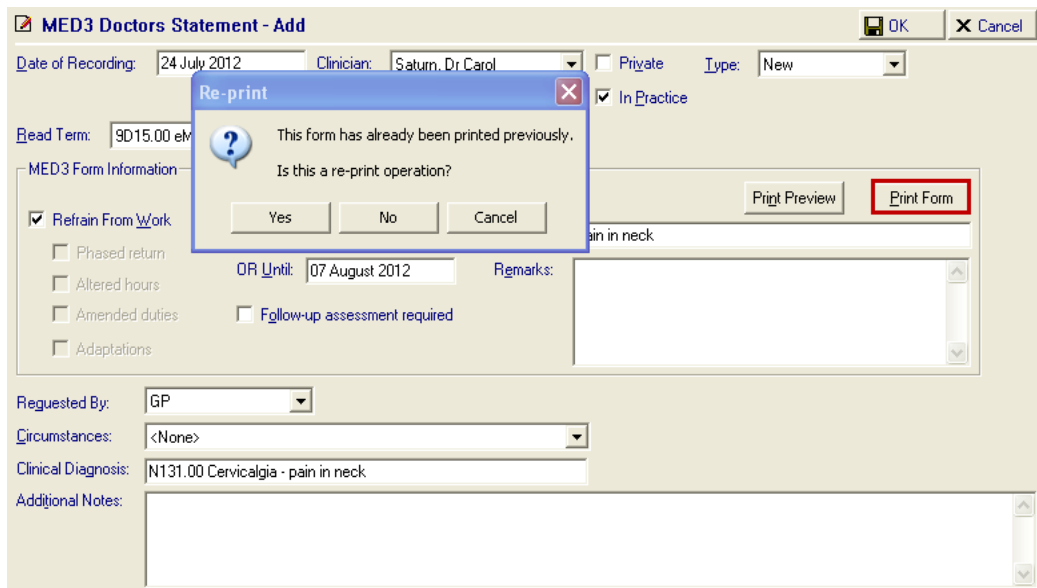
*Unique ID and Barcode*

3. The 2D barcode contains all information that is printed on the form. The unique ID is a unique identifier for the GP practice; it does not contain any patient information. This is also stored in Vision – Consultation Manager and can be viewed in the MED3 audit trail, see [Audit Trail](#) on page 20.

The print button is inactive if:

- If you have chosen the Read code **9D1B MED3 (2010) not issued to patient**.
  - There is no diagnosis and/OR Refrain from Work is checked with no date.
4. The MED3 Doctor's Statement is sent directly to the printer. See [Appendix](#) on page 22.
  5. If the MED3 fails to print successfully, click the **Print Form (ALT+p)** button. You are asked "This form has already been printed previously. Is this a re-print Operation?" Select **Yes** to reprint.





*MED3 Doctor's Statement – Re-Print Form*

6. The reprint will be sent directly to the printer.
7. If successful, check the MED3 details on the data entry form, add any additional information required, then click **OK** to save the MED3 form.
8. The entry is saved in the Journal in Consultation Manager.

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MED3 data entries can be filtered on the journal by selecting Miscellaneous in the Navigation Pane.

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## Printing MED3 Form – Wales

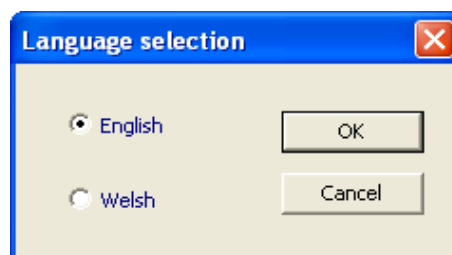
For practices in Wales, each time you select **Print Form** to print a MED3 you are prompted to select the appropriate language ie English or Welsh.

If Welsh is selected, the form is printed in Welsh, however, the data transferred from Vision eg Diagnosis etc will remain in English. See [Appendix](#) on page 22.

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**Note** – Read coded terms and items selected from drop-down lists cannot be printed in Welsh. However if Welsh comments are added to the **Remarks** box, they will be shown in Welsh on the printed form.

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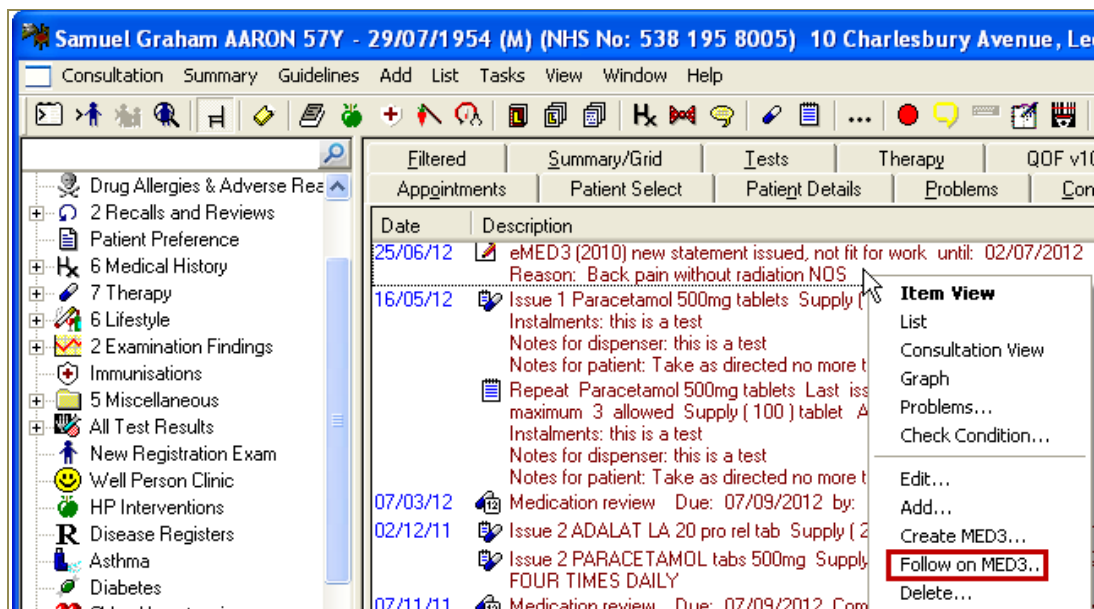
*MED3 – Wales Select Language*

## Adding a Follow-on MED3

**Important** – Only Clinicians with a GMC code recorded in Vision can create follow-on MED3 statements.

On expiry of the current MED3 a “follow-on” note is often required to cover a further period of unfitness to work. To create a follow-on MED3:

1. From Consultation Manager, select a patient and open a consultation.
2. Find the expired MED3 data entry form in the Miscellaneous section of the navigation pane.
3. Right click and select **Follow-on MED3**.



*Consultation Manager – Follow-on MED3*

4. A new MED3 data entry form opens. The Diagnosis and Clinical Diagnosis fields are populated with the entries from the original MED3.
5. The Date of Recording is calculated from the previous Until date plus 1 day. The For/Or Until date is automatically calculated using the date of recording plus the period set in the original MED3.
6. In the example shown below, the previous MED 3 was issued on 25/06/12 for 1 week, using Read code 16C6.00 Back pain without radiation NOS.

**MED3 Doctors Statement - Add**

Date of Assessment: 03 July 2012 ← Clinician

Read Term: 9015.00 MED3 (2010) new statement

Recording date calculated from original date of issue (25/07/12) + for (1w), plus 1d = 8 days or 03/07/12

Until calculated from recording date (03/07/12) + previous For (1w) = 10/07/12

From: 03 July 2012      Diagnosis: back pain NOS

For:                                      Remarks:

OR

Until: 10 July 2012

Follow-up assessment required

Read terms copied from original expired MED3

Requested By: GP

Circumstances: Clinically Appropriate - Existing Illness

Clinical Diagnosis: 16C6.00 Back pain without radiation NOS

Additional Notes:

Print Preview      Print Form

*New Follow-on MED3*

7. Add any additional details, then print and save the MED3.

## Adding an Issue by Hand MED3

**Important** – Issued by Hand MED3 entries can be recorded by any member of staff. However, only Clinicians can print out the Issued by Hand MED3 statement.

If you have issued a MED3 during a home visit, you can record the details on your return to the practice. Issue by Hand MED3 forms can be printed by a Clinician if required.

**Note** – Practices in Northern Ireland are unable to create an Issued by Hand statement. See Northern Ireland on page 3.

To create an Issue by Hand MED3:

1. From Consultation Manager, select a patient and open a consultation.
2. Create a new MED3 data entry; see [Adding a MED3 in Vision](#) on page 3 for further details.
3. Select **Issued by hand** from the Type drop-down menu.
4. Select an appropriate Read Term from the drop-down menu.

**MED3 Doctors Statement - Add**

Date of Assessment: 03 July 2012    Clinician: Scottish, Dr Doctor     Private    Type: Issued by hand

In Practice

Read Term: 9D19.00 MED3 (2010) issued by hand, not fit for work

*New MED3 – Issued by Hand*

5. Fill in the other required details.
6. If printed an "ISSUED BY HAND" watermark is added to the printout. See [Appendix](#) on page 22.
7. Click **OK** to save and close.

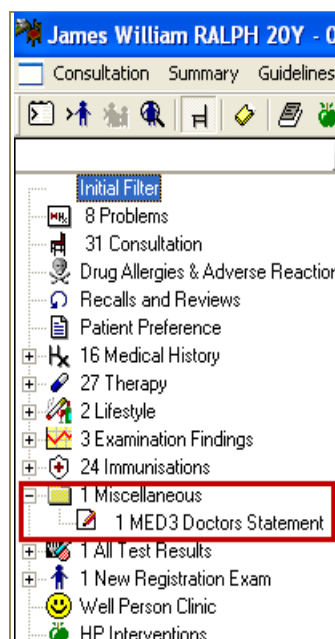
**Note** – Issued by Hand MED3 statements cannot be duplicated.

## Editing a MED3 Form

MED3 forms that have been saved but not printed can be edited. However, forms that have previously been printed and saved cannot be edited. If a duplicate form is required see [Issuing a Duplicate MED3](#) on page 18 for further details. All editions are recorded in Vision Event Log. MED3 has its own structured data area; you can find previous MED3 information under **Miscellaneous** in the navigation pane.

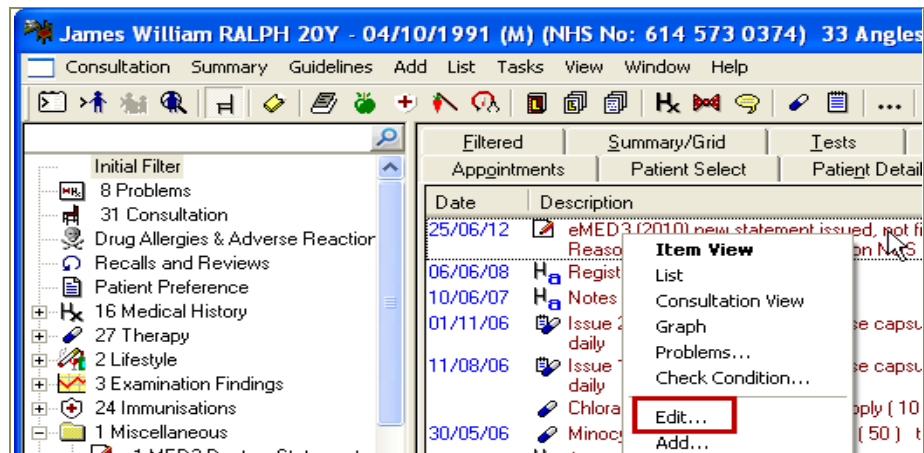
To edit an existing form:

1. From Consultation Manager, select the patient and open a consultation.
2. Find previous MED3 data entry forms under **Miscellaneous** in the navigation pane.



*Miscellaneous - MED3 in the Navigation Pane*

3. Right click, select Edit from the menu.



*Existing MED3 – Edit*

- If the form has not previously been printed the MED3 information and Additional information can be amended. Make any necessary changes.

**Note** – If you are unable to change the MED3 or Additional details, it means that the form has already been printed. For details of how to issue a Duplicate form see **Issuing a Duplicate MED3** on page 18.

- Select **Print Form** to print the amended form, then **OK** to save the changes.

---

## Issuing a Duplicate MED3

Duplicate MED3 forms can be printed by all Vision users with the appropriate access rights, in the following way:

1. From Consultation Manager, select the patient and open a consultation.
2. Find previous MED3 data entry forms under **Miscellaneous** in the navigation pane.

---

**Note** – Issued by Hand statements cannot be duplicated.

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3. Right click, select Edit from the menu. The existing printed MED3 Statement is displayed, the Type is automatically changed to **Duplicate**.
4. Select one of the following Read terms:
  - 9D17.00** – eMED3 (2010) duplicate issued, not fit for work
  - 9D18.00** – eMED3 (2010) duplicate issued, may be fit for work
  - 9D1D.00** – eMED3 (2010) duplicate issued
5. Then click **Print Form**, the MED3 statement is printed with a Duplicate watermark. See [Editing a MED3 Form](#) on page 16 and [Appendix](#) on page 22
6. Click **OK** to save and close.

---

**Note** – Practices in Northern Ireland are unable to create a Duplicate statement. See [Northern Ireland](#) on page 3.

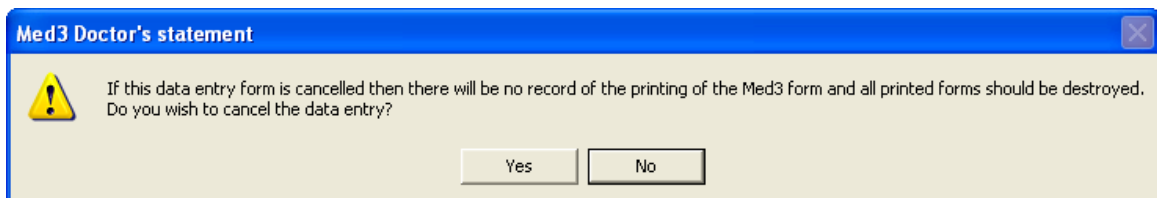
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---

## Cancelling the MED3 Form

If you cancel the MED3 data entry form before it has been saved or printed, the following message appears:

*"If this data entry form is cancelled there will be no record of the printing of the MED3 form and all printed forms should be destroyed. Do you wish to cancel the data entry?"*



Select **Yes** to cancel. Vision will cancel the MED3 data entry without recording any information. Select **No** to be taken back to the MED3 data entry form.

---

**Note** – This message will also appear if you edit a saved MED3 form to print or duplicate the form. If you click **Cancel** after

printing/duplicating the original message will remain in Consultation Manager, but the print/duplicate details are cancelled.

## Reprinting MED3 Forms

The MED3 Statement can be reprinted prior to saving. To Reprint the MED3 form from a current unsaved entry:

1. From the MED3 Doctor's Statement – Add form, select **Print Form**. Vision recognises that you have already printed the MED3. You are asked "This form has already been printed previously. Is this a re-print Operation? Select **Yes** to reprint or **No** or **Cancel** return to the MED3 add form.

The screenshot shows the 'MED3 Doctors Statement - Add' form. A 'Re-print' dialog box is open in the center, displaying a question mark icon and the text: 'This form has already been printed previously. Is this a re-print operation?'. Below the text are three buttons: 'Yes', 'No', and 'Cancel'. The 'Print Form' button in the background form is highlighted with a red rectangle. The background form includes fields for 'Date of Recording' (24 July 2012), 'Clinician' (Saturn, Dr Carol), 'Private' (unchecked), 'Type' (New), 'In Practice' (checked), 'Read Term' (9D15.00 em), 'MED3 Form Information' (with checkboxes for 'Refrain From Work', 'Phased return', 'Altered hours', 'Amended duties', 'Adaptations'), 'OR Until' (07 August 2012), 'Remarks', 'Requested By' (GP), 'Circumstances' (<None>), 'Clinical Diagnosis' (N131.00 Cervicalgia - pain in neck), and 'Additional Notes'.

*MED3 Doctor's Statement – Re-Print Form*

2. The reprint of the MED3 form is sent directly to the printer.
3. Next, click **OK** to save the MED3 form.

**Note** – Saved MED3 Statements which have previously been printed cannot be reprinted. To issue a duplicate see Issuing a Duplicate MED3 on page 18.

---

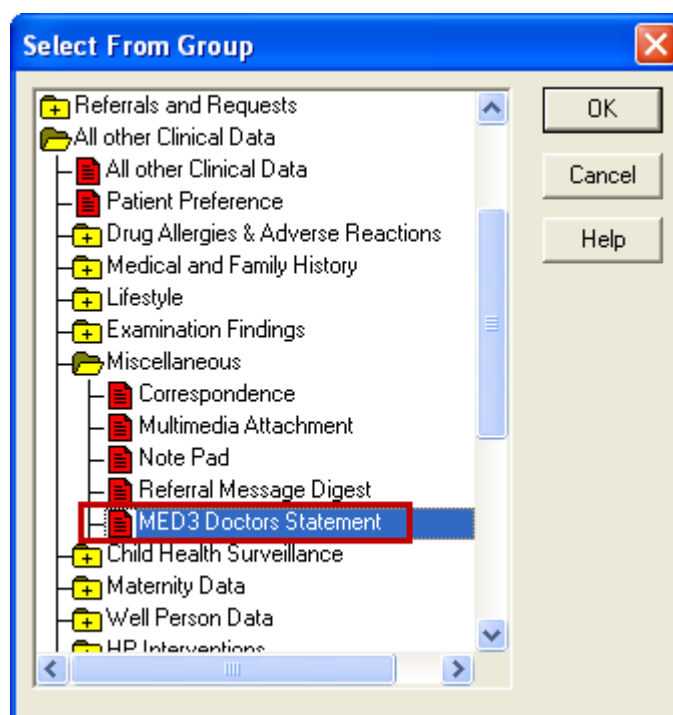
## Reporting and Interaction of MED3 Data

### GP2GP

MED3 activity which is saved and attached to a patient's record will be included in the GP2GP transfers.

### Search & Reports

You can add the MED3 Doctors Statement entity to an Ad-Hoc search, and set your required criteria and print out a report to show the patients with qualifying data. Select **Add Entity**, open the All other Clinical Data – Miscellaneous folders, select **MED3 Doctors Statement** then click **OK**.



*Ad-Hoc Search – Add Entity*

### Audit Trail

All data added in Consultation Manager has an audit trail. Select an existing MED3 entry and right click, select **Audit Trail**. All changes are marked in red.



## Event Log

Use the Event log to view all MED3 transactions:

1. From the main Vision menu select **Management Tools – Event Log**.
2. In the Event Type window, select **Other Events – MED3**.
3. All MED3 statements are listed.

The screenshot shows the 'System Event Log' application window. At the top, there are fields for 'User:' (set to '<All Users>'), 'From Date:' (01/07/2012), and 'To Date:' (24/07/2012), along with buttons for 'Select Patient', 'Deselect Patient', and 'Search'. Below this is a list of 'Event Type' categories, with 'MED3' highlighted in a red box. The main area displays a table of events:

Date	Time	User	Event	Patient	WorkStation	Detail
24/07/2012	8:29.49am	Saturn, ...	MED3	Carole Juck...	INPS-PC005	New - MED3 For...
24/07/2012	8:30.28am	Saturn, ...	MED3	Carole Juck...	INPS-PC005	New MED3 recor...
24/07/2012	8:30.57am	Saturn, ...	MED3	Carole Juck...	INPS-PC005	Duplicate - MED3...
24/07/2012	8:31.06am	Saturn, ...	MED3	Carole Juck...	INPS-PC005	Duplicate - MED3...
24/07/2012	8:31.31am	Saturn, ...	MED3	Carole Juck...	INPS-PC005	MED3 record del...
24/07/2012	8:32.17am	Saturn, ...	MED3	Carole Juck...	INPS-PC005	New - MED3 For...
24/07/2012	10:12.25am	Saturn, ...	MED3	James Willia...	INPS-PC005	Duplicate - MED3...
24/07/2012	10:14.50am	Saturn, ...	MED3	Maureen A...	INPS-PC005	New - MED3 For...
24/07/2012	10:16.07am	Saturn, ...	MED3	Maureen A...	INPS-PC005	New MED3 recor...
24/07/2012	10:18.49am	Saturn, ...	MED3	Maureen A...	INPS-PC005	New MED3 recor...
24/07/2012	10:19.01am	Saturn, ...	MED3	Maureen A...	INPS-PC005	New - MED3 For...

Below the main table is a 'Detail' window showing the details for the selected record:

Date	Time	User	Event	Patient	Work Station	Detail
24/07/2012	8:29.49am	Saturn, Dr Carol, [DR SATURN]	MED3	Carole Juckes 28/09/1960 Female NHS: 423 488 1309	INPS-PC005	New - MED3 Form printed.

At the bottom of the window are buttons for 'Close', 'Help', and 'Print'.

System Event Log – MED3

4. Select a MED3 record, the details are displayed in the Detail window below.
5. Click **Close** when finished.

# Appendix

## Statement of Fitness for Work For social security or Statutory Sick Pay

Patient's name

I assessed your case on:

and, because of the following condition(s):

I advise you that:  you are not fit for work.  
 you may be fit for work taking account of the following advice:

If available, and with your employer's agreement, you may benefit from:

a phased return to work       amended duties  
 altered hours                       workplace adaptations


Comments, including functional effects of your condition(s):

This will be the case for  or from  to

I will/will not need to assess your fitness for work again at the end of this period. (Please delete as applicable)

Doctor's signature

Date of statement

Doctor's address  

Unique ID: Med 3 04/10- G12345-01Sv00-H106BS

### For the patient – what to do now

Please read the notes below then fill in your details and, if you are claiming social security benefits, sign and date the declaration. If you cannot fill in your details yourself, ask someone else to do it for you.

### What your doctor's advice means

#### Not fit for work:

Your doctor will advise this when they believe that your health condition means you should refrain from work for the stated period of time.

#### May be fit for work taking account of the following advice:

Your doctor will recommend this when they believe that you may be able to return to work with some support from your employer. Sometimes it may not be possible for your employer to act on the doctor's advice and you will not be able to return to work until you have further recovered. You do not need to get a further Statement from your doctor to confirm this.

#### If you are employed

If you are not fit for work, or your employer cannot support your return to work, your employer should consider paying Statutory Sick Pay (SSP) based on the information provided. If SSP cannot be paid, or your SSP is ending, your employer will give you form SSP1 to claim social security benefits. If you are self-employed, you may be able to claim social security benefits because of your health condition.

#### Social security benefit claimants

If you are claiming social security benefits because of your health condition, send this form to your Jobcentre Plus office. If you are claiming social security benefits for any other reason, you should contact a Personal Adviser to discuss the advice on the form. If you do any work you must inform Jobcentre Plus of your change of circumstances.

#### If you want to make a new claim to social security benefits you can:

- download a claim form at [www.direct.gov.uk/benefits](http://www.direct.gov.uk/benefits), or
- phone 0800 055 6688 (8am to 6pm Monday to Friday). Textphone users call 0800 023 4888.

### Your details – Please use BLOCK CAPITALS

Surname

Other names

Address

Date of birth

National Insurance (NI) number

### Declaration – for social security benefit claimants only

I agree that my doctor may give the Department for Work and Pensions or a healthcare professional acting on its behalf information which is needed to process my claim for benefit and any request for it to be looked at again.

Signature

Date

If you have signed this form for someone else, please tick here:

**Statement of Fitness for Work  
For social security or Statutory Sick Pay**

Patient's name

I assessed your case on:

and, because of the following condition(s):

I advise you that:  you are not fit for work.  
 you may be fit for work taking account of the following advice:

If available, and with your employer's agreement, you may benefit from:

- a phased return to work
- amended duties
- altered hours
- workplace adaptations

Comments, including functional effects of your condition(s):

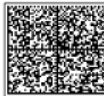
This will be the case for  or from  to

I will/will not need to assess your fitness for work again at the end of this period.  
*(Please delete as applicable)*

Doctor's signature

Date of statement

Doctor's address



Unique ID: Med 3 04/10- G12345-01Sv03-5F05Ay

**For the patient – what to do now**

Please read the notes below then fill in your details and, if you are claiming social security benefits, sign and date the declaration. If you cannot fill in your details yourself, ask someone else to do it for you.

**What your doctor's advice means**

**Not fit for work:**

Your doctor will advise this when they believe that your health condition means you should refrain from work for the stated period of time.

**May be fit for work taking account of the following advice:**

Your doctor will recommend this when they believe that you may be able to return to work with some support from your employer. Sometimes it may not be possible for your employer to act on the doctor's advice and you will not be able to return to work until you have further recovered. You do not need to get a further Statement from your doctor to confirm this.

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- phone 0800 055 6688 (8am to 6pm Monday to Friday). Textphone users call 0800 023 4888.

**Your details – Please use BLOCK CAPITALS**

Surname

Other names

Address   
 Postcode

Date of birth

National Insurance (NI) number

**Declaration – for social security benefit claimants only**

I agree that my doctor may give the Department for Work and Pensions or a healthcare professional acting on its behalf information which is needed to process my claim for benefit and any request for it to be looked at again.

Signature

Date  /  /

If you have signed this form for someone else, please tick here:

**Statement of Fitness for Work  
For social security or Statutory Sick Pay**

Patient's name

I assessed your case on:

and, because of the following condition(s):

I advise you that:  you are not fit for work.  
 you may be fit for work taking account of the following advice:


If available, and with your employer's agreement, you may benefit from:  
 a phased return to work       amended duties  
 altered hours                       workplace adaptations  
 Comments, including functional effects of your condition(s):

This will be the case for  or from  to

I ~~will~~ will not need to assess your fitness for work again at the end of this period. (Please delete as applicable)

Doctor's signature

Date of statement

Doctor's address  

Unique ID: Med 3 04/10- G12345-01Sv03-6c00Hm

**For the patient – what to do now**

Please read the notes below then fill in your details and, if you are claiming social security benefits, sign and date the declaration. If you cannot fill in your details yourself, ask someone else to do it for you.

**What your doctor's advice means**

**Not fit for work:**  
Your doctor will advise this when they believe that your health condition means you should refrain from work for the stated period of time.

**May be fit for work taking account of the following advice:**  
Your doctor will recommend this when they believe that you may be able to return to work with some support from your employer. Sometimes it may not be possible for your employer to act on the doctor's advice and you will not be able to return to work until you have further recovered. You do not need to get a further Statement from your doctor to confirm this.

**If you are employed**  
If you are not fit for work, or your employer cannot support your return to work, your employer should consider paying Statutory Sick Pay (SSP) based on the information provided. If SSP cannot be paid, or your SSP is ending, your employer will give you form SSP1 to claim social security benefits. If you are self-employed, you may be able to claim social security benefits because of your health condition.

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 • phone 0800 055 6688 (8am to 6pm Monday to Friday). Textphone users call 0800 023 4888.

**Your details – Please use BLOCK CAPITALS**

Surname

Other names

Address   
 Postcode

Date of birth

National Insurance (NI) number

**Declaration – for social security benefit claimants only**

I agree that my doctor may give the Department for Work and Pensions or a healthcare professional acting on its behalf information which is needed to process my claim for benefit and any request for it to be looked at again.

Signature

Date

If you have signed this form for someone else, please tick here:

**Datganiad Ffitrwydd i Waith**  
**Ar gyfer nawdd cymdeithasol neu Dâl Salwch Statudol**

Enw'r claf

Aseswyd eich cais ar:

ac, oherwydd y cyflwr/cyflyrau canlynol:

Cynghorais:  nad ydych yn iach i weithio.  
 y gallech fod yn iach i weithio gan ystyried y cyngor canlynol:

Os yw ar gael, a chyda chaniatad eich cyflogwr, gallech fanteisio ar:  
 dychwelyd yn raddol i'r gwaith  dylestywyddau diwygiedig  
 newid oriau  addasiadau i'r gweithie

Sylwadau, gan gynnwys effeithiau eich cyflwr/cyflyrau ar eich gallu i weitherdu ac unrhyw gyngor arall:

Dyma fydd yr achos ar gyfer   
neu o  i

Bydd/Ni fydd angen i mi asesu a ydych yn ddigon iach i weithio eto ar ddiwedd y cyfnod hwn. (Dilêwch fel sy'n briodol)

Llofnod y meddyg

Dyddiad datganiad

Cyfeiriad y meddyg   


Unique ID: Med 3W 04/10-G12345-01Sv03-5F05Ay

**Ar gyfer y claf – beth i'w wneud nawr**

Darllenwch y nodiadau isod yna cwblhewch eich manylion ac, os ydych yn hawlio budd-daliadau nawdd cymdeithasol, llofnodwch a dyddiwch y datganiad. Os na allwch gwblhau eich manylion eich hun, gofynnwch i rywun arall ei wneud drosoch.

**Beth mae cyngor eich meddyg yn ei olygu**

**Ddim yn iach i weithio:**  
Bydd eich meddyg yn rhoi'r cyngor hwn pan gred fod eich cyflwr iechyd yn golygu y dylech ymatal rhag gweithio am y cyfnod o amser a ddatganwyd.

**Gallech fod yn iach i weithio wrth ystyried y cyngor canlynol:**  
Bydd eich meddyg yn argymhell hyn pan fydd yn credu y gallwch ddechreoli i'r gwaith gyda rhywfaint o gymorth gan eich cyflogwr. Weithiau ni fydd yn bosibl i'ch cyflogwr weithredu ar gyngor y meddyg ac ni fyddwch yn gallu dychwelyd i'r gwaith nes bod gwelliant pellach yn eich cyflwr. Nid oes angen i chi gael Datganiad arall gan eich meddyg i gadarnhau hyn.

**Os ydych yn gyflogedig**  
Os nad ydych yn iach i weithio, neu os na all eich cyflogwr eich cefnogi i ddechreoli i'r gwaith, dylai eich cyflogwr ystyried talu Tâl Salwch Statudol yn seiliedig ar y wybodaeth a ddarperir. Os na ellir talu Tâl Salwch Statudol, neu os yw eich Tâl Salwch Statudol yn dod i ben, bydd eich cyflogwr yn rhoi ffurflen SSP1W i chi i wneud cais am fudd-daliadau nawdd cymdeithasol. Os ydych yn hunangyflogedig, efallai y gallwch wneud cais am fudd-daliadau nawdd cymdeithasol oherwydd eich cyflwr iechyd.

**Pobl sy'n hawlio budd-daliadau nawdd cymdeithasol**  
Os ydych yn hawlio budd-daliadau nawdd cymdeithasol oherwydd eich cyflwr iechyd, anfonwch y ffurflen hon i'ch swyddfa Canolfan Byd Gwaith. Os ydych yn hawlio budd-daliadau nawdd cymdeithasol am unrhyw reswm arall, dylech gysylltu ag Ymgynghorydd Personol i drafod y cyngor sydd ar y ffurflen. Os byddwch yn gwneud unrhyw waith, mae'r rhaid i chi hysbysu'r Ganolfan Byd Gwaith am newid yn eich amgylchiadau.

**Os ydych am wneud cais newydd am fudd-daliadau nawdd cymdeithasol** gallwch:  
• lawrlwytho ffurflen gais yn [www.direct.gov.uk/budd-daliadau](http://www.direct.gov.uk/budd-daliadau), neu  
• ffonio **0800 055 6688** (8am i 6pm o ddydd Llun i ddydd Gwener). Gall defnyddwyr ffôn testun ffonio **0800 023 4888**.

**Eich manylion – Defnyddiwch LYTHRENAU BRAS**

Cyfenw   
Enw arall   
Cyfeiriad   
 Cod post   
Dyddiad geni   
Rhif Yswiriant Gwladol (YG)

**Datganiad – ar gyfer pobl sy'n hawlio budd-daliadau nawdd cymdeithasol yn unig**

Rwy'n cytuno y gall fy meddyg rhoi gwybodaeth sydd ei hangen i brosesu fy nghais am fudd-dal ac unrhyw gais i edrych arno eto i'r Adran Gwaith a Phensiynau neu'r gweithiwr gofal iechyd proffesiynol sy'n gweithredu ar eu rhan.

Llofnod

Dyddiad

Os ydych wedi llofnodi'r ffurflen hon ar ran rhywun arall, ticwch yma:

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