

## WORKPLACE REHABILITATION REFERRAL FORM

Provider No. WorkCover 079 | Comcare (WA) 16811081 (NSW) 52088561 | icare 3018 | 772 SIRA

### Claimant Details

Full Name		Claim No.	
Date of birth		Insurer	
Phone (H/M)		WC/CTP/other	
Occupation		Injury type	
Email		Date of injury	
Address			

### Referring Source

- ☐ Insurer  
☐ Employer  
☐ Treating Medical Practitioner  
☐ Worker  
☐ Best Practice  
☐ Other \_\_\_\_\_  
☐ Interpreter required

### Referral Type

- ☐ Workplace Rehabilitation (full program)  
☐ Worksite Assessment  
☐ Ergonomic Assessment  
☐ Functional Capacity Assessment  
☐ Vocational Assessment / Transferable Skills Audit  
☐ Labour Market Research  
☐ Other \_\_\_\_\_

### Status of Worker

- ☐ Working / Full Capacity  
☐ Working / Partial Capacity  
☐ Not Working / Full Capacity  
☐ Not Working / Partial Capacity  
☐ Not Working / No Capacity

I have discussed this referral with the Claimant and their ☐ **Employer** and/or ☐ **Treating Medical Practitioner** and they are in agreement (Medical Practitioners and Employers must always consult with each other and the Claimant prior to referral).

### Please allocate this case to: Choose STAR Consultant

(Please also note that If no allocation is requested, we will assign based on Claimant's needs and Consultant capacity). (Should an allocation not be possible due to Consultant capacity, we will contact you directly to advise).

### Referrer

Name		Signature	
Company		Date	
Email		Phone	
Address			

### Employer

Company name		Contact name	
Email		Phone	
Address:			

### Treating Medical Practitioner

Practice name		Practitioner	
Email		Phone	
Address:			

## How to make a Workplace Rehabilitation Referral

Where factors are identified that may interfere with an Employer's ability to develop a Return to Work Program for an injured Worker, the assistance of an approved Workplace Rehabilitation Provider may be sought. Either the Employer or Treating Medical Practitioner is able to initiate a referral, in consultation with the other key parties.

### Referral Type

There are two types of referrals that can be made:

#### 1. Referral for a **Workplace Rehabilitation Assessment**

This referral requires consultation between all **key parties**, that is, the Treating Medical Practitioner, Employer and injured Worker. Consultation refers to verbal or written communication between those key parties obtaining support for the referral. For example, if you are an Employer requesting the referral, you are required to consult with the Treating Medical Practitioner and indicate this by ticking the box.

If a referral is required for an assessment it may or may not proceed to a full rehabilitation program.

Examples of when a referral for assessment may be required include:

- If the injured Worker, due to their injury, cannot carry out pre-injury duties.
- If there is a need to assess the suitability for a Return to Work Program with a new Employer.
- To determine the need for retraining.
- There is difficulty determining suitable duties.

#### 2. Referral for **Specific Service**

A referral for a **Specific Service** can be initiated by either the Employer or Treating Medical Practitioner in consultation with the Worker. This referral is for a one-off intervention or specialist service.

In both cases the referring party must indicate that they have consulted with the Worker, and the Worker has nominated the chosen provider.

A list of approved Workplace Rehabilitation Providers is available from WorkCover WA.

### Types of specific Workplace Rehabilitation Services

**Specific Services** are a one-off intervention or specialist service required to assist key parties in the injury management coordination. Below are some examples of specific services.

#### **Worksite Assessment**

Activities associated with assessing the suitability of various workplace alternatives and other job options to identify possible suitable duties or make recommendations for workplace modifications and/or job redesign to accommodate an injured Worker/s return to work or promote a safe work environment.

This assessment can be of benefit when an Employer is unsure if they have any duties that would be suitable for the injured Worker in their workplace or the Treating Medical Practitioner requires advice if the Employer has any duties that would be suitable for the injured Worker. It is also of assistance if job redesign or additional equipment would assist the injured Worker to return to work.

#### **Ergonomic Assessment**

Activities associated with assessing how a particular work environment would affect the Worker. This can include the delivery of client training and education for injury management and related topics, eg; back education and relaxation and stress management.

#### **Functional Capacity Assessment**

A Functional Capacity Assessment is an assessment of the Worker's functional capacity. This assessment objectively measures an injured Worker's physical abilities and limitations.

This assessment is best utilised when a specific job or duties have been identified and clarification of the injured Worker's physical ability to undertake the identified job is required.

#### **Vocational Assessment / Transferable Skills Audit**

These assessments are undertaken to analyse an injured Worker's current work situation and identify potential transferable skills. This is followed by a detailed report that outlines career options available in the context of current local labour market factors along with recommendations of the best training options to assist injured Workers to achieve their redeployment goals.

#### **Labour Market Research**

Labour Market Research is used to assist injured Workers with their redeployment. The purpose of Labour Market Research is to provide evidence to support an injured Worker's redeployment direction. Finding evidence that supports strong job outlooks can allow Insurers and Workers alike to invest both money and time in retraining (study and on the job training). Labour Market Research may be included as part of a Vocational Assessment, however can also be requested as a stand alone service.