Disability Management Module

User Guide – V 12.0

January 6, 2025

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Introduction

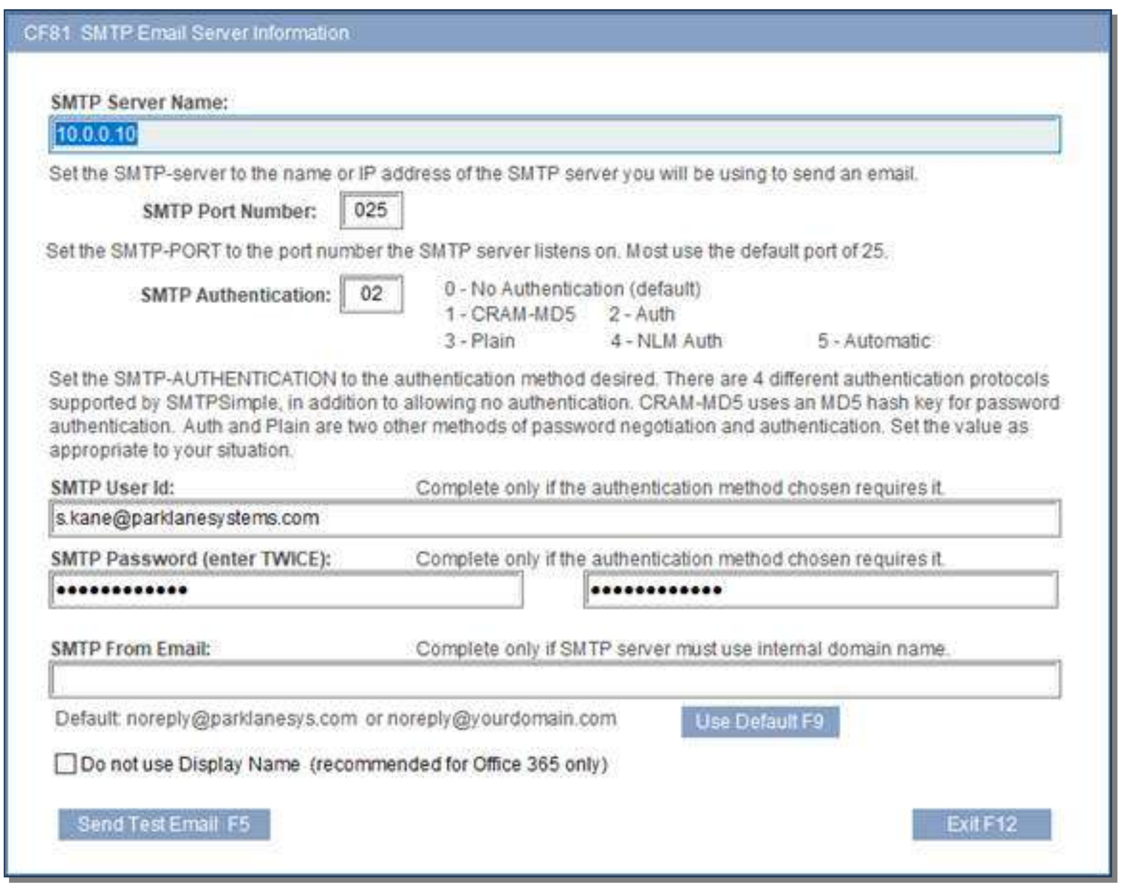
Disability Management will record short-term and long-term disability claims. Before Disability Management can capture specific information related to a claim there are several tables that need to be built.

Options

Action Emails

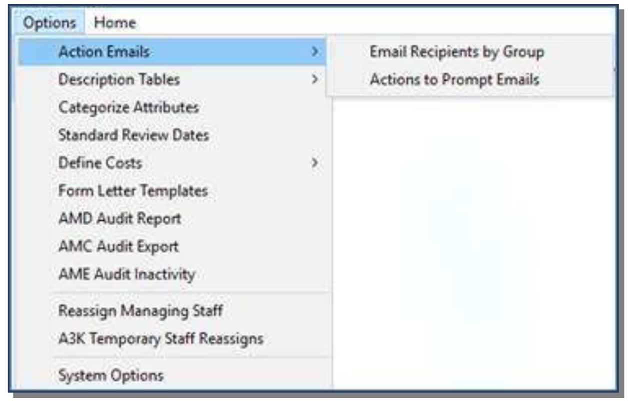
The Action Emails option allows the setup of email notifications to be sent to various personnel when a user performs one of the actions shown. Ensure that the email protocol has been set up under the Maintenance panel by clicking **Email Technical Setup**. This may require consultation with your I.T. Support Team.

Note: Before using this feature, all users and recipients must be setup in **Security**.

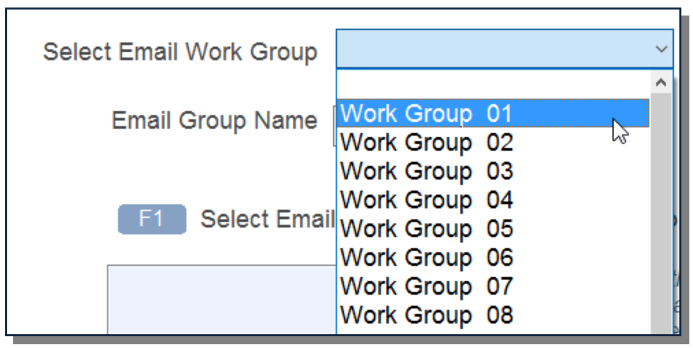


There are two options for sending Action Emails. An email will be sent to everyone that is in the email list for the specific **Action**, or an email will be sent to those who are in the same **Work Group** as the User.

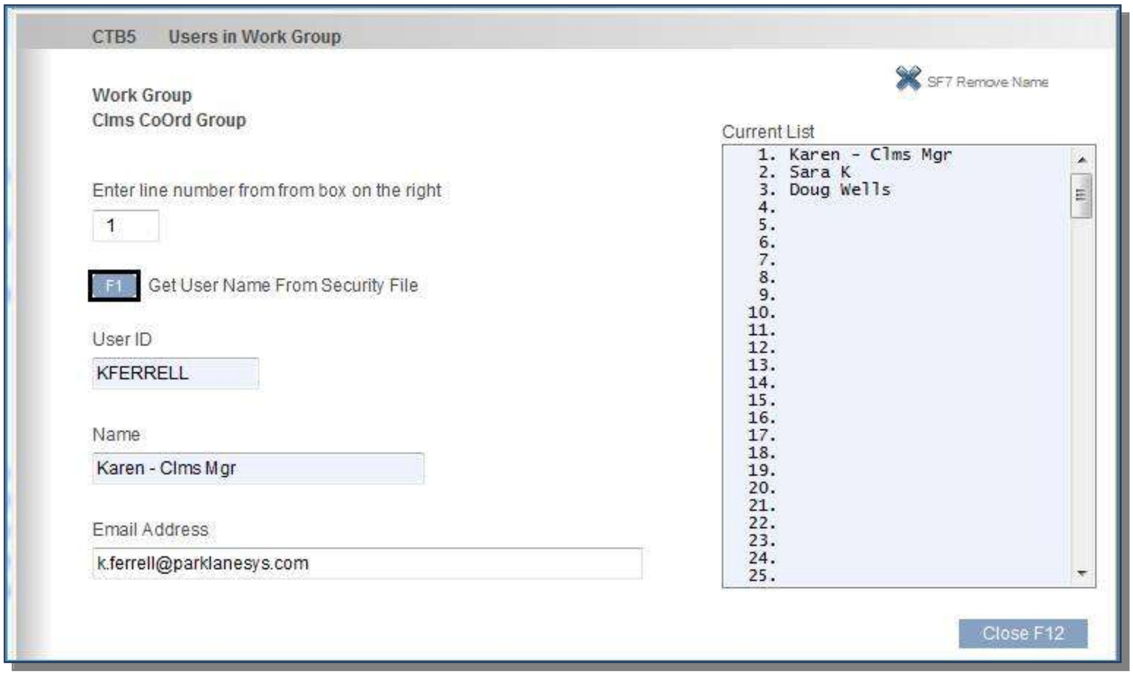
Work Groups must be pre-defined when choosing the second option. Click on **Options/Action Emails/Email Recipients by Work Group**.



Click on the drop down for **Select Email Work Group** and click on a work group heading to rename.



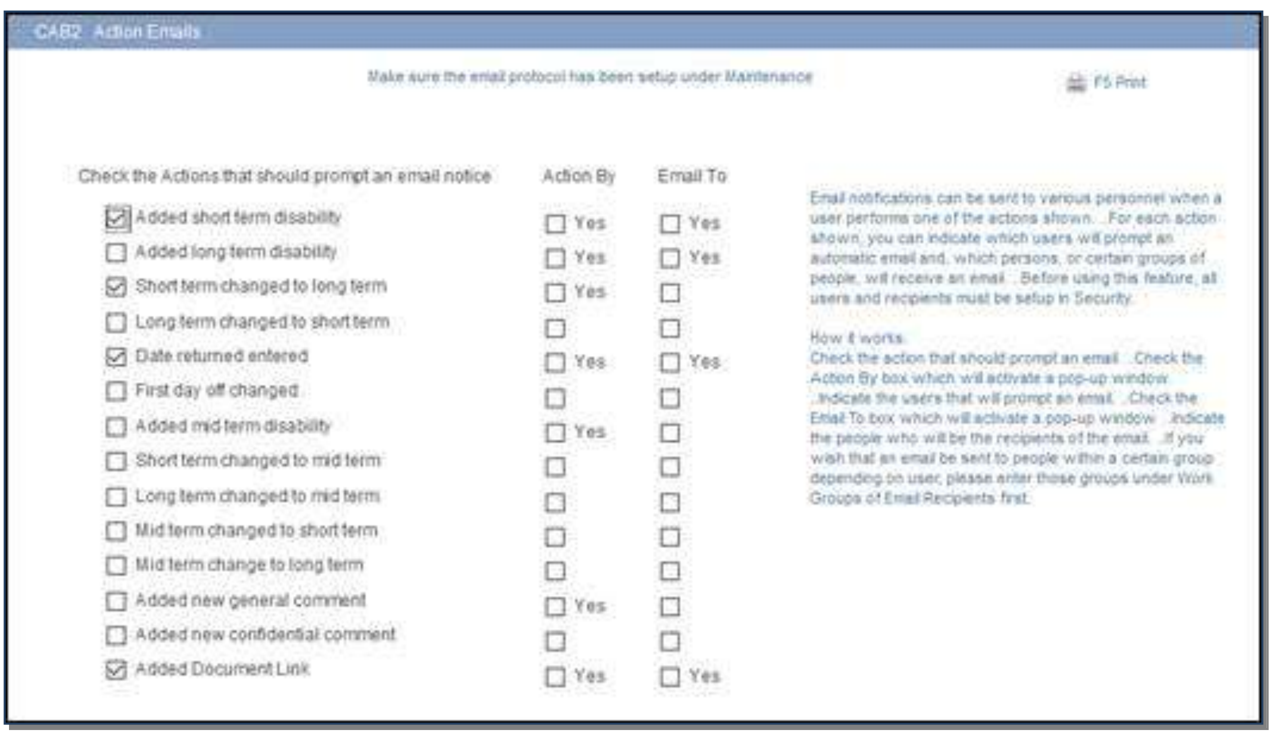
Click on **F1>** and begin to select the email recipients for this Work Group. Enter the next available line number and click **Get-F1** to select the email recipient from the list provided. Up to 200 email recipients may be selected per Work Group.



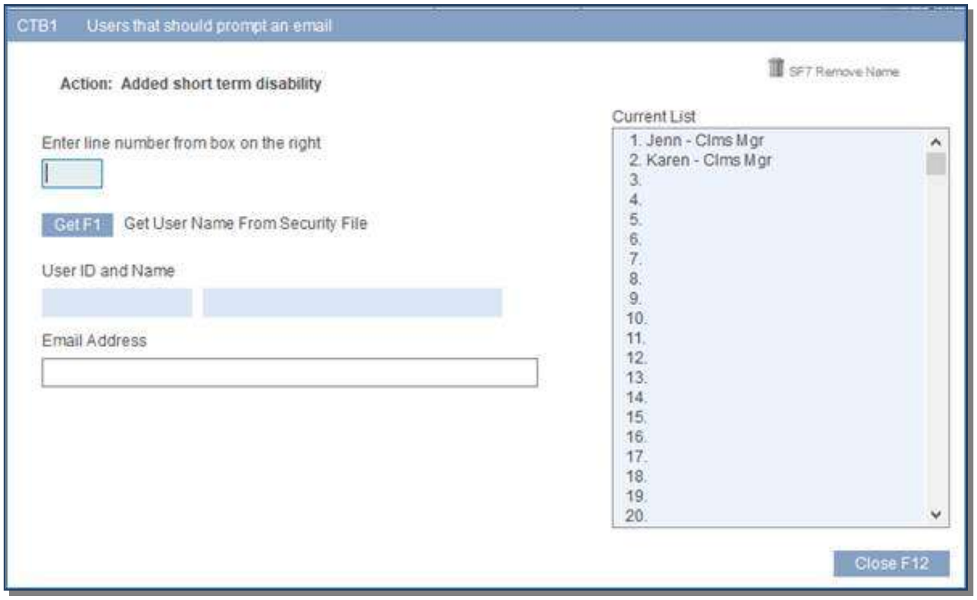
When an **Action** occurs, the system will determine what **Work Group(s)** the User is located in and will send an email to all other recipients within the Work Group(s).

To setup the **Action Emails** click on **Options/Action to Prompt Emails** and select the action(s) that should prompt an email notification.

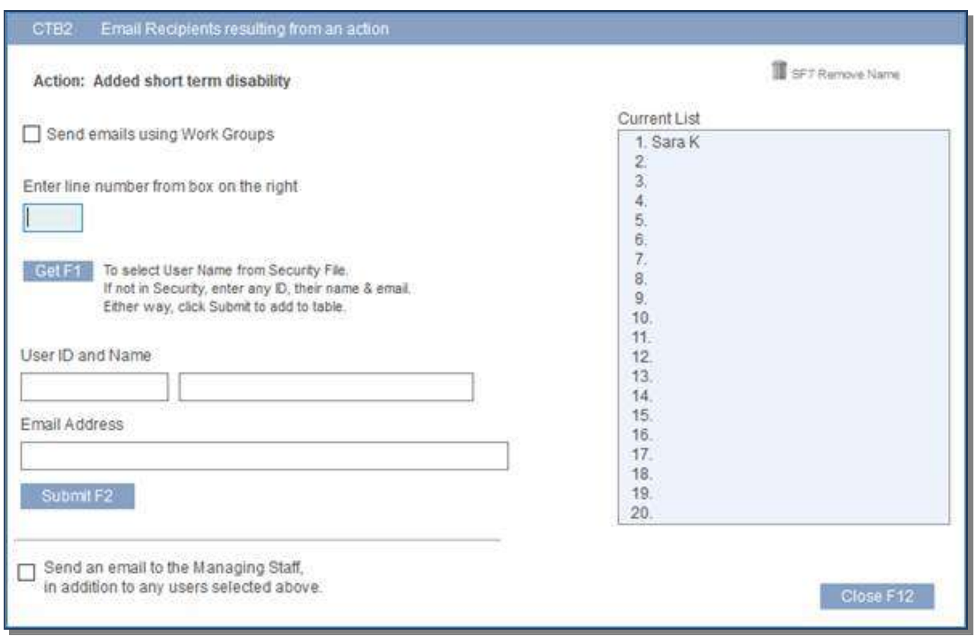
For each Action shown, you can indicate which users will prompt an automatic email and which person(s) or workgroups will receive the email. Check the Action that should prompt an email.



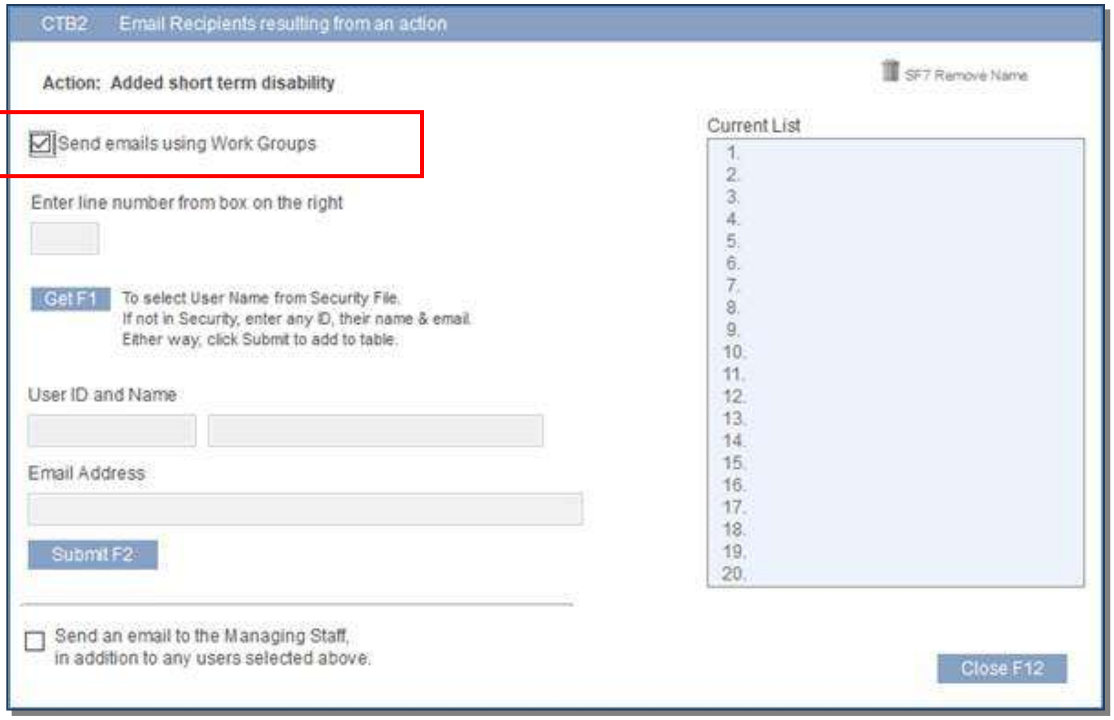
Click the **Action By** box which will activate a pop-up window. On this window indicate the users that will prompt an email to be sent. Up to 120 users can be identified.



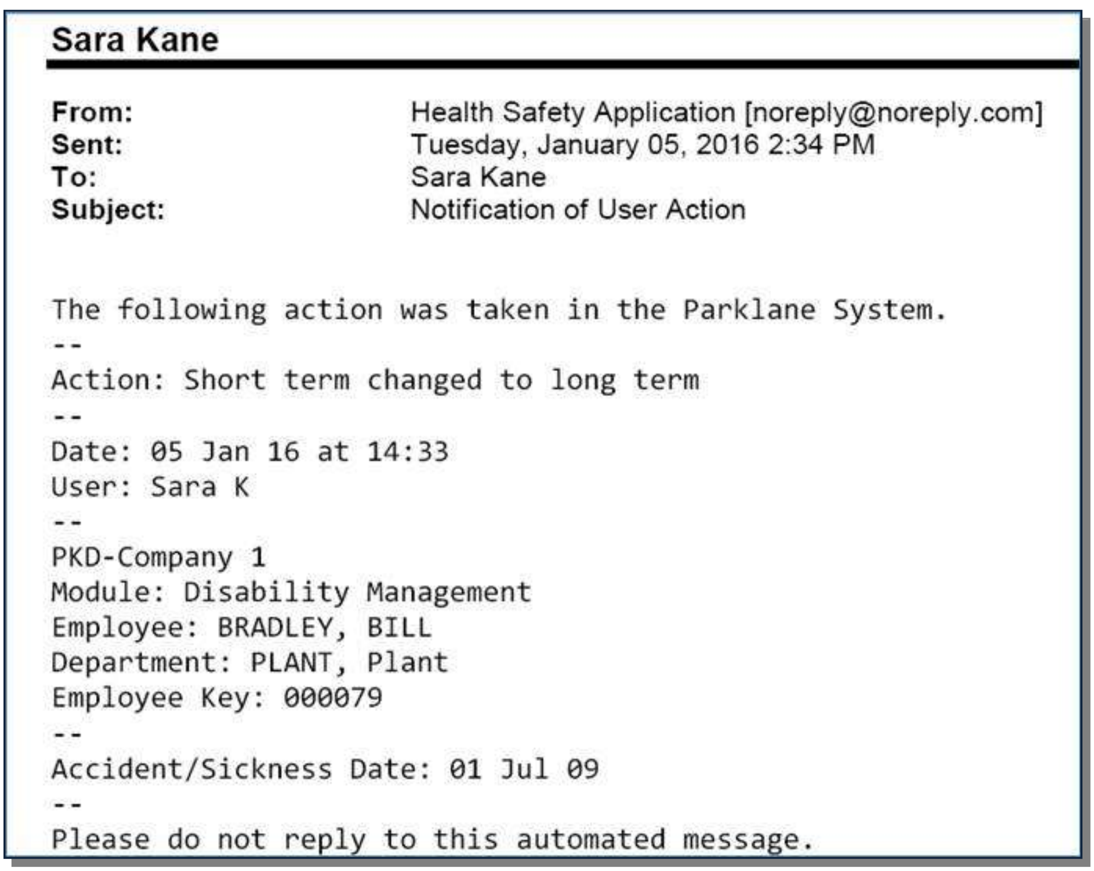
Next, click the **Email To** box which will activate another pop-up window. On this window indicate the people who will be the recipients of the email. Up to 20 recipients can be identified.



Alternatively, click on the check box to **Send emails using Work Groups**. Once checked, all other fields will be grayed out. As previously described, when an **Action** occurs, the system will determine what **Work Group(s)** the User is located in and will send an email to all other recipients within the Work Group(s).



Each time an Action is executed by a listed User, the Recipient will receive an email advising that the Action occurred.



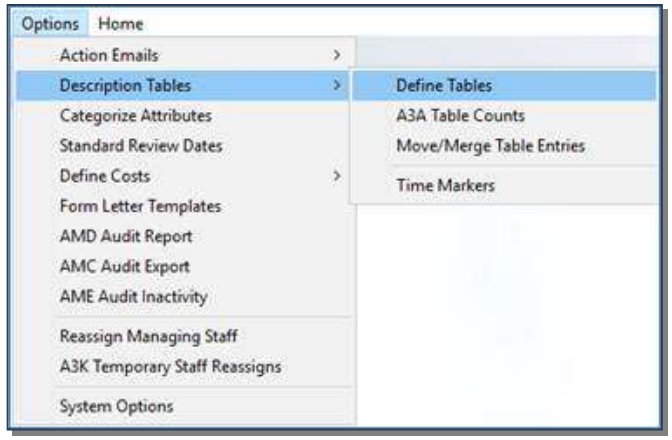
Sara Kane

From: Health Safety Application [noreply@noreply.com]
Sent: Tuesday, January 05, 2016 2:34 PM
To: Sara Kane
Subject: Notification of User Action

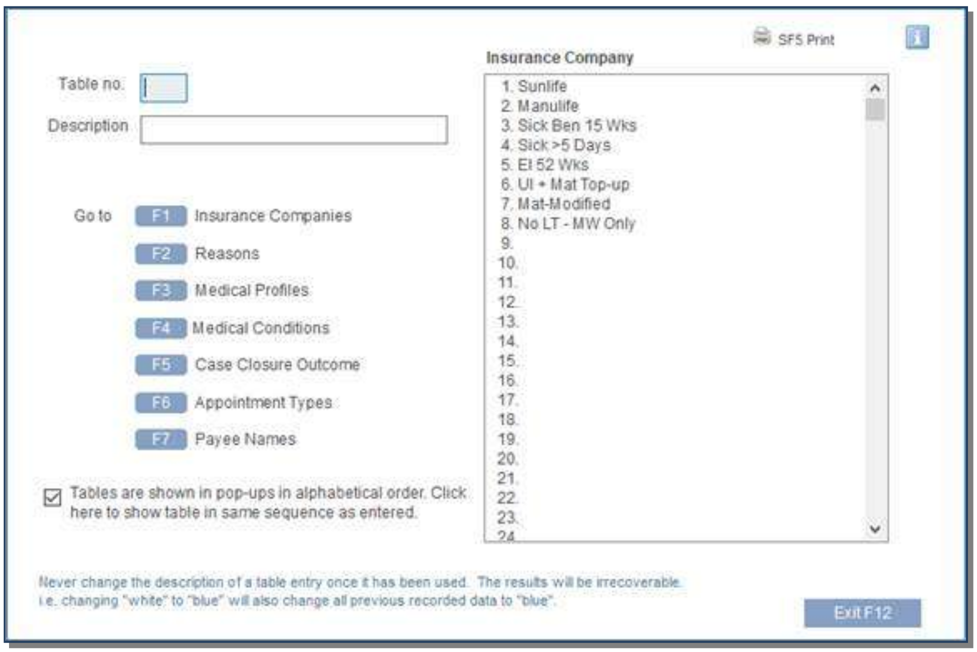
```
The following action was taken in the Parklane System.
--
Action: Short term changed to long term
--
Date: 05 Jan 16 at 14:33
User: Sara K
--
PKD-Company 1
Module: Disability Management
Employee: BRADLEY, BILL
Department: PLANT, Plant
Employee Key: 000079
--
Accident/Sickness Date: 01 Jul 09
--
Please do not reply to this automated message.
```

Description Tables

Define Tables

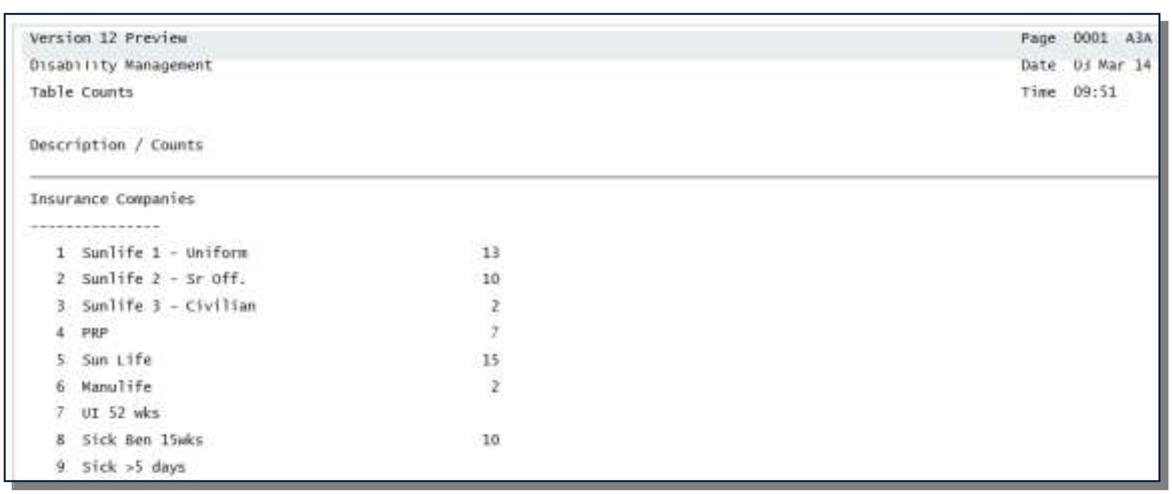


To define the **Description Tables** click **Options/Description Tables** and select the table heading to be defined. These tables include Insurance Companies, Reasons, Medical Profiles, Medical Conditions, Results, Type of Appointments and Payee Names. Enter the **Description** Number and then press **Tab** to enter the Description. To define the next table click the appropriate push button or press the corresponding function key.



To print a copy of a table, press **Print Tables** and follow the screen instructions.

A3A Table Counts



Version 12 Preview — Page 0001 A3A
Disability Management — Date 03 Mar 14
Table Counts — Time 09:51

Description / Counts

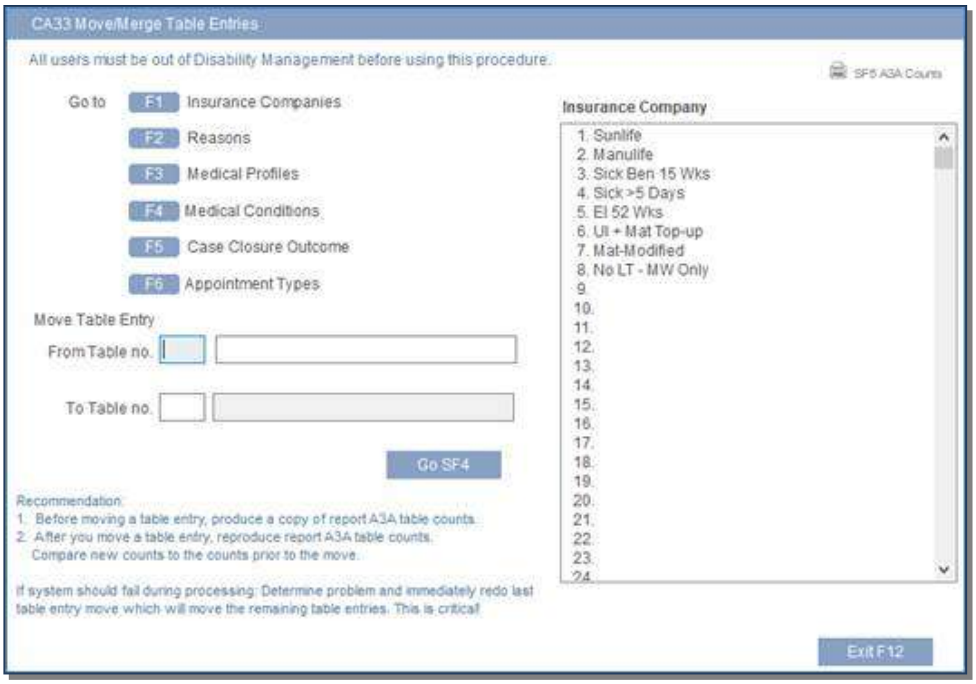
Insurance Companies

1	Sunlife 1 - Uniform	13
2	Sunlife 2 - Sr Off.	10
3	Sunlife 3 - Civilian	2
4	PRP	7
5	Sun Life	15
6	Manulife	2
7	UI 52 wks	
8	Sick Ben 15wks	10
9	Sick >5 days	

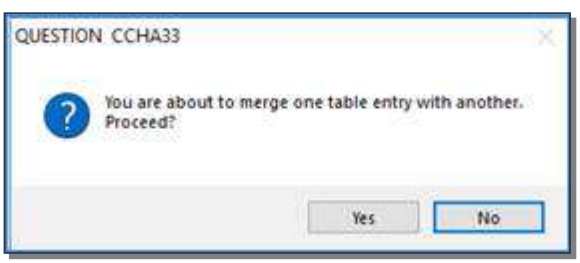
Move/Merge Table Entries

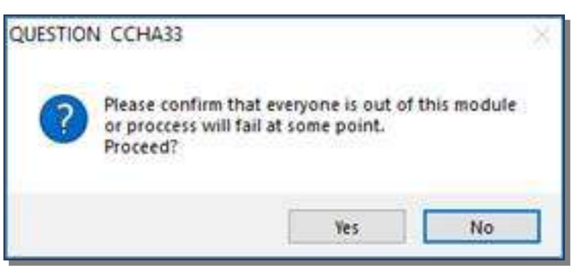
Tagged entries may be moved or merged within a table. Run the A3A Table Counts report. Determine which Table No. the entries are from and the Table No. those entries are to move to. All users must be out of Disability Management before using this procedure.

Select the Table. Enter the From Table No. and the To Table No. and select **Go SF4**.



Several question boxes will appear and request confirmation of the move.





It is recommended that once the move is complete, rerun the A3A Table Counts to ensure the tagged entries have moved to the selected table. Update the Table Description text if necessary.

It is critical that if the system should fail during processing, determine the problem and immediately redo the last table entry move which will move the remaining table entries.

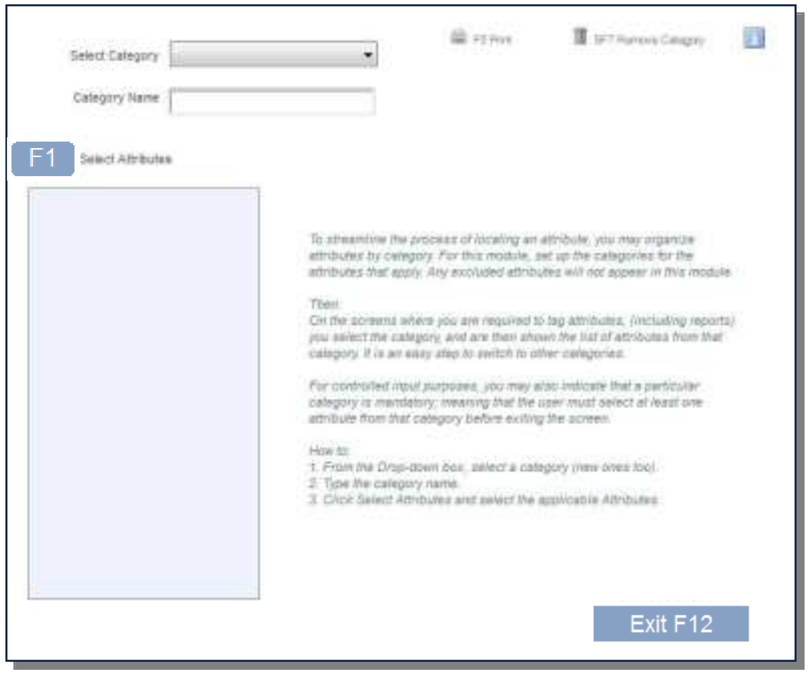
Time Markers

To setup the user-defined tables for Time Markers, from the main menu of Disability Management, click **Options/Description Tables/Time Markers.** The panel will default to the **Wait Times** table. Select the next available **Table no.** and then the **Description** field.

Once complete, click **F2 Notable Activities.** Select the next available **Table no.** and then the **Description** field.

Categorize Attributes

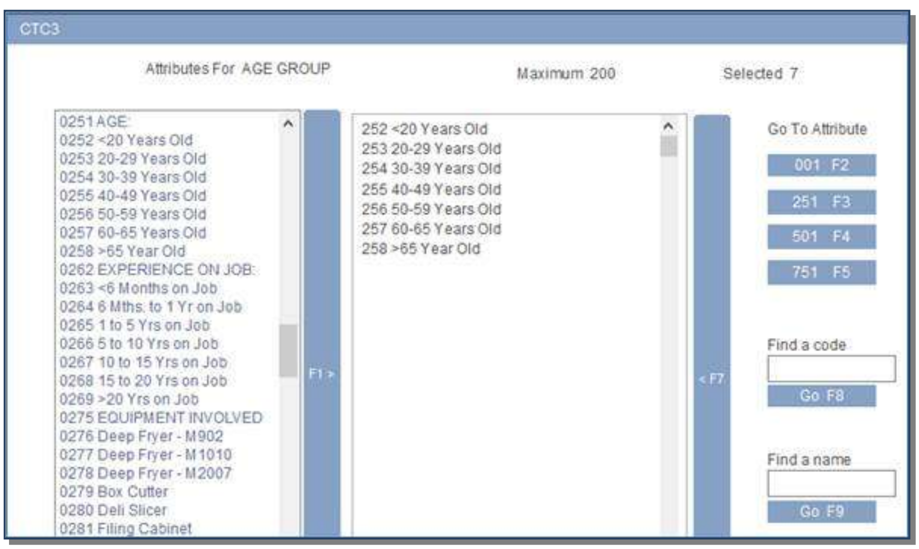
To streamline the process of selecting attributes from a large table, they can be organized by category. For this module, setup the categories for the attributes which apply. Any excluded attributes will no longer appear in this module. On any of the panels where attributes are available to you for selection, including reports, you can select the category and then select the required attribute from the list associated with that category. It is an easy step to switch to other categories.



To categorize attributes, from the main menu of Disability Management, click on **Options/Categorize Attributes.**

Using the arrow, select the next available category (initially the drop down list will show Category1, Category 2, etc.) and then type in the **Category Name** which you wish to use for your selection of attributes.

Click on the **F1>Select Attributes** button and you will be presented with the **Attributes for Category** panel:

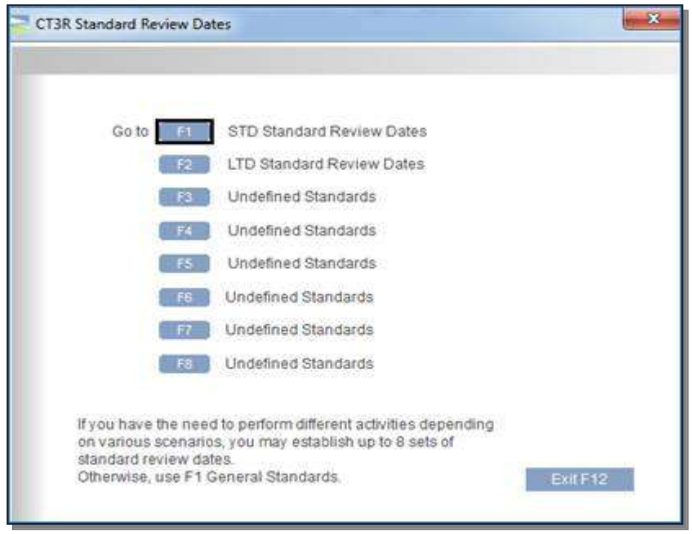


Double click on those attributes which you wish to assign to this category. As you select the attributes they will appear in the box on the right. When finished, click on the Close-F12 button to return to the Categorize Attributes panel.

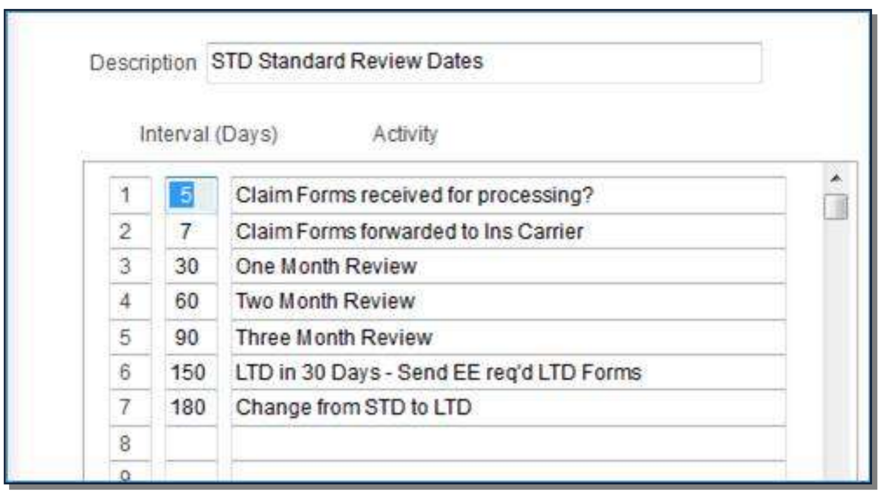
Standard Review Dates

Standard Review Dates allow the setup of multiple sets of routine activities that are normally done when tracking or following up on a record.

Select a set identifier and enter a **Description** name for the set. You may enter routine follow-ups and identify the interval (number of days) in relations to the start date of the record. You may enter up to 50 pre-defined activities or procedures per set. The interval days will be used to determine the target date of the activity.

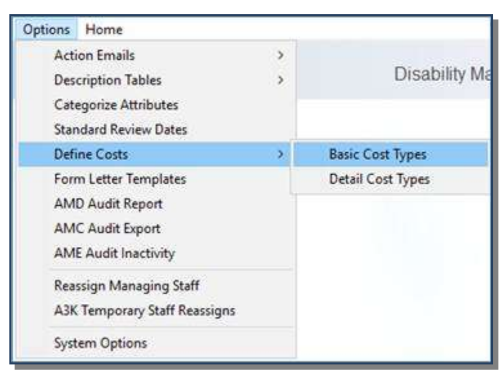


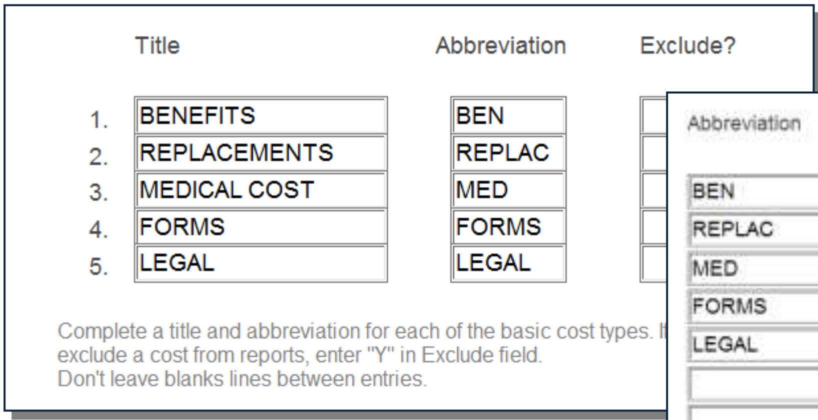
Once the Standard Review Dates are defined you may access the **Review Dates** panel of a new or current record and click on **Standards** and the system will provide the list of sets. Once a set is selected, the system will auto-fill those standard activities and determine the target date for each.

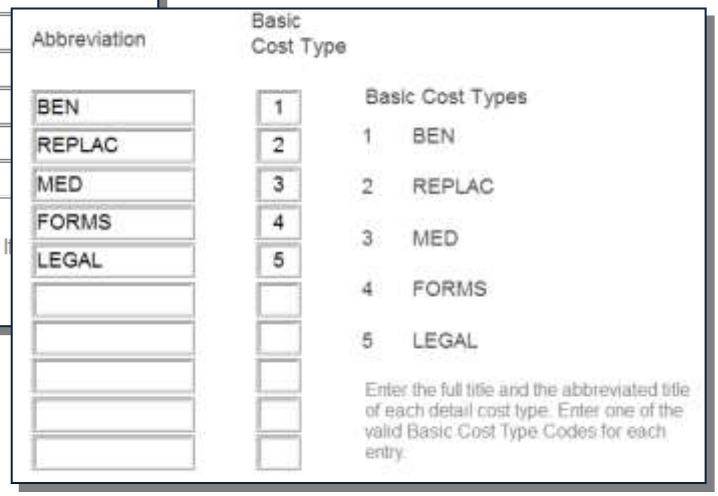


Define Costs

Claim costs can be tracked based on 5 user-defined groups. Once you have determined the groups of costs to be tracked, you must define each in the **Basic Cost Types** table. Click on **Options/Define Costs** and click on **Basic Cost Types**. Press Tab and enter the first **Title**. Press Tab and enter an **Abbreviation** for the **Title**. Press Tab and enter a **'Y'** if you would prefer these costs be excluded from module cost reports. Continue using the same process for the remaining Titles.





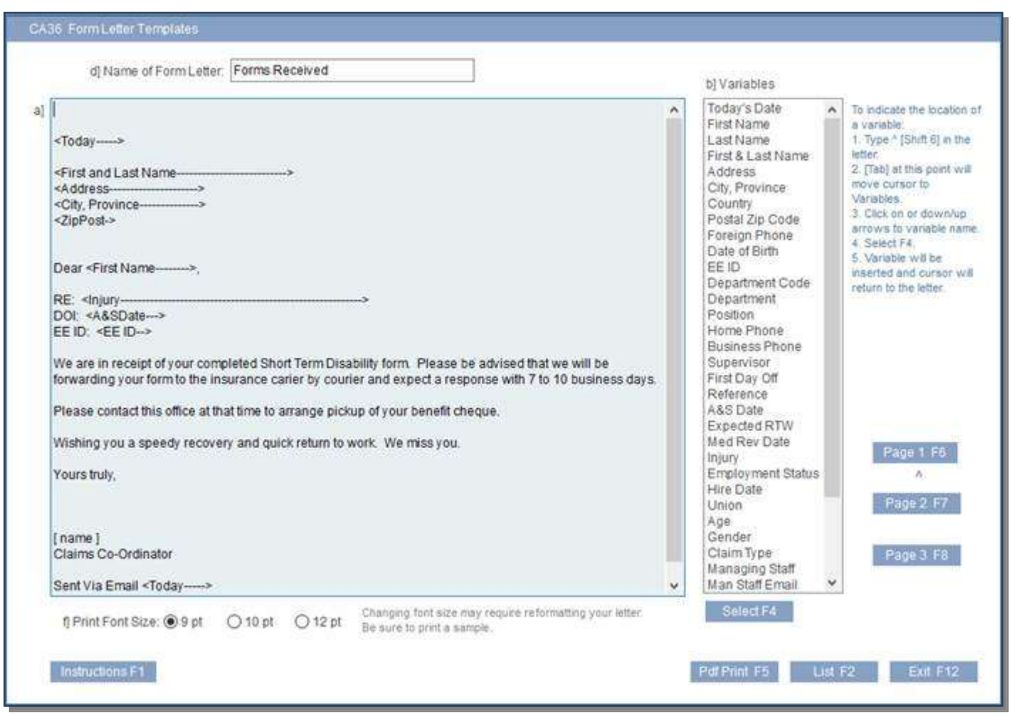


Detailed costs can also be tracked. Once you have determined the cost types to be tracked, you must define each in the **Detail Cost Types** table. Click on **Options/Define Costs** and click on **Detail Cost Types**. Press Tab and enter the first Title. Press Tab and enter an **Abbreviation** for the Title. Press Tab and enter the group number to which the cost type is associated.

Form Letter Templates

Form Letters can be used to send notices or letters to your employees. To create up to 99 letters, click on **Options/Form Letter Templates**. Click on an undefined number.

Name your letter and then begin to compose the letter using text and variables



Click the **Instruction F1** button to see detailed instructions and additional features in **Form Letters**.

PARKLANE SYSTEMS

Form Letter Templates

Introduction

Form Letters give you the means to set up letters that you will use repeatedly.
You initially create a template for a letter and from that point on, you may easily produced personalized letters with the original text and applicable information included.
The letters may then be printed or emailed directly from the software. All emailed form letters are automatically added to Document Links.
A form letter may be one to three pages in length.

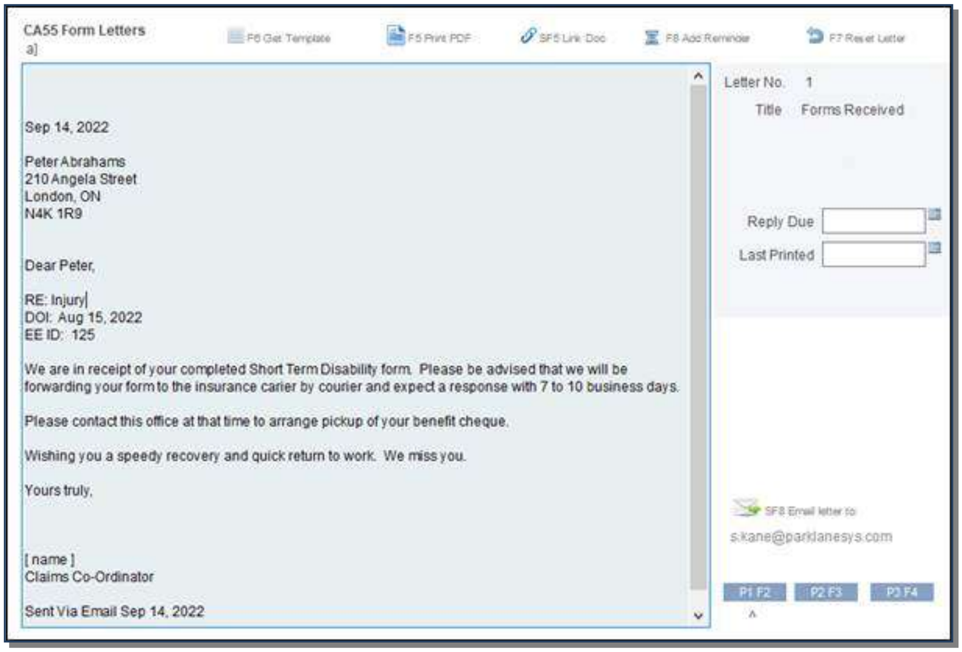
How to Use

Template

Select a template from the list.

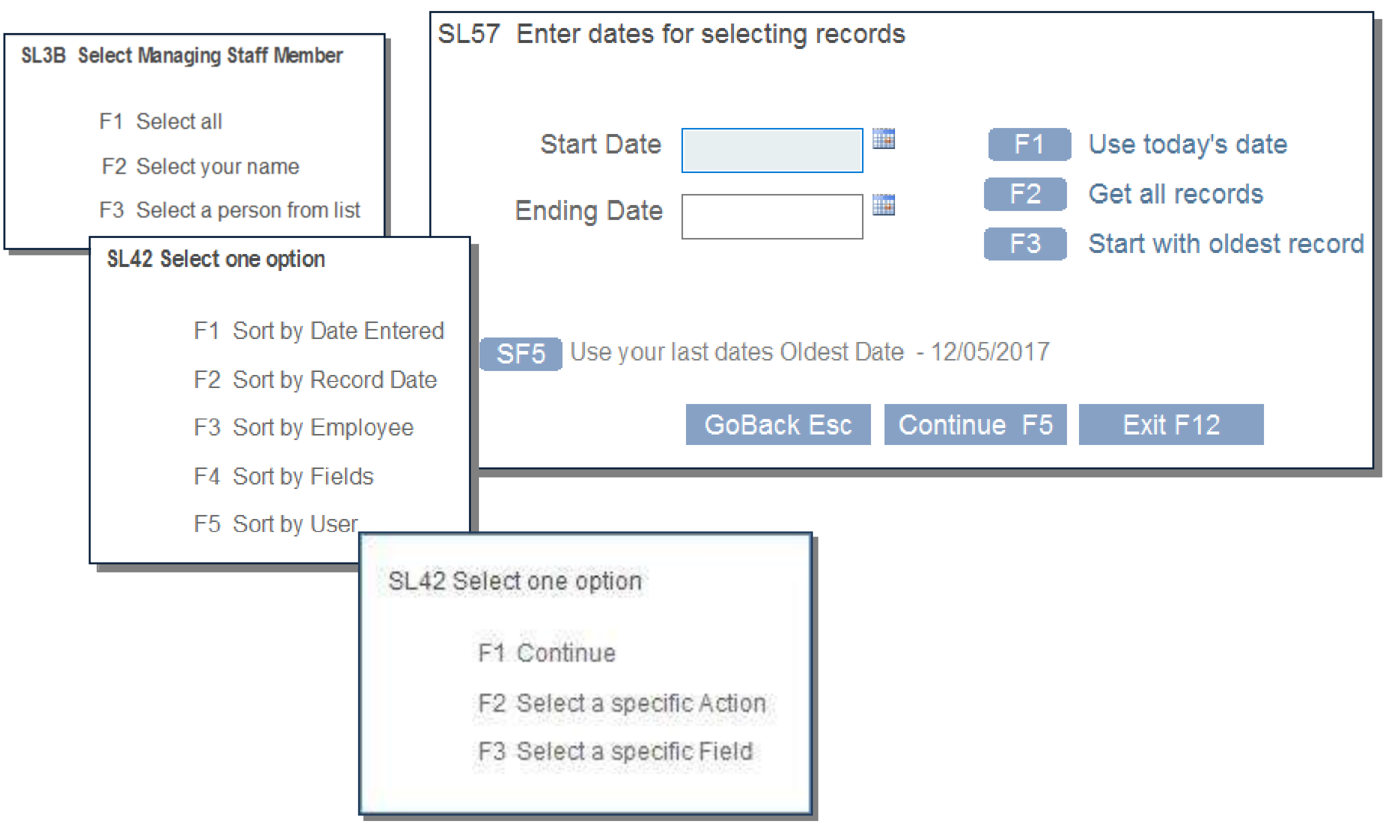
- For a new template, select the first 'Not Defined".
- Provide a name or description of the template.
- Under "Variables" there is a list of the personalized information that can be inserted in the template.
- In the Template area, type the text as it is to appear in the letter.
  Where a variable is to be inserted, type ^ (Shift 6) and click on the appropriate variable. The software will reserve space for the variable.
- If you need more than one page, you may switch to Page 2, then Page 3. Three pages provided 24000 characters of text.
- Indicate the size of the font (9 pt, 10 pt or 12 pt).
  Due to font size and spacing, be sure to print a sample to ensure that text fits on the page.

To print a **Form Letter** for an individual you must access a specific incident and select **Form Letters** from the **Incident** Sidebar. Select the letter for printing and follow the screen instructions to complete your selection.

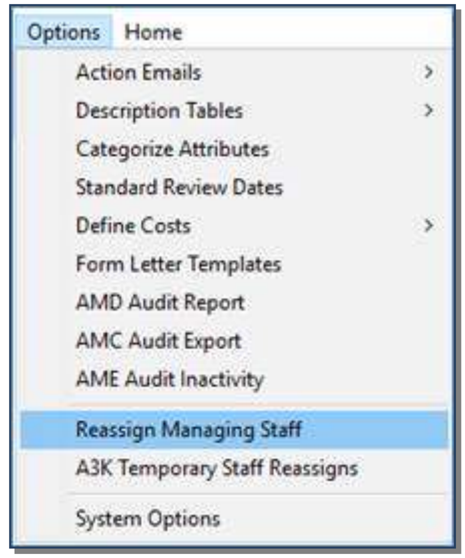


AMD Audit

The AMD Audit Report provides several options to sort and generate audit reports related to entered data.

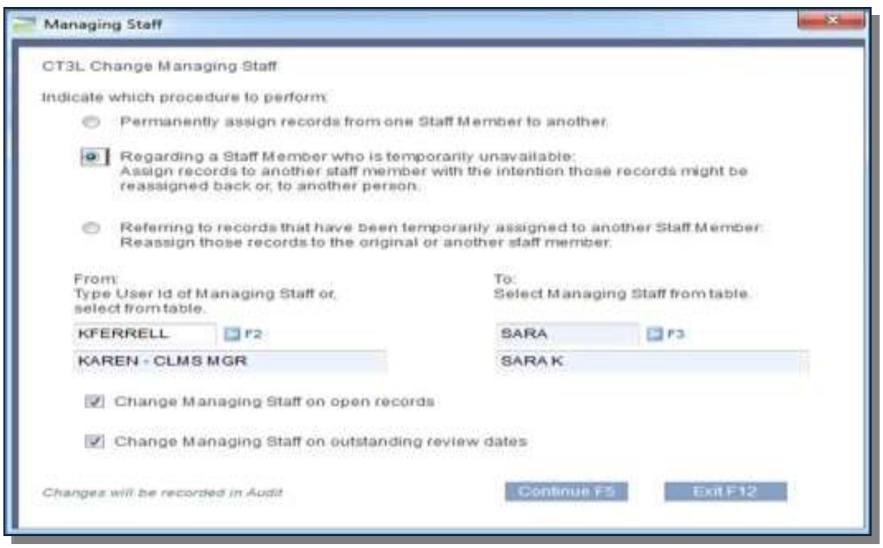


Reassign Managing Staff



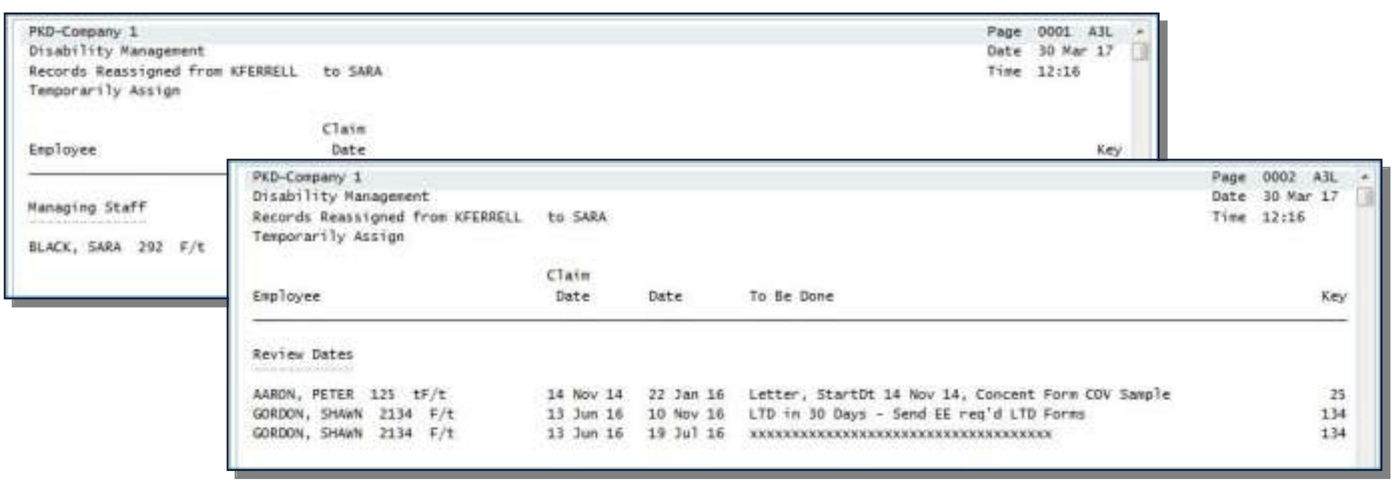
As staff depart, vacation, take leave, or changes in user caseload are necessary, this utility provides the ability to permanently or temporarily change the Managing Staff field on all open records and/or outstanding Review Dates from one User ID to another. In the case of a temporary reassignment, the records can be reassigned back to the original user or another user.

Under **Options** select **Reassign Managing Staff**. Select the intended procedure by clicking on the radio button. Type or select the User ID of the Managing Staff the records will come from, then type or select the User ID of the Managing Staff the records will be reassigned to. Ensure the appropriate check boxes are tagged for the changes and press **Continue F5**.



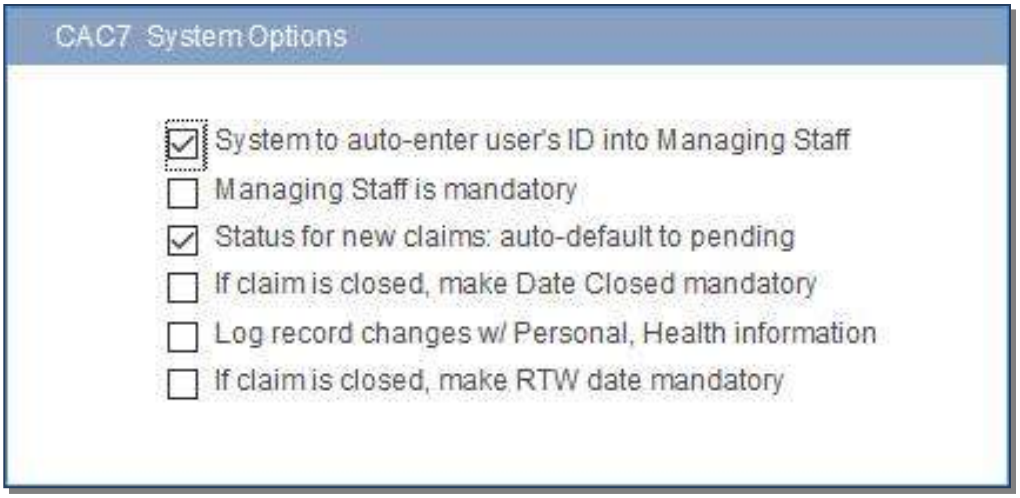
A question box will appear asking for confirmation of the reassignment.

Once the utility is complete, reports will be generated which provide the details of the reassignment.



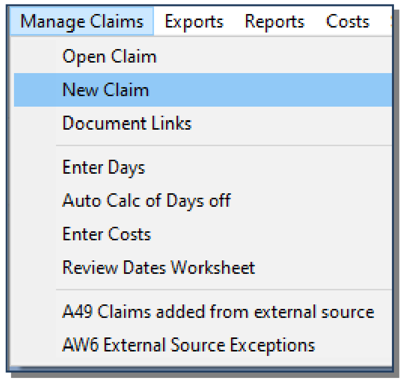
System Options

System Options provides for the selection of system setup preferences. Select the appropriate check box to activate the option.



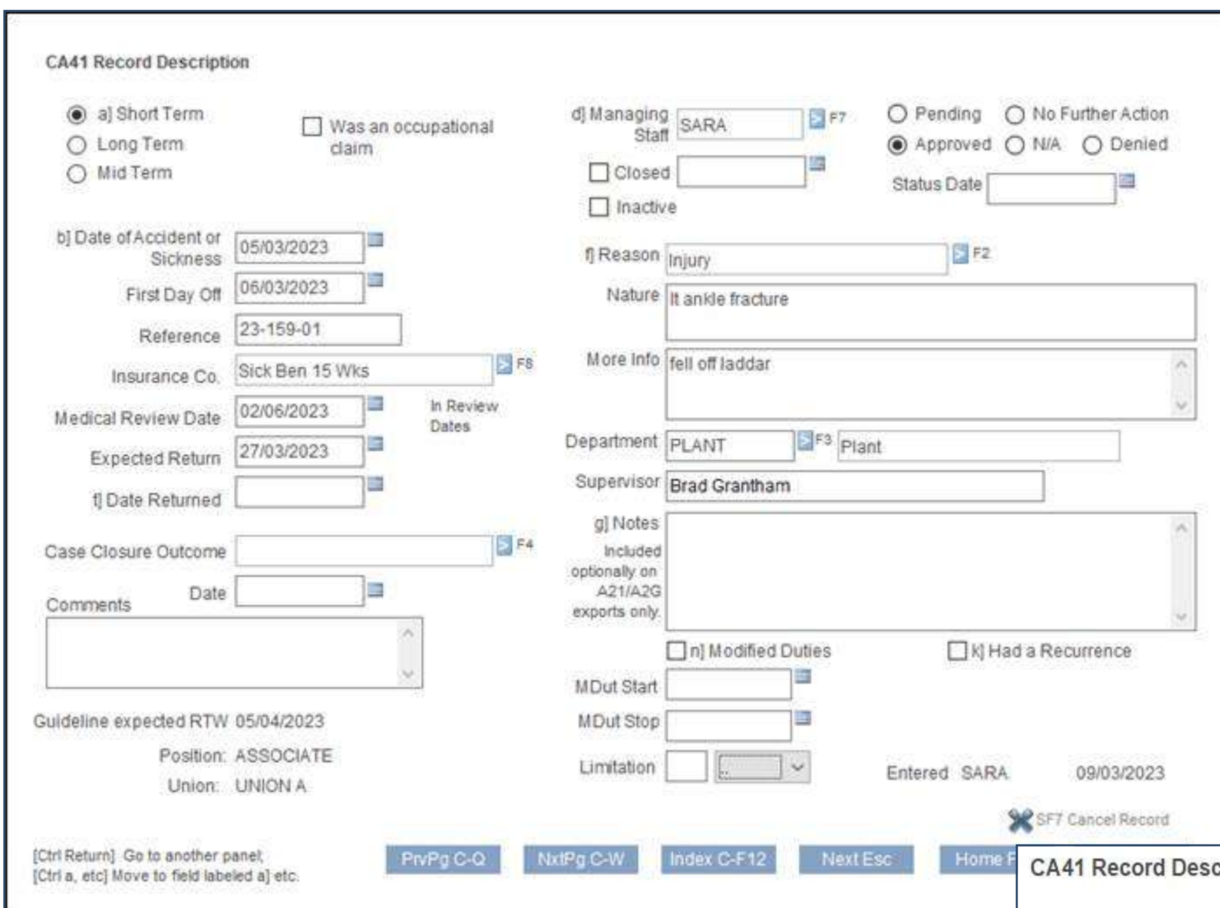
Add / Open a Claim Record

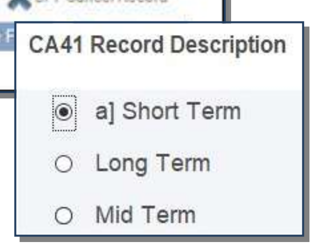
When an employee is placed on Short Term Disability (STD) or Long Term Disability (LTD), add the claim by clicking on **Manage Claims/New Claim,** or **1. Add new claim** from the Sidebar menu.



Record Description

Once your have selected the employee the **Record Description** screen will appear.

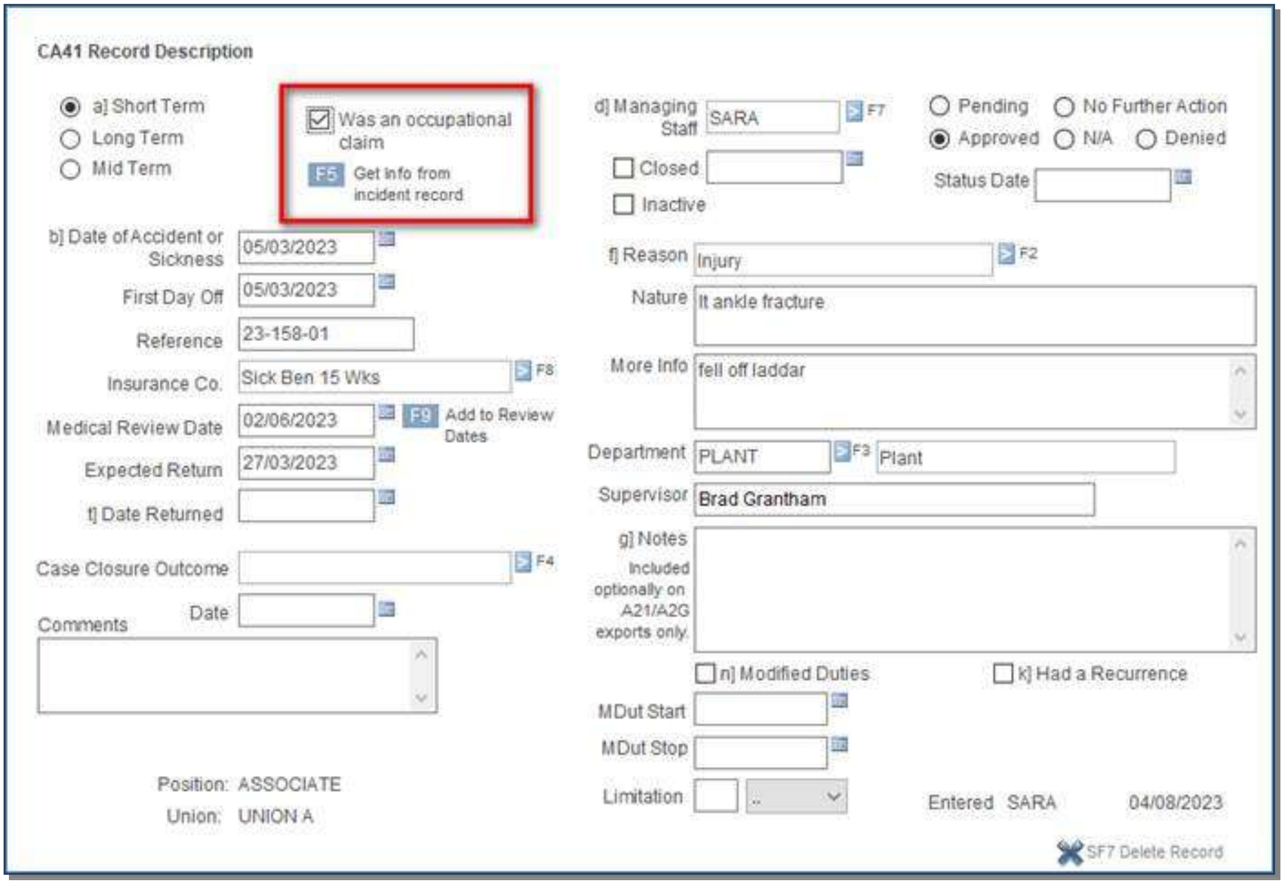




Select **Short Term Disability, Mid Term Disability** or **Long Term Disability** by clicking on the appropriate radio button. Continue completing current data that you have available. As the claim progresses, other fields will require completion.

On this first panel of the record, there are two fields that must be completed. Short Term Disability, Mid Term Disability or Long Term Disability, and Date of A/S, or First Day Off. All other fields regarding the claim are optional.

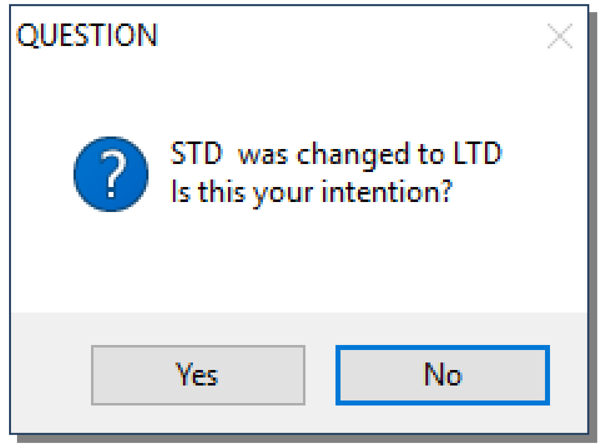
Situations may arise in which an incident originally reported as occupational changes to non-occupational. In such cases, the user has the option to prompt the system to copy information from that incident into a disability claim. When adding the claim, click on the check box for **Originally Occupational Claim**. A note will appear with instructions to click on the **F5** button to copy information from the incident. Please note the copy will not replace any fields already completed in the claim. Click the F5 button to initiate the copy process.



The employee's List of Incidents will appear from the Incident Reporting/WSIB Claims Management Module. Click on the incident to be copied over to the Disability Claims Management Module.

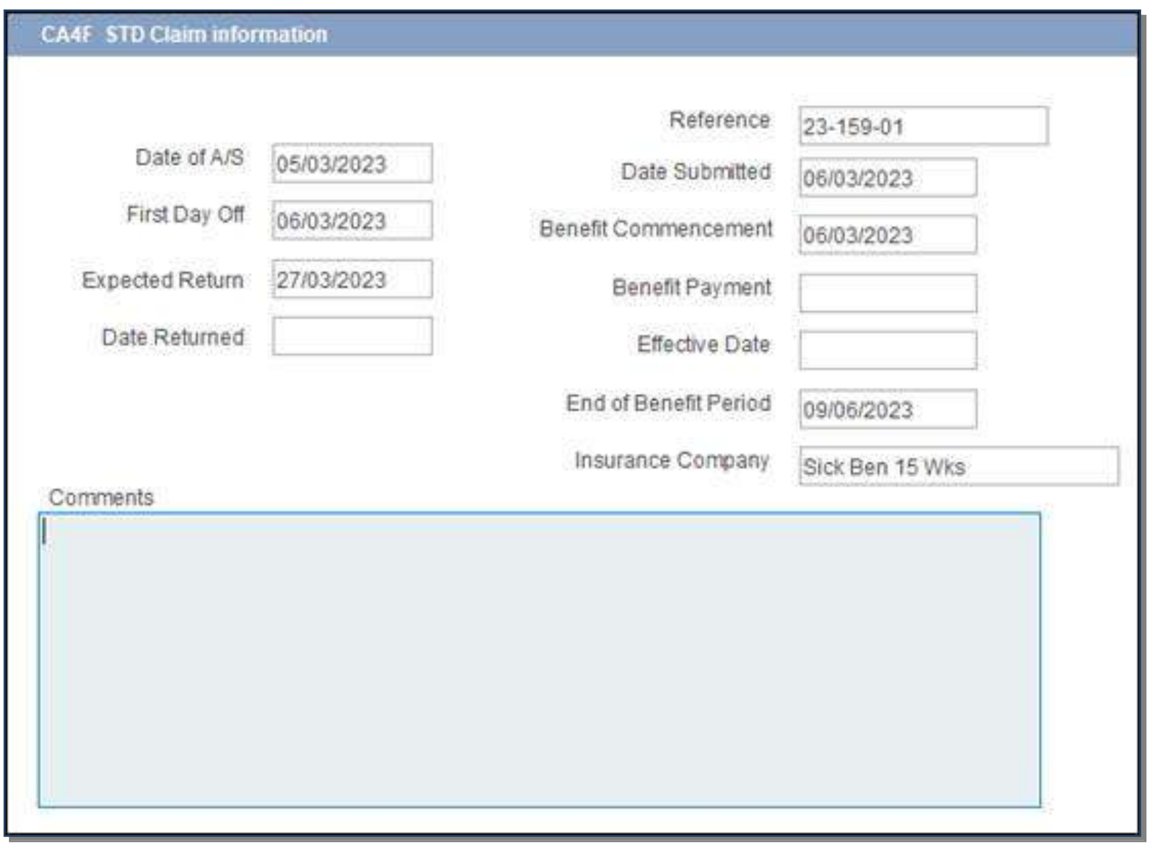
The fields copied include Accident Date, First Day Off, Expected RTW Date, RTW Date, Injury, Physician, Department, Attributes, Modified Duties Fields and Comments. A message box will ask if Document Links should be included.

Once a Short Term Disability claim is established, there may be occasion where the employee exhausts benefit eligibility and must move to a Long Term Disability status. When changing the claim classification a confirmation panel will appear.



When the change is confirmed, a panel will be available to review the original Short Term Disability information.

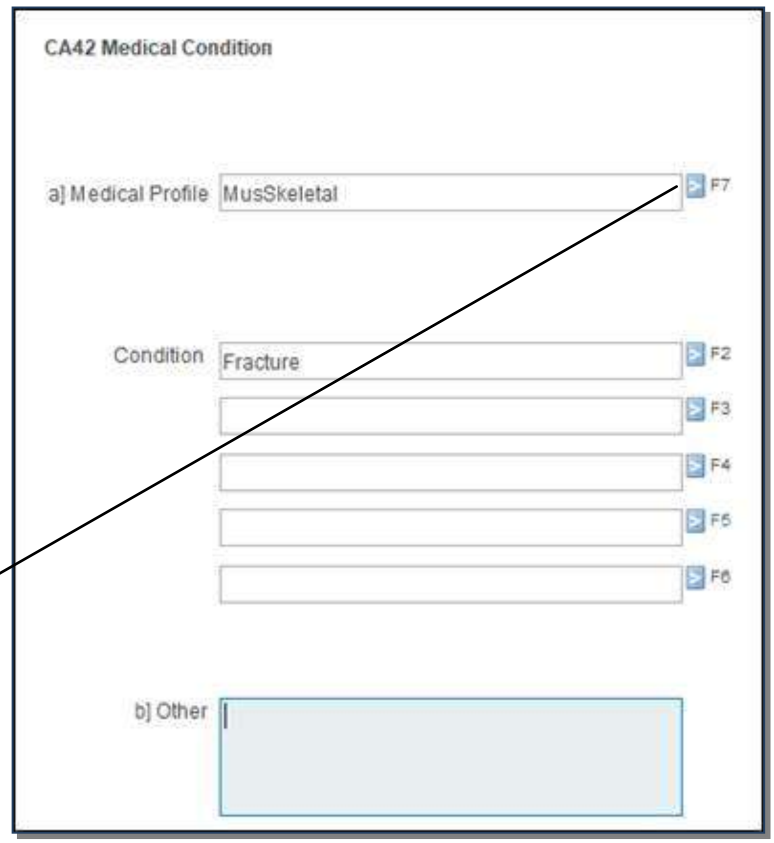
The information in the fields noted below may be changed on the Description panel to reflect long term claim information without losing the prior information entered for the short term claim.

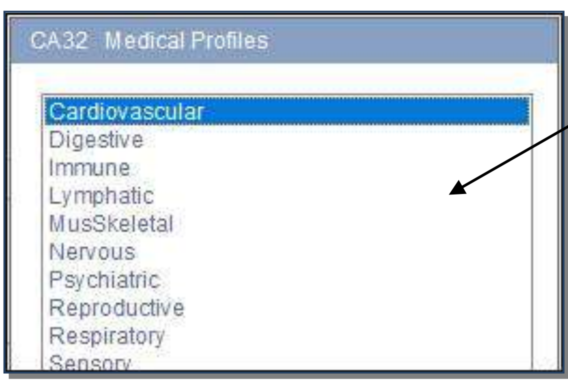


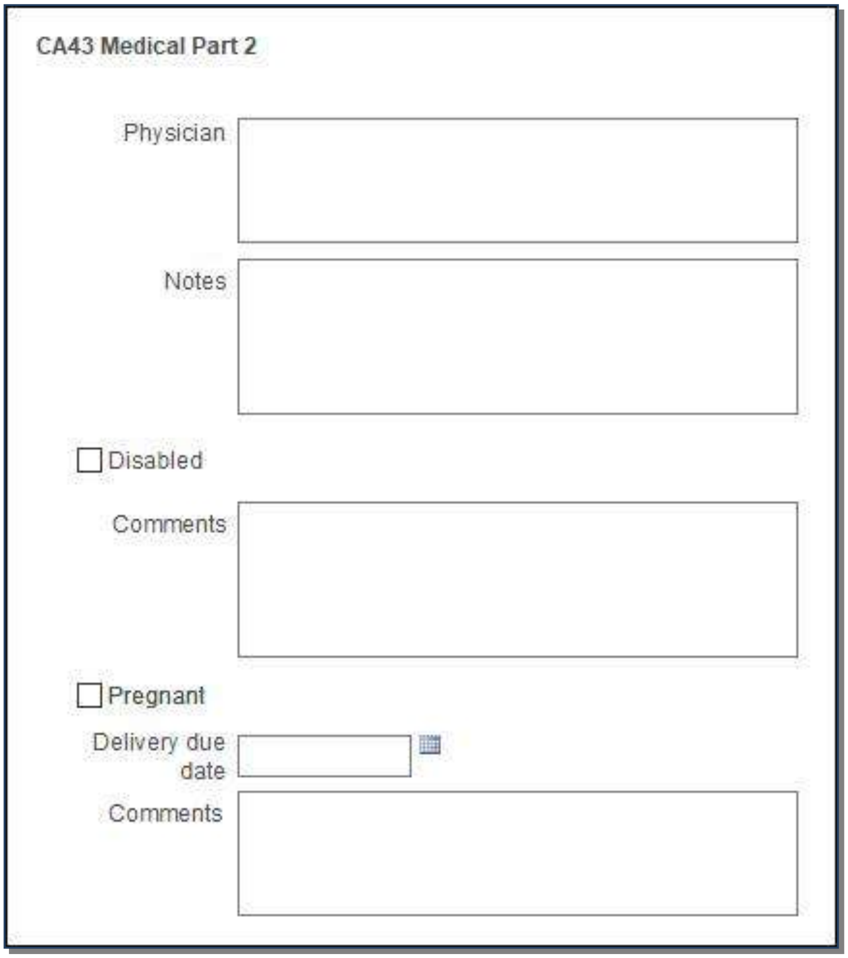
Medical Condition

Multiple panels are used to track a claim. Select the appropriate panel from the Sidebar menu.

Clicking on **Medical Condition** (Panel 1 and Panel 2) produces two screens in which you will choose the appropriate descriptions, as they apply to this claim, from the tables previously defined under **Options**. Press the Arrow to see the corresponding table for the chosen heading. When the table appears, click on your selection to auto-fill the field. Use the Sidebar menu to move to the next panel.

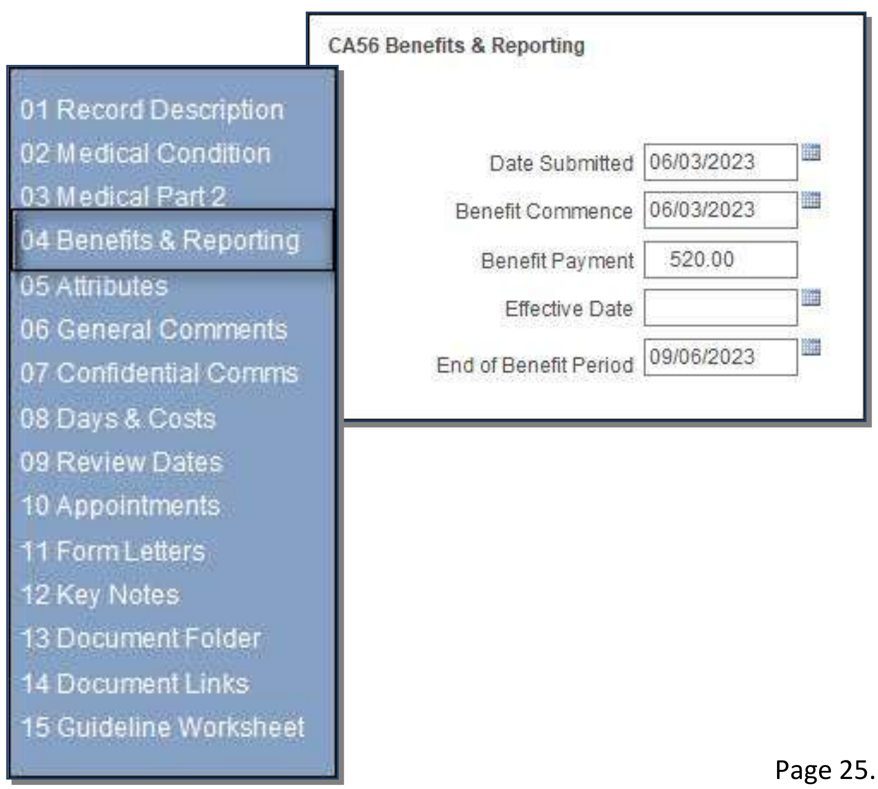






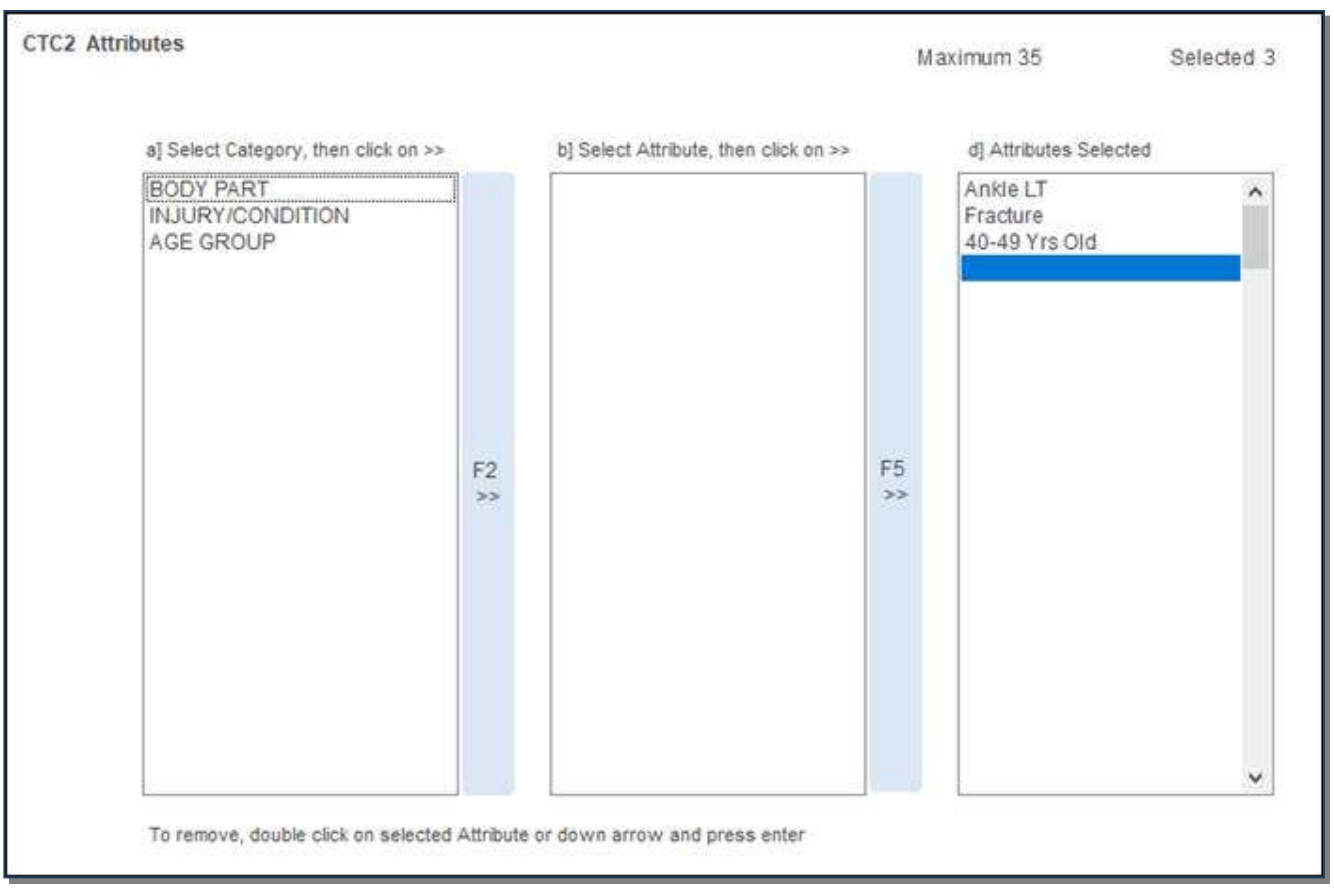
Benefits

The **Benefits** panel allows the user to document additional benefit information relative to the claim. Complete any appropriate fields and click the Sidebar menu to select the next panel.

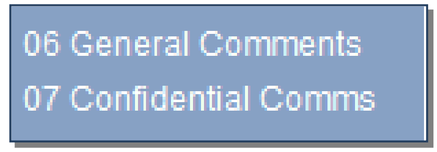


Attributes

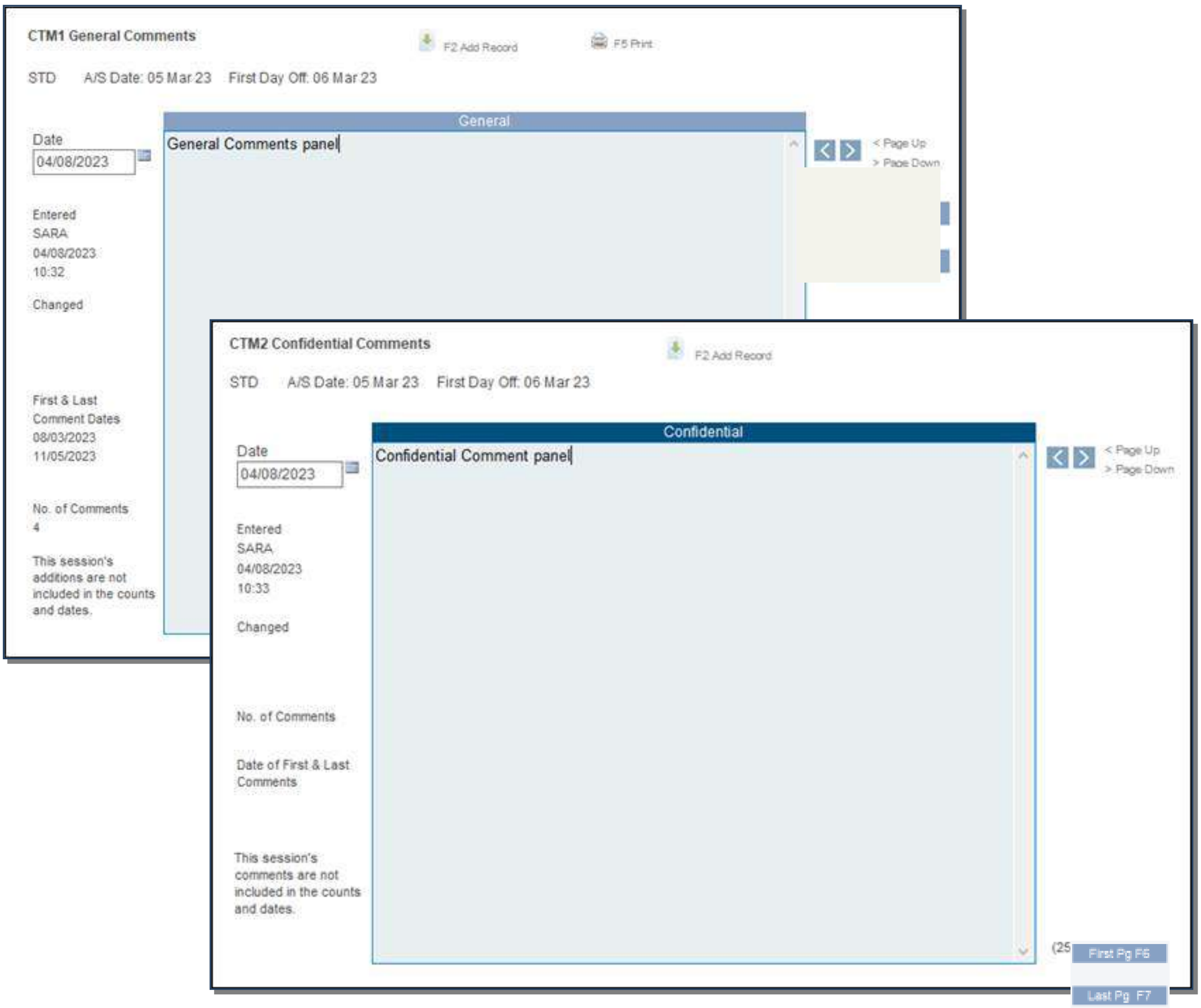
The **Attribute** panel allows the user to tag appropriate descriptions related to this claim from the table provided. Click on your selection and click **F3 Select**. Should you select an incorrect Attribute, click on your selection and click **F4 Deselect**. A maximum of 35 Attributes may be selected. Use the Sidebar menu to select the next panel.



Comments



The **Comments** screen allows the user to document unlimited **General** or **Confidential** comments regarding this claim. The date field will default to the current date but can be changed if necessary. Select General or Confidential Comments at the right of this panel. To see comments press Page Up, Page Down, First Page or Last Page also at the right of this panel.

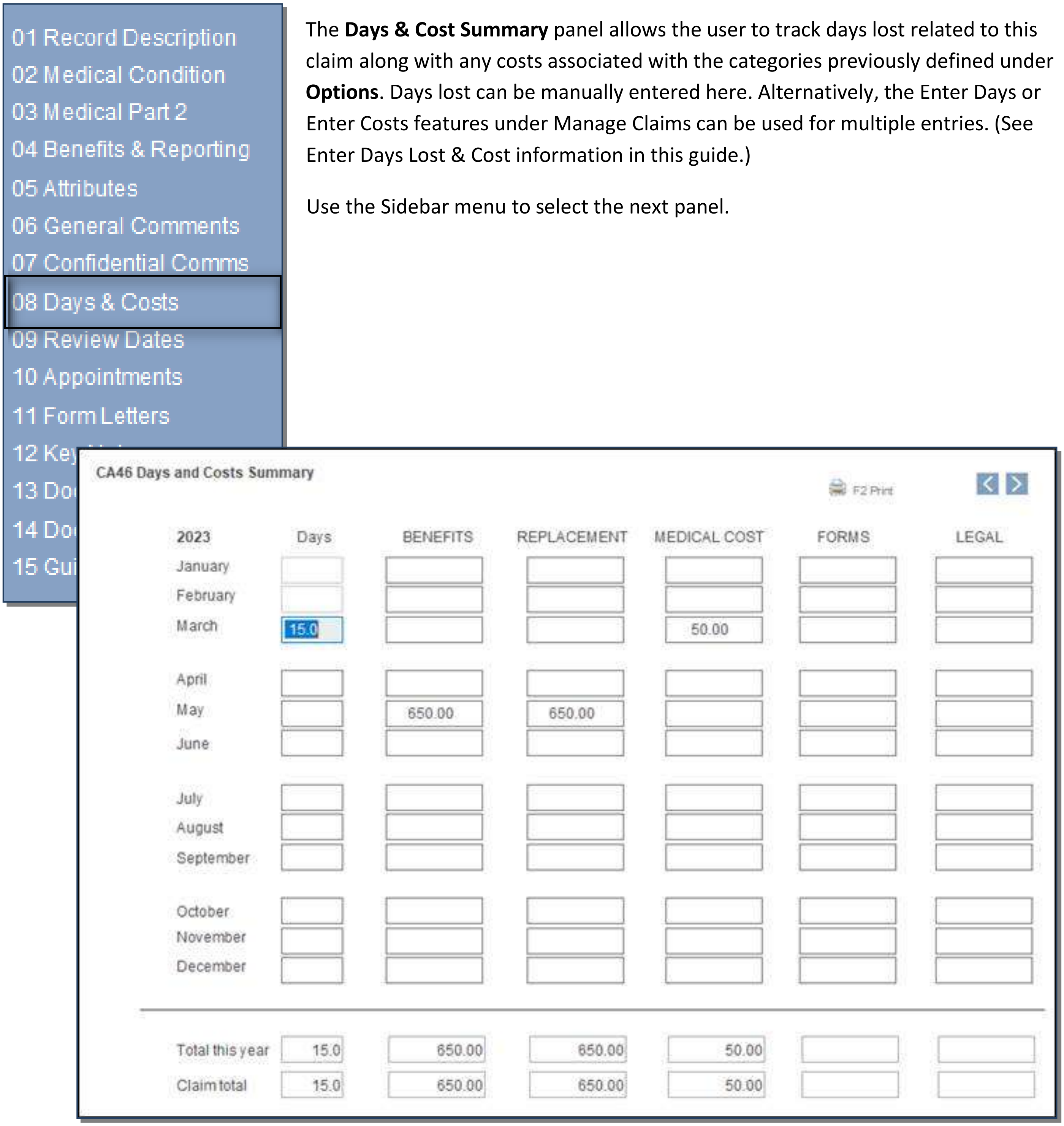


In **Security**, a user can be denied access to either or both General and Confidential Comments panels. An option is also available to secure the comment text from any changes. Contact Parklane support for further instructions

Days & Costs Summary

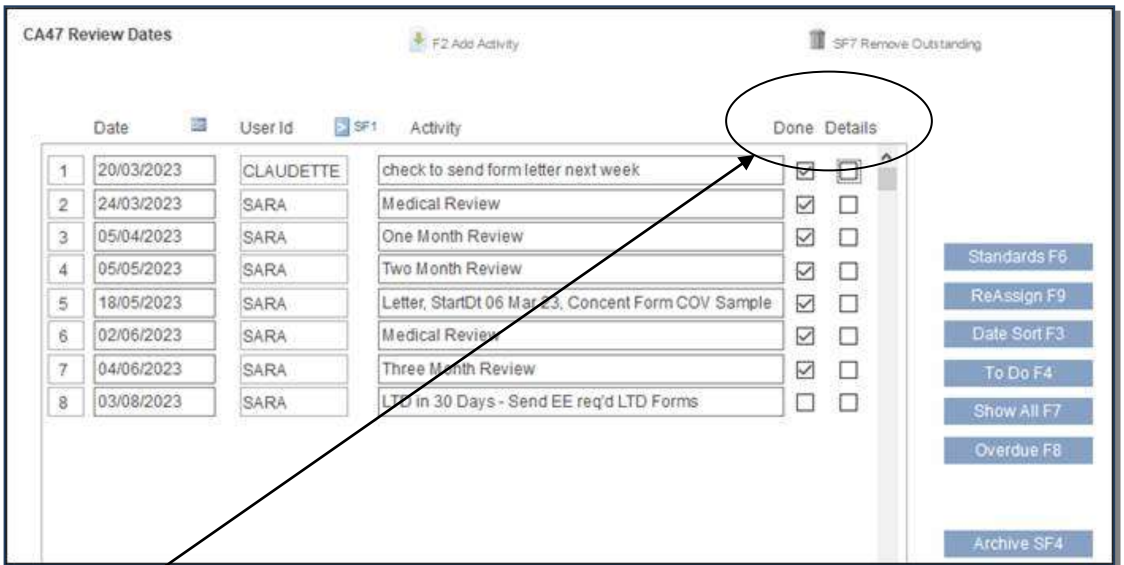
The **Days & Cost Summary** panel allows the user to track days lost related to this claim along with any costs associated with the categories previously defined under **Options**. Days lost can be manually entered here. Alternatively, the Enter Days or Enter Costs features under Manage Claims can be used for multiple entries. (See Enter Days Lost & Cost information in this guide.)

Use the Sidebar menu to select the next panel.



Review Dates

Activities or follow-ups for an employee may be tracked under **Review Dates**. Pull pre-defined reviews by clicking **Standards F6** or click on **Add Activity**. Enter a date of the activity and tab to the User ID. The **User ID** will auto-fill based on the user currently logged into the system. The User responsible for completing the activity may be changed by clicking on the arrow at the top of the User ID column or by clicking the **Change User F9** button at the right of the panel. Tab to the **Activity** field and enter text instructions related to the activity. The **Done** checkbox will auto-fill a review date item, stamping it with today's date and the User ID of the user currently logged into the system.

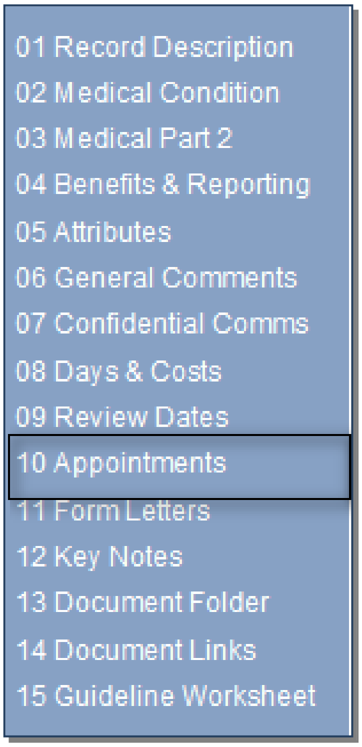


The **View** checkbox will open a subsequent panel which allows the user to enter text related to the **Action** taken related to the Activity, and enter a **Completion Date** for the Action. The system will auto-fill the **Done** checkbox. Do NOT check this box because it will overwrite your action.

Archive SF4 will place completed review dates in an accessible spreadsheet.

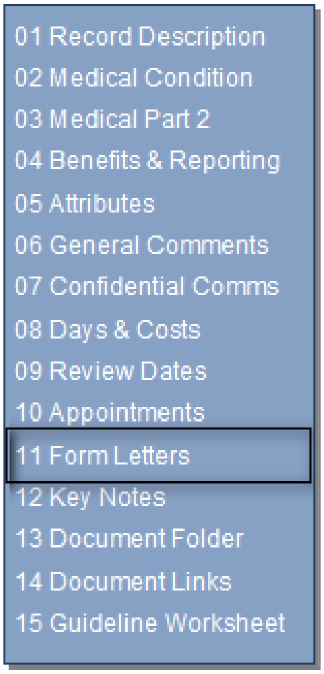
Several reports are available related to Disability Management Review Dates.

Appointments



The **Appointment** screen allows the user to track any ongoing appointments or absences. Enter the date and time the worker leaves your facility and when they return. The system will calculate the hours and portion of the day the worker has missed. Continue and enter the Appointment Type and Reason.

Form Letters



To generate a form letter for an employee click on **Get Template** and select from the drop down list provided. The variables associated with the chosen template will auto-fill as the form letter is displayed. Text may be inserted or deleted throughout the letter is required. Doing so will not change the master form letter template content. Each letter may be a maximum of three pages in length.

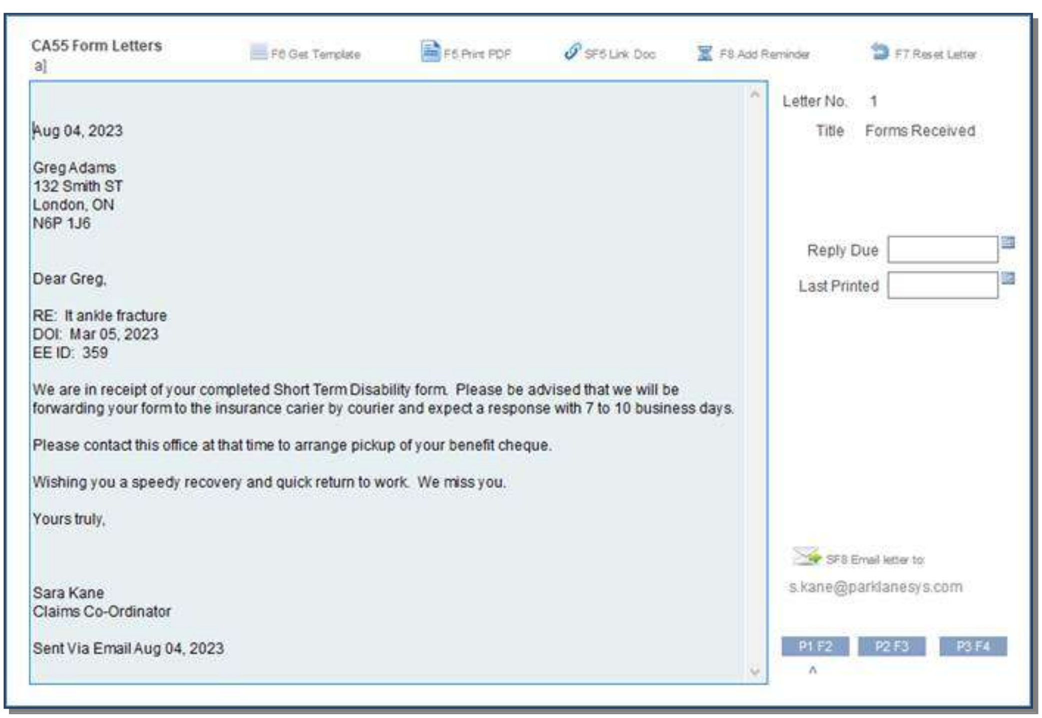
Print the letter by clicking on **Print to PDF**. Once the PDF opens, all application features are available to the user. Clicking Print will send the letter to a default printer to create a paper copy.

Clicking **Link Doc** will store the letter for future reference on the Document Links panel of the record.

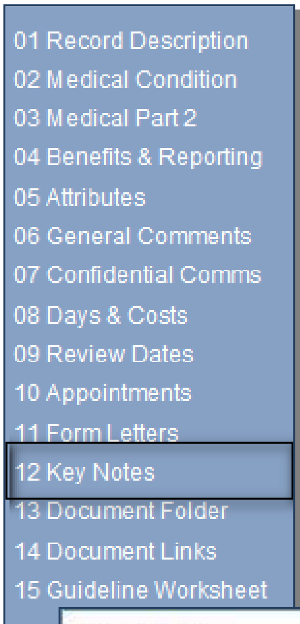
By entering a **Reply Due Date** and clicking on **Add Reminder**, the system will add an activity to the Review Date panel of the record.

When a form letter appears outdated, click **Reset Letter** to initialize the panel to the master form letter template content.

To send the letter, click **SF8 Email letter to**: This opens a panel in which the worker's email address will auto-fill, allow for the additional recipients and provide editable text indicating the Form Letter is an attachment to the email. Ten additional attachments may be sent with the letter by clicking attach File F9 or Doc Link SF9 and selecting a file from the browser or from the list of document links. A copy of the letter, a copy of the email and a copy of each additional attachment will be automatically added to Document Links. The emailed Form Letter, the Letter Attachment and all additional attachments will be recorded in the TMB Audit.

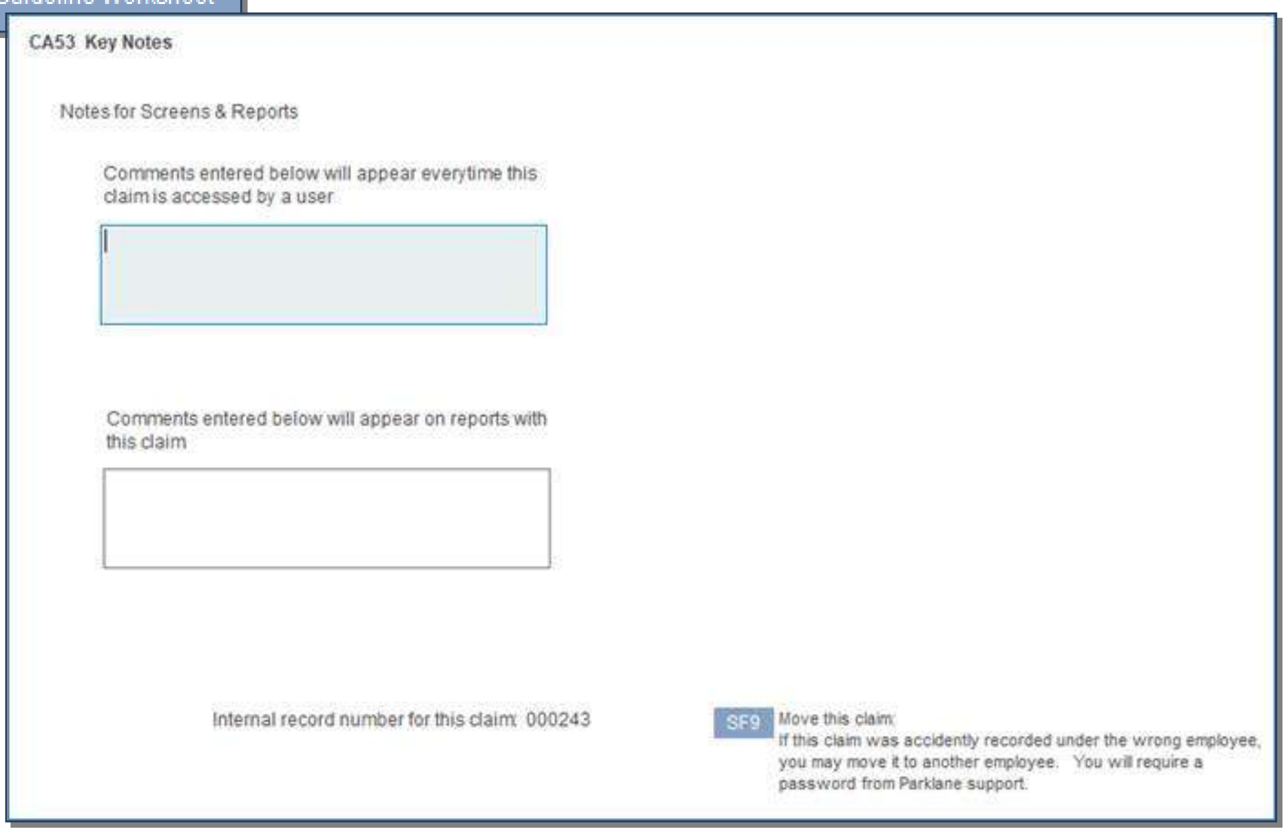


Key Notes

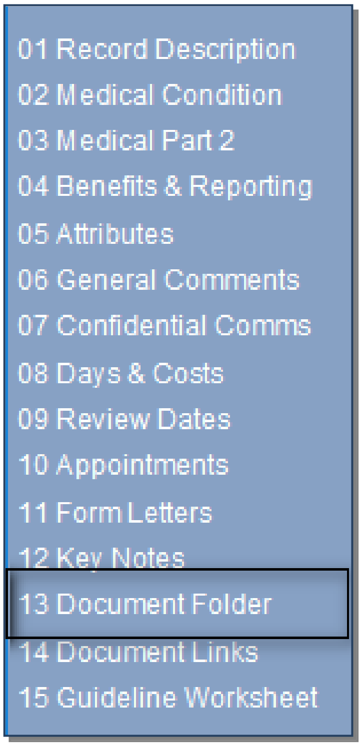


In circumstances where critical information for colleagues may be vital specific to this claim, the **Key Notes** panel provides two options. A pop-up comment that will appear every time the incident is accessed by a user or a report comment that will print on reports related to this incident.

This panel includes an option to move a claim. If a claim is accidentally recorded under the wrong employee, you may move it to another employee. You will require a password from Parklane to proceed. Once the password is entered, identify the employee the claim should move to and confirm the move. Immediately run the Validate Records utility, as instructed, by pressing SF1 at the menu panel and selecting Utilities.

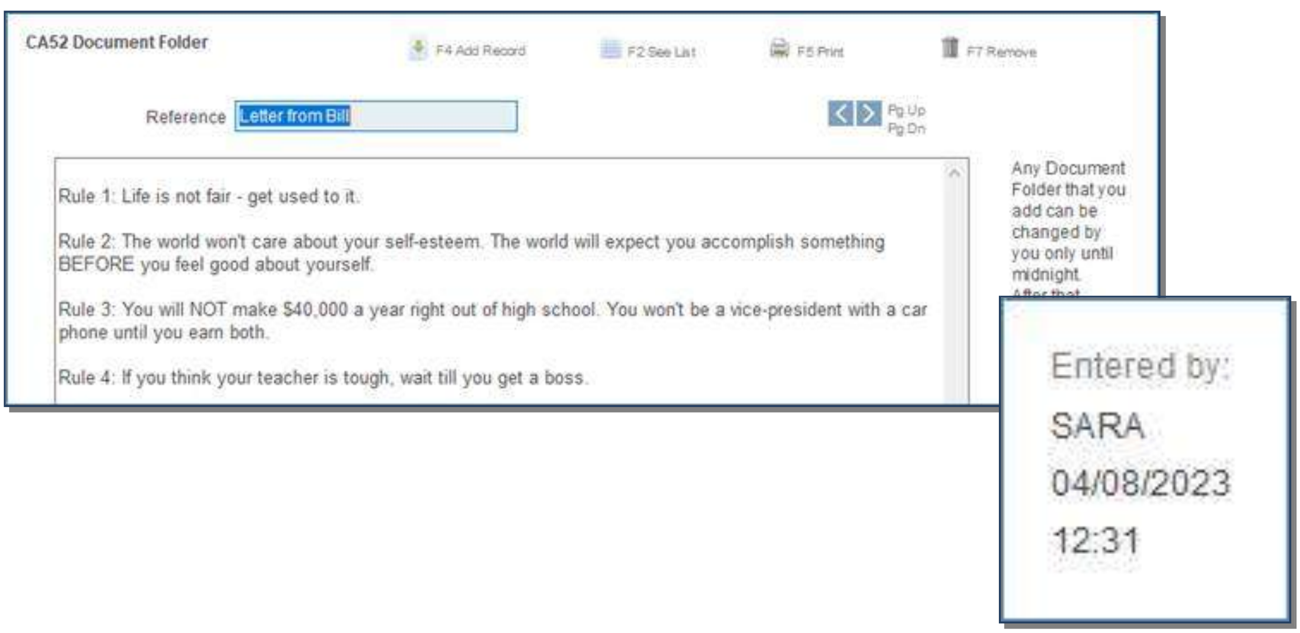


Document Folder

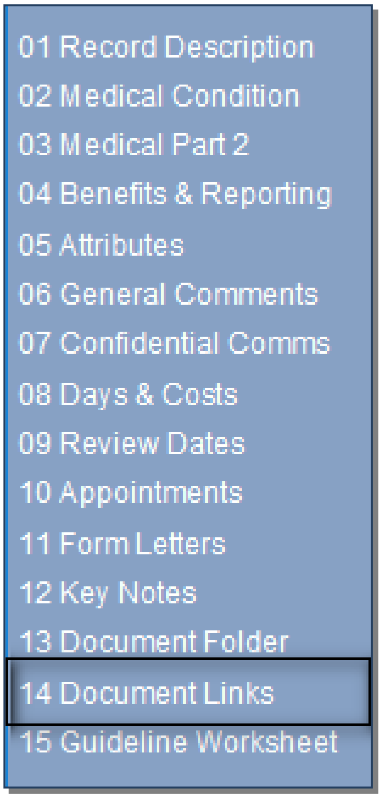


The **Document Folder** feature allows the user to paste text documents or type notes for future review. (Text only, no pictures or images.) The maximum number of characters is 8,000 (equivalent to approximately two pages of a Word document). The format of the document may vary slightly from the original document. Once a document is entered, changes may be made until midnight and only by the original author. The **See List** feature lists all the documents in the Document Folders.

Access to the **Remove** function is controlled by Security. **Remove** will delete the Document Folder.



Document Links



The **Documents Links** feature allows the user to link and view documents that are related to the employee.

Documents that can be linked include, but are not limited to:

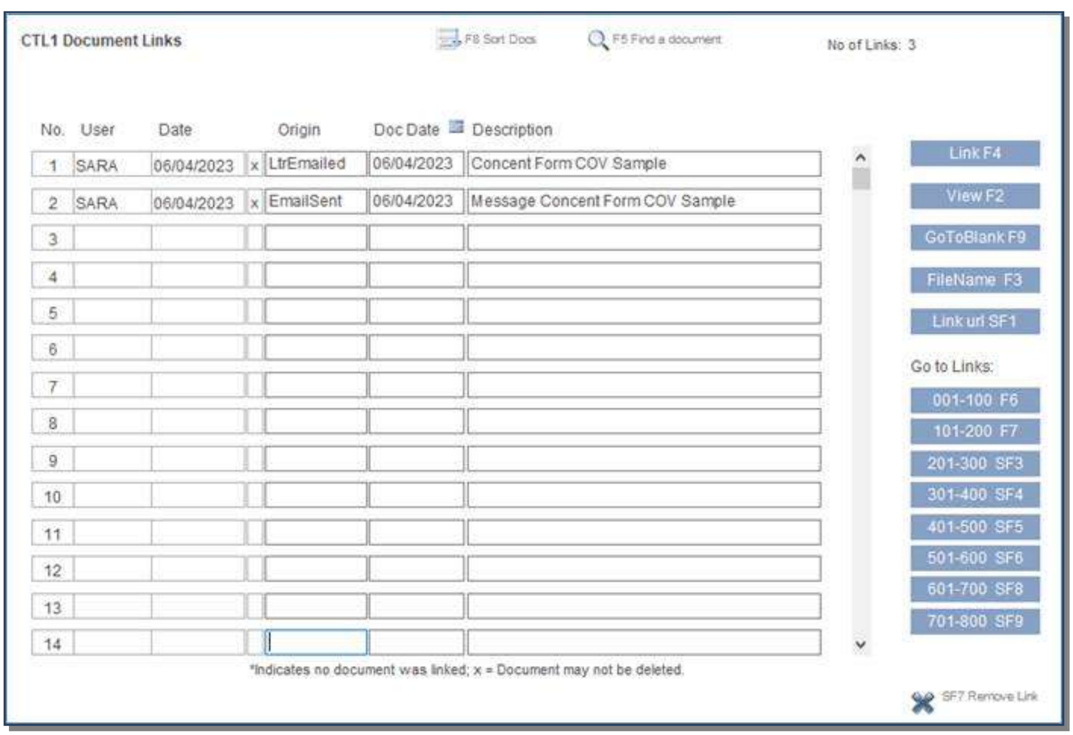
- Documents (.doc, .pdf)
- Images (.jpg, .gif)
- Spreadsheets (.xls)
- Emails (.msg, .html)

In Personal Data, documents are linked directly to the employee. Move the cursor to the **Origin** column of the first blank line. Enter an **Origin** and **Description** of the document. The system will auto-fill the user and date entered. Click on **Link**. The Windows dialogue box will open and allow the selection of the document to be linked. A note will appear confirming the document was linked successfully.

To see a document, highlight the appropriate line and click **View**. The system will call up that image. Up to 800 documents may be linked to one employee.

Access to the **Remove** function is controlled by Security.

For details on Document Types, Scanning Documents, Location of Original Document, and other considerations, please refer to Parklane Support of the Special Features User Guide.



Guideline Worksheet

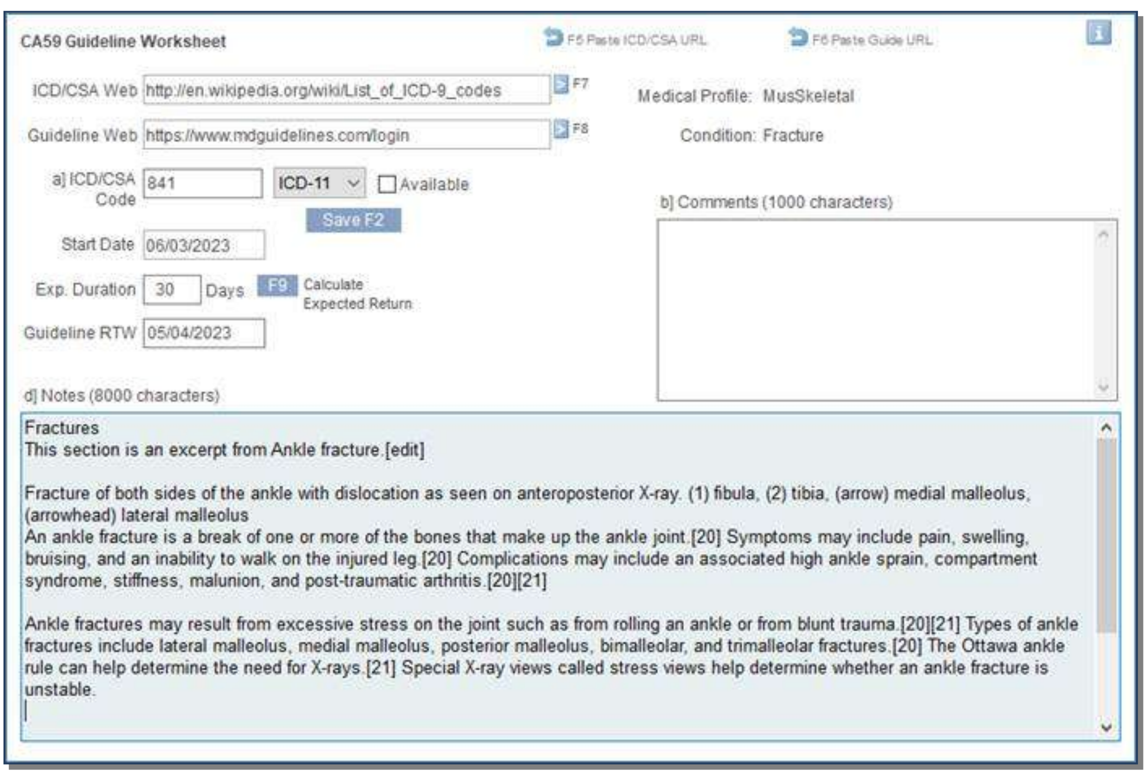
This worksheet allows for easy access to Disability Guidelines (DG) subscriptions and retrieval of pertinent information about injuries/illnesses, including expected days off.

The first time you visit this page, default websites are provided. While valid, it is assumed that your company will replace them with your preferences. Using your web browser, go to the home page of your preferred website. Copy the web address into the clipboard. Open this panel and click on the appropriate paste icon, ICD URL or Guide URL. The system will copy the address from the clipboard and store it for all future uses.

Click the button to access your website that will provide you with the correct ICD-9/10 code. For future reference, enter the code onto the worksheet. Click the button to access your Disability Guidelines website and find the appropriate ICD-9/10 information page. From that reference information, determine the expected number of days off and enter in the Expected Duration field. Prompt the system to determine the expected return to work date by clicking F9.

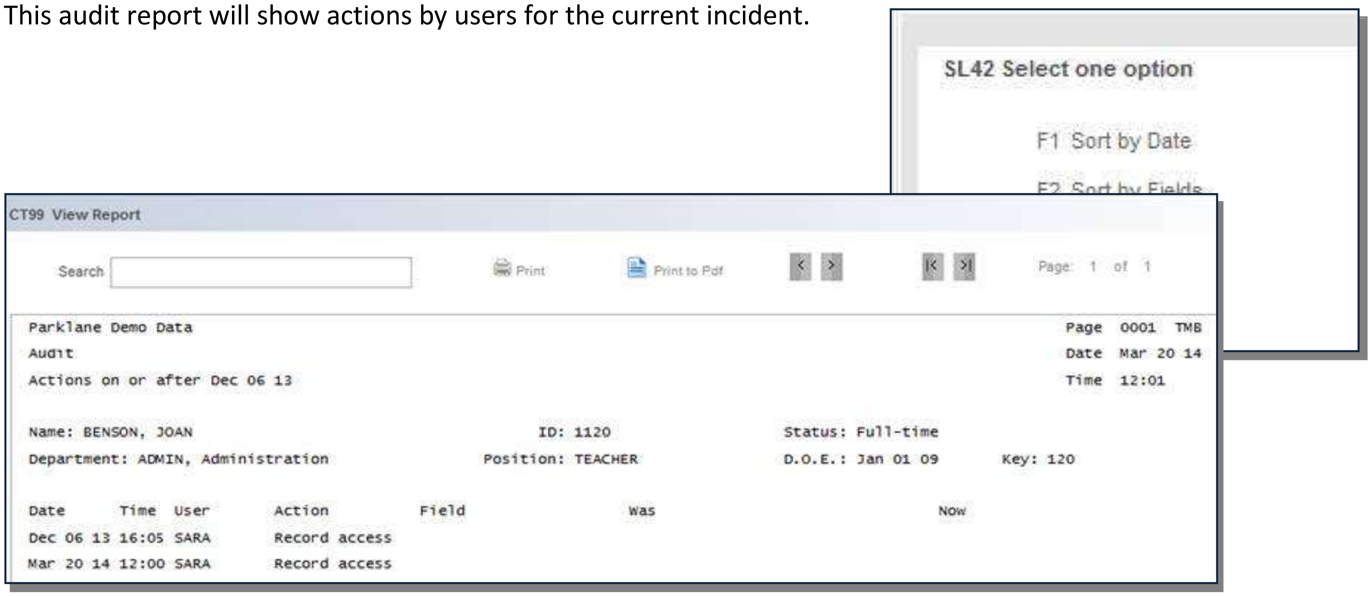
Reference material from the Disability Guideline may be keep for future access. Keep the entire web page or select specific excerpts. To keep the entire web page, print the page to a pdf and store in a temporary directory. Click on the Save button, point to the pdf and the system will store a copy of the pdf in its folder. Alternatively, you may copy the entire page into a word document and follow the same process as above. To retrieve the pdf, click on the View F3 button. To replace the material with another document, click the Replace button and repeat the process.

If you prefer not to use a pdf or word document, you may paste portions of the page into the Notes field provided. Keep in mind that the original format of the page may not remain intact and you are limited to 8,000 characters.



TMB Audit

This audit report will show actions by users for the current incident.



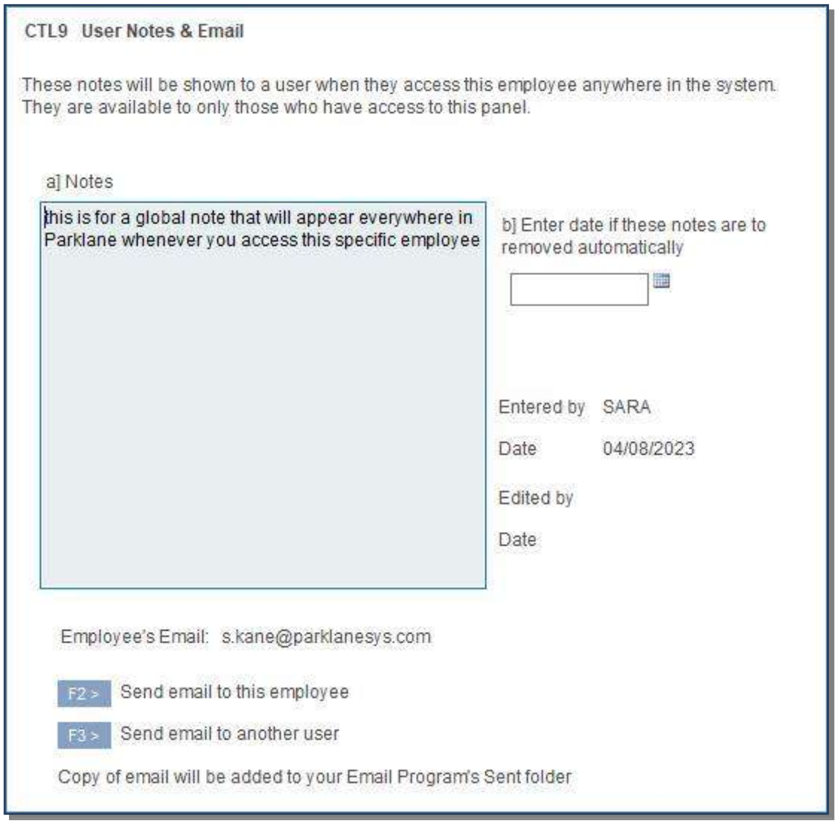
User Notes & Email

The User Notes & Email panel provides three features:

- A Note area to enter text, which will globally pop-up in any module opened for the specific employee. The system will auto-fill the original user name and date entered, along with user name and date of most recent edit. A date field is also provided to automatically remove the note if time sensitive.

- **F2 Open mailto to send email to this employee** wherein an email will open applying the employee email address from Personal Data. If no email address exists in Personal Data for the employee, a completely blank email will open. Proceed by entering Subject and the email text.

- **F3 Open mailto to send email to another user** wherein the list of Parklane Users will appear at which point clicking on a name will open applying the users email address from Security. When using either email option, a copy of the email will be added to your Email Program's sent folder.



Demographics

The **Demographics** panel provides a read-only pop-up of the employee's general demographic information. The Demographics panel is available in various module records for easy reference. **Security** controls which users will have access to the Demographics pop-up on module by module basis.

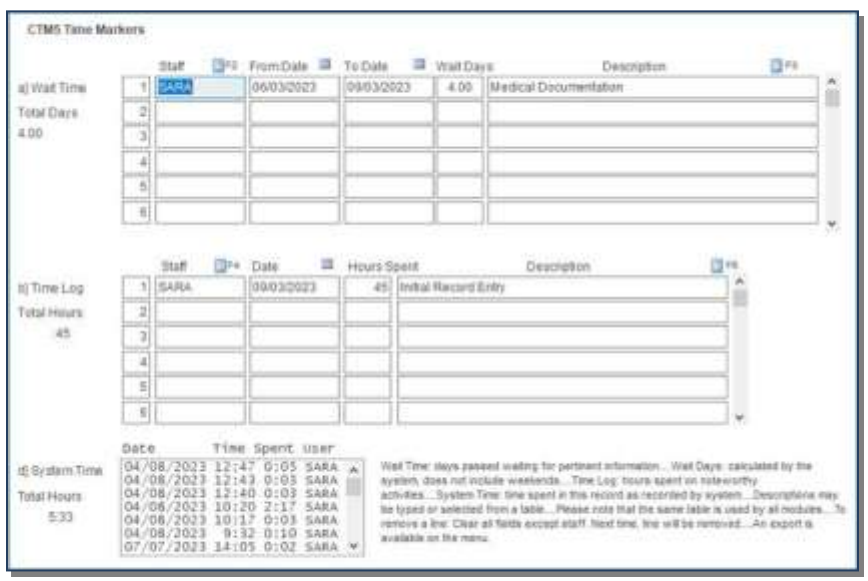
In a Nutshell

The Employee Records **In a Nutshell** provides the user with a one-page overview of an employee's current records from various modules. The modules included are Incident Reporting, Disability Management, Work Accommodation, Attendance Management and Chart.

Depending on the user's **Security** access, checkboxes to the right provide access to more detailed record information. The "R" checkbox opens the actual record and the "C" checkbox opens the General Comments related to the record. In the case of Incident Reporting, Disability Management, Work Accommodation we can see the most current five records. Attendance Management will show the most current twenty-five records, as well as an indicator and date if the employee is in an Attendance Case Management Program. The date of the last Health Centre visit is provided from the Chart module.

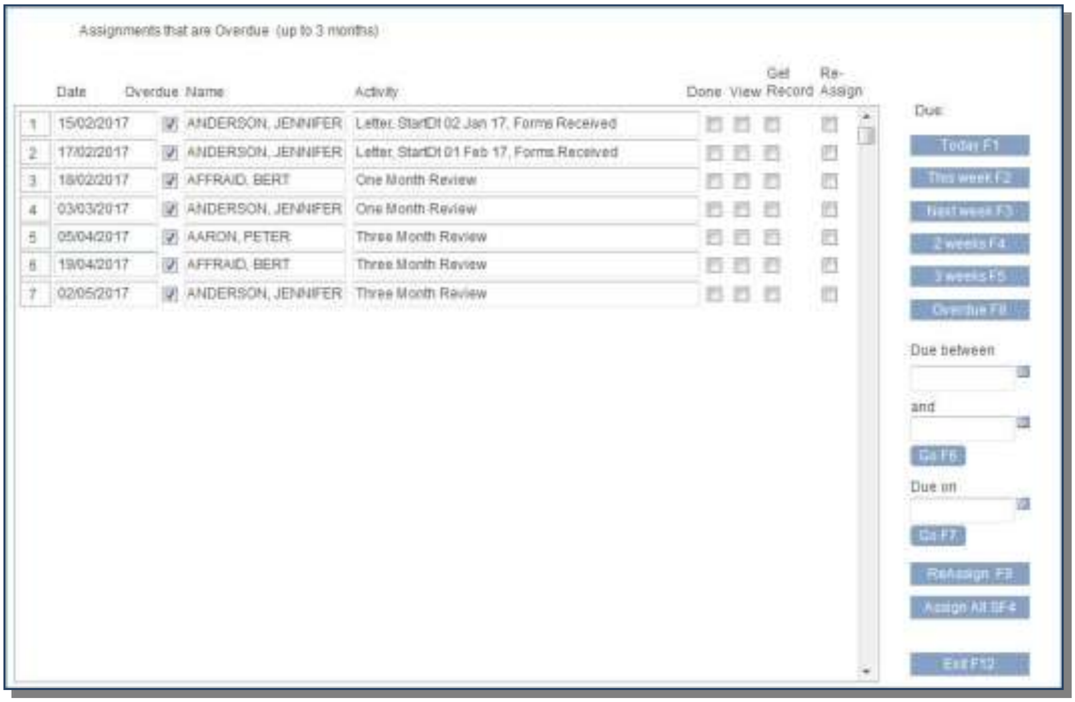
Time Markers

The **Time Markers** panel provides the user with the ability of track time related to various aspects of an incident. The **Wait Time** fields capture the number of days passed waiting for requested information of documents. The calculated days do not include weekends. The **Time Log** fields capture the number of hours spent on noteworthy activities and meeting related to the incident. The **System Time** is time spent in this record as recorded by the system. **Descriptions** may be manually typed or selected from a table. An export is available on the **Incident** dropdown on the main menu of Incident Reporting.



Review Dates Worksheet

The **Review Dates Worksheet** provides immediate access to the currently signed in user's review dates in this specific module.



The view from the module **Menu** panel are your review dates for all employees from this module which are overdue for up to three months prior. Alternative views are listed on the right side of the panel along with fields to enter specific date parameters or specific due dates.

The **Done** check box will auto-fill a review date, stamping it with today's date and the User ID of the user currently logged into the system.

The **View** check box will open a subsequent panel which allows the user to enter text related to the **Action** taken related to the activity, and enter a **Completion Date** for the Action. Do NOT click on the Done check box here, the system will auto-fill.

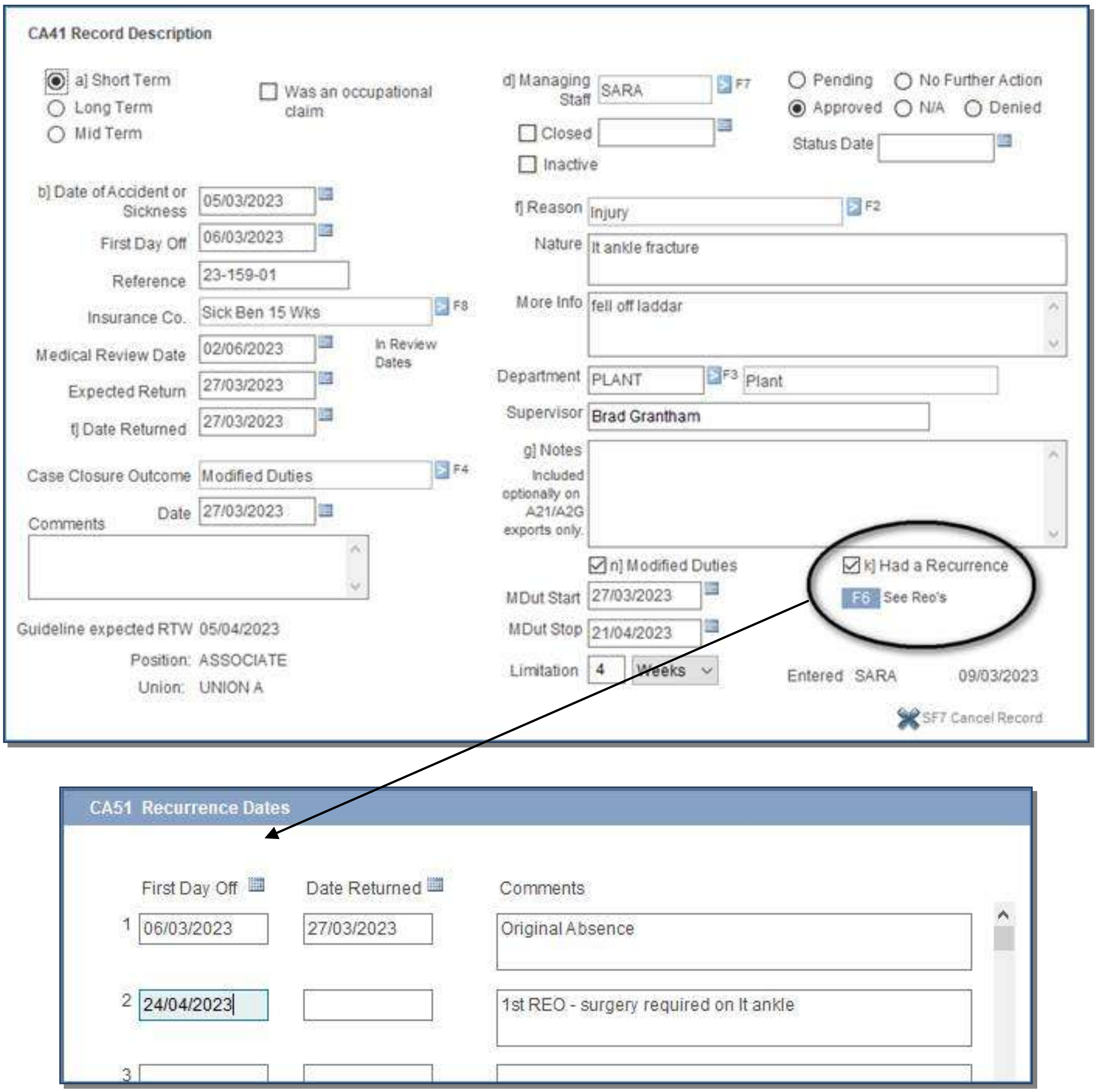
The **Get Record** check box will open the record associated with the review for the user to add, review or revise information on the panels specific to the record.

The **Reassign** check box, in conjunction with the **Assign F9** or the **Reassign All F14**, will allow the user to assign the review dates to another user one-by-one or on masse.

See the **A6Z Review Dates** report for an alternative method to access review dates for one or more users. The A6Z Review Date report may be accessed from the sidebar or from the **Reports** dropdown menu.

Entry of a Recurrence

Recurrences of claims are recorded via the **Record Description** panel. By clicking on the **Had Recurrence** check box at the bottom-centre of the screen, the **F6 See Reo's** button is activated. Click on the **F6 See Reo's** and document the recurrence by entering the **First Day Off** and any **Comments** related to the absence. Once the worker returns, come back to this screen and enter the **Date Returned.**



Entry of Days Lost & Costs

Days lost can be entered quickly via the main menu. Entering via the main menu under **Manage Claims/Enter Days** allows the user to enter days lost for a particular month for several claims at once. Follow the screen instructions to apply days lost.

Costs can also be entered quickly via the main menu. Entering via the main menu under **Manage Claims/Enter Costs** allows the user to enter costs for a particular month. Follow the screen instructions to apply costs.

Auto Calc(ulation) of Days Off

Instead of manually entering days lost, you may choose to allow the program to quickly and automatically calculate the days lost for each record. At the main menu, click on **Manage Claims** then **Auto Calc of Days Off** and a message panel will provide instructions for completing the task.

CA23 Calculate Days Lost

This task calculates days off, by month.

ALL MONTHS ARE RECALCULATED BY THIS ROUTINE AND WILL OVERRIDE ANY PREVIOUS ENTRIES REGARDLESS OF EMPLOYMENT STATUS OR ORIGIN (CALCULATED BY THE SYSTEM OR ENTERED MANUALLY).

The days calculated are based on a five day work week (Monday to Friday) or a 7 day week.
They are calculated from the first-day-off to return-to-work date.
If the employee has not returned to work, the days will be calculated to the end of last month.

For terminated employees:
Uses return-to-date; if blank, uses closed-date; if blank, uses employee's termination-date.

If the system is interrupted while running this process, you may simply restart it.

Your options for completing the auto calculation of days lost are:

- Include OR Exclude REO's
- Calculate Days based on 5 day week OR Calculate Days based on 7 day week
- Calculate days for this company OR Calculate days for all companies

When selecting the option to include recurrences you will be presented with a message panel which provides the rules that apply to the calculation.

Calculating recurrences

For recurrences, the following rules apply:

On the Recurrence panel:
If the first Reo-First-day-off is the same as the First-day-off on the Description panel:
It assumes all First-day-off and Return-to-work dates are recorded on the Reo panel and uses only those dates to calculate days.
The First-day-off and Return-to-work dates on the Description panel are ignored.

Otherwise:
If the first Reo-First-day-off is not the same as the First-day-off on the Description panel:
System calculates days using the claim's First-day-off and Return-to-work dates from the Description panel.
It then calculates the additional days using the First-day-off and Return-to-work dates for each Recurrence

If you have dates that inadvertently overlap, the system will attempt to calculate days for each and cap out at the maximum for the month; however the results may be unpredictable.

Reports Available In Disability Management

Manage Claims

New/Open Claim

- TM3 General Comments
- C39 Cost Details
- A72 Claim Details
- TMB Audit
- A49 Claims added from external source
- AW6 External Source Exceptions

Review Date Work Sheet

Exports

- A2G Claims, Select/w Favourites
- A21 Claims
- A18 Attributes
- A19 Appointments
- AC04 Costs
- TM9 Time Markers
- AJ1 Claims, Incidents, Wk Acc.
- A6B Comments

Reports

A6F Who's Off
A61** Register
A6G Age of claims
A62 Return to Work
A95 List of Claims
A6D Open or Closed Claims
A68 Modified Work
A9Z Review Dates
A69 Missing Fields
A9B List of Appointments
A73 Average Days Lost
A84 Totals by Group/Dept
A85 Non-Occupational Absences
A8T Activity based on Comments

Costs

A6S Employee Details
A65 Department Details
A66 Department, Group Summary
A6E Details By Group or Dept
A6J Days, Costs By Month
A6P Claim Costs By Employee
A6T Claim Costs By Reference
A6U Financial Report

Statistics

A81 Selected Claims
A82 By Reason
A83 Days or Costs
A88 By Month
A89 Days, Costs By Month
A63 Detail Savings
A87 Calendar

Attributes

A91 Attributes Statistics (14)
A92 Totals By Month (1)
A93 List By Employee w/Name (15)
A94 List By Employee wo/Name (20)
A9F Totals By Attribute (100 or All)
A9K Totals This Month, YTD (100)

Graphs

AHR Disability Dashboard – 4 yr

Year to date

- AHA YTD Claims by Type
- AHB YTD Claims by Reason
- AHC YTD Claims Types & Reason

Days and Costs

- AHD Days Lost Analysis
- AHE Costs Analysis
- AHF Actual Days Lost & Cost Reports
- AHM Costs and Days Trend

Claims Management

- AHN Who's Off
- AHP Claim Report

Statistics

- AHG Claim Reason and Attributes
- AHH Claim Stats by Reason
- AHI Claim Stats by Medical Profile
- AHJ Claim Stats by Condition
- AHK Attributes Report
- AHL Claim Trend
- AHQ Claim Statistics and Averages

Options

TB9	Action Emails with Email Addresses
A31	Description Tables
A3A	Table Counts
TM7	List of Time Markers
TC1	List of Attribute Categories
C01	List of Detailed Cost Types
AMD	Audit Report
AMC	Audit Export
AME	Audit Inactivity
A3K	Temporary Staff Reassignments

** Option to Create Export File in Addition to Report.

Index

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