

STEP 2 INSTRUCTIONS



Forms Activity

Hover over the button in the top left corner for more information

Step 2 Forms Activity

PSO Client User Acceptance Testing Mode

Forms Activity

Information Forms Activity Absence Details Stay at Work/Return to Work Details Phase I and II Planning File Closure/Authorization Next >

Forms Activity

Type of Absence: **Absence greater than 5 consecutive work days/shifts**

Case ID: 5672

Employee Name: Hoyle [REDACTED]

NOTE: All documentation related to this case shall be uploaded. All paper copies containing medical information shall be sent confidentially to your HRBP for filing in the employee's medical file. No medical documentation should be maintained in the workplace personnel files.

NOTE: Sufficient medical information is required to approve sick leave/medical leave.

After completing the form click the **Next >** button on the right to proceed. Your information will be saved.

Forms

If you have received a letter from a Licensed Healthcare Practitioner or a doctor's note for your employee contact your HRBP to see if Form 111 is necessary.

Click the link(s) below to get the appropriate form(s)

Form 111

Was Form 111 given to the employee?*

Yes No

Licensed Healthcare Practitioner Letter sent*

Yes No N/A

Was a doctor's note provided?*

Yes No

Is Form 111, a licenced healthcare practitioner letter or a doctor's note fully completed with clear medical restrictions identified that allow

Status In-Progress

Form 111

SECTION II: EMPLOYEE RESPONSIBILITIES – completed by Manager/Supervisor and signed by employee

Take this form to your Licensed Health Care Practitioner regarding this injury/illness/surgery to complete Section III (reverse side) and return it to you during that visit.

You are to return this form (completed both sides) to your Manager/Supervisor by _____ (date).

Alternate contact information: (If person to receive this form different from Manager/Supervisor e.g. Ministry Contact, Human Resources, etc.). Manager/Supervisor to fill in:

Name and Title: _____

Address: _____

Email and Phone: _____

Fax: _____

If this is a workplace illness/injury, you will also complete a WCB W1 Form and assist in the completion of an Incident Reporting and Investigation Form 101.

I acknowledge my RESPONSIBILITIES and CONSENT to my Licensed Health Care Practitioner completing Section III of this form. I AGREE that my employer may disclose this information to an authorized third party of disability case management services.

Signature of Employee _____ **DATE** _____



Progress bar: Identification Information (checked), **Forms Activity** (active), Absence Details, Stay at Work/Return to Work Details, Phase I and II Planning, File Closure/Authorization. [Next >](#)

confidentially to your HRBP for filing in the employee's medical file. No medical documentation should be maintained in the workplace personnel files.

NOTE: Sufficient medical information is required to approve sick leave/medical leave.

After completing the form click the [Next >](#) button on the right to proceed. Your information will be saved.



Forms

If you have received a letter from a Licensed Healthcare Practitioner or a doctor's note for your employee contact your HRBP to see if Form 111 is necessary.

Click the link(s) below to get the appropriate form(s)

Form 111

Was Form 111 given to the employee?* Yes No

Date completed Form 111 expected to be returned:*  

Forms Received

Form 111 received from the employee* Yes No

Was Form 111 received in the timeframe expected?* Yes No

Licensed Healthcare Practitioner Letter sent* Yes No N/A

Was a doctor's note provided?* Yes No

Is Form 111, a licenced healthcare practitioner letter or a doctor's note fully completed with clear medical restrictions identified that allow

If you have requested the employee to complete Form 111, or any other information, populate the date you asked the employee to return the completed form in the section as demonstrated.

Waiting on Employee

PSC Client User Acceptance Testing Mode Search Home Help

Home, Documents, Reports, Clock

Progress: Identification Information (Completed), **Forms Activity** (Active), Absence Details, Stay at Work/Return to Work Details, Phase I and II Planning, File Closure/Authorization

Next >

confidentially to your HRBP for filing in the employee's medical file. No medical documentation should be maintained in the workplace personnel files.

NOTE: Sufficient medical information is required to approve sick leave/medical leave.

After completing the form click the **Next >** button on the right to proceed. Your information will be saved.

Forms

Save, Attach, More options (indicated by a blue arrow)

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received in the timeframe ex-

Yes No

Forms Activity | Status

Change Status

Status: Waiting on employee

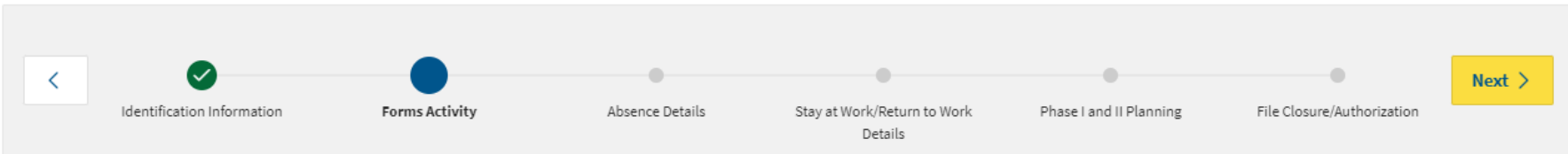
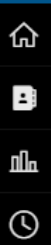
Effective: 28-Nov-2023 14:10:15

Reason: Comments...

Change Status >

Status History

CH	[Redacted]	In-Progress	Default
			28-Nov-2023 01:35 PM - 31-Dec-2999 12:00 AM



Forms Activity

Type of Absence: **Absence greater than 5 consecutive work days/shifts**

Case ID: 5672

Employee Name [REDACTED]



Status
Waiting on employee

NOTE: All documentation related to this case shall be uploaded. All paper copies containing medical information shall be sent confidentially to your HRBP for filing in the employee's medical file. No medical documentation should be maintained in the workplace personnel files.

NOTE: Sufficient medical information is required to approve sick leave/medical leave.

After completing the form click the **Next >** button on the right to proceed. Your information will be saved.

Forms

If you have received a letter from a Licensed Healthcare Practitioner or a doctor's note for your employee contact your HRBP to see if Form 111 is necessary.

Click the link(s) below to get the appropriate form(s)

Form 111

Was Form 111 given to the employee?*

Yes No

Date completed Form 111 expected to be returned:*

28-Nov-2023

Forms Received

This is an example of an email sent to the manager or delegate.

Email Example for “Waiting for Medical Information”

From: itrac@fciacanada.com [mailto:itrac@fciacanada.com]

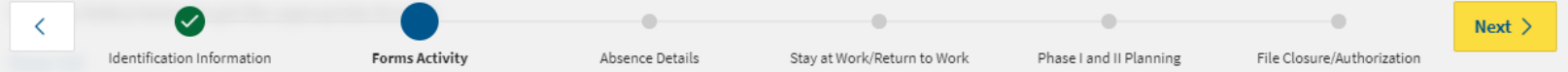
Sent: Thursday, May 03, 2018 12:10 AM

To: [REDACTED]

Subject: Be at Work Case File #0305

Your employee has been given until 03-May-2018 to return requested medical information. If your employee did not provide the required medical information to you on this day, follow up with him/her to inquire the reason. Set a new date for the information to be returned in writing (e.g. letter or email to employee) and/or consult your HRBP for assistance if necessary. Do not extend a new date more than once without consulting your HRBP.

Upload a File



Was Form 111 given to the employee? * Yes No

Date completed Form 111 expected to be returned: *

Forms Received

Form 111 received from the employee * Yes No

Date Form 111 received: *

Scan and upload Form 111 *

Drop files here or
Browse your device

No Document Attached

Please provide "Scan and upload Form 111".



[+](#)

No entries here...

[+ Add Additional Upload](#)

Was Form 111 received in the timeframe expected? * Yes No

Licensed Healthcare Practitioner Letter sent * Yes No N/A

Date letter sent *

Date completed letter is expected to be received: *

Attach Multiple Files



← ✓ Identification Information **Forms Activity** ● Absence Details ● Stay at Work/Return to Work Details ● Phase I and II Planning ● File Closure/Authorization Next >

Forms Activity

Type of Absence: **Absence greater than 5 consecutive work days/shifts**

Case ID: 5672

Employee Name: [REDACTED]

NOTE: All documentation related to this case shall be uploaded. All paper copies containing medical information shall be sent confidentially to your HRBP for filing in the employee's medical file. No medical documentation should be maintained in the workplace personnel files.

NOTE: Sufficient medical information is required to approve sick leave/medical leave.

After completing the form click the Next > button on the right to proceed. Your information will be saved.

Forms

If you have received a letter from a Licensed Healthcare Practitioner or a doctor's note for your employee contact your HRBP to see if Form 111 is necessary.






Click the link(s) below to get the appropriate form(s)

Form 111

Was Form 111 given to the employee?* Yes No

Date completed Form 111 expected to be re-

Status
Waiting on employee



Error Message

Progress bar with steps: Identification Information (checked), Forms Activity (active), Absence Details, Stay at Work/Return to Work Details, Phase I and II Planning, File Closure/Au...

⚠ Please provide "Scan and upload Licensed Healthcare Practitioner Letter".

No entries here...

+ Add Additional Upload

Was a doctor's note provided?*

Yes No

Scan and upload the doctor's note*

Drop files here or
Browse your device

No Document Attached

⚠ Please provide "Scan and upload the doctor's note".

No entries here...

+ Add Additional Upload

Date doctor's note was/is expected to be received:*

06-Nov-2023

Is Form 111, a licenced healthcare practitioner letter or a doctor's note fully completed with clear medical restrictions identified that allow you to make decisions on next steps?*

Yes No

⚠ Please provide "Is Form 111, a licenced healthcare practitioner letter or a doctor's note fully completed with clear medical restrictions identified that allow you to make decisions on next steps?".

Notes:

4 warnings have occurred

- Please provide "Scan and upload Form 111".
- Please provide "Scan and upload Licensed Healthcare Practitioner Letter".
- Please provide "Scan and upload the doctor's note".
- Please provide "Is Form 111, a licenced healthcare practitioner letter or a doctor's note fully completed with clear medical restrictions identified that allow you to make decisions on next steps?".

Make Changes

Continue Anyway



Role of the HRBP Administrator & HRBP



Requesting HRBP Advise

PSC Client User Acceptance Testing Mode

Identification Information **Forms Activity** Absence Details Stay at Work/Return to Work Details Phase I and II Planning File Closure/Authorization **Next >**

confidentially to your HRBP for filing in the employee's medical file. No medical documentation should be maintained in the workplace personnel files.

NOTE: Sufficient medical information is required to approve sick leave/medical leave.

After completing the form click the **Next >** button on the right to proceed. Your information will be saved.

Forms Activity | Status

Change Status

Status: Waiting on employee Effective: 28-Nov-2023 14:10:15

Reason: Comments...

Change Status >

Status History

CH	In-Progress	Default
CH		28-Nov-2023 01:25 PM - 31-Dec-2999 12:00 AM

Waiting on HRBP advice

g medical information shall be sent
itation should be maintained in the

This is a sample email to the HRBP upon request for advice

From: itrac@fcicanada.com <itrac@fcicanada.com>
Sent: Thursday, August 30, 2018 9:53 AM
To: HRBP TEAM
Subject: Be at Work Case File #0201

Your manager has given Form 111 to the employee to complete and is experiencing difficulty obtaining clear, objective medical restrictions. Please contact this manager to learn more and provide assistance.

Providing Advice to your Client

The screenshot displays the PSC Client software interface. At the top, the header includes the PSC Client logo, a 'User Acceptance Testing Mode' banner, and user information (44733). A progress bar below the header shows several steps: 'Identification Information' (completed with a green checkmark), 'Forms Activity' (current step, highlighted with a blue circle), 'Absence Details', 'Stay at Work/Return to Work Details', 'Phase I and II Planning', and 'File Closure/Authorization'. A yellow 'Next >' button is visible on the right side of the progress bar.

A central grey box contains the following instructions:

Contact HRBP to determine next steps. A repeat of steps above may be required.

Go to the right of the screen and make an appropriate selection from the dropdown arrow. This will generate an automatic email to the HRBP. Await for response from HRBP before continuing further.

Below the instructions, the 'HRBP Advice:' section contains the question: 'Does the employee need to return a new set of forms?'. A 'Notes:' section with a text input area is also present. A blue arrow points to the 'HRBP Advice:' label.

The bottom left corner of the interface shows the version number '3.0.13'. The right side of the screen features a vertical toolbar with various icons for navigation and actions.

After HRBP Provides Advice

Absence Details Stay at Work/Return to Work Details Phase I and II Planning File Closure/Authorization

Next >

hifts

Save Attach More

Status
Advice Provided

Refresh Dropdown