



STEP 2 INSTRUCTIONS



Forms Activity

Click on the  icon in the top left corner for more information



Step 2 Forms Activity

The screenshot displays the PSC Client interface. The left sidebar contains a navigation menu with the following items:

- Be at Work
- Step 2 Identification Information (highlighted with a blue arrow)
- Step 2 Forms Activity
- Step 3 Absence Details
- Step 4 Stay at Work/Return to Work Det
- Step 5 Phase I and II Planning
- Step 6 File Closure/Authorizations
- Account [redacted]
- Notifications
- Go to my profile
- Log Out

The main content area is titled 'form(s)' and shows 'Form 111'. Below this, there is a section for 'E1 - WCB (Workers Compensation Board)'. The form contains several questions and input fields:

- Was Form 111 given to the employee? (Yes/No buttons, 'No' is selected)
- Explain why Form 111 was not sent/chosen as the appropriate resource.* (Text input field)
- Was Form 101 completed by the supervisor, manager or employee? (Yes/No buttons, 'Yes' is selected)
- Scan and upload Form 101* (Upload File button)
- Is Form 111 fully completed with clear medical restrictions identified that allow you to make decisions on the next steps? (Yes/No buttons, 'No' is selected)

At the bottom of the form, there is a grey box with the following text:

Contact your HRBP or Safety Professional for assistance if required.

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

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** _____

Select Date You Requested the Form to be Returned

The screenshot shows the PSC One system interface. The left sidebar contains navigation options: 'Be at Work', 'Step 1 Identification Information', 'Step 2 Forms Activity', 'Step 3 Absence Details', 'Step 4 Stay at Work/Return to Work Details', 'Step 5 Phase I and II Planning', 'Step 6 File Change/Authorization', 'Account', 'Notifications', 'Go to my profile', and 'Log Out'. The main content area is titled 'PSC One' and contains the following text and form elements:

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

A green arrow points to the date field '26-Jul-2017'.

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

The screenshot displays a web application interface for processing Form 111. The interface is divided into several sections:

- Header:** "Be at Work" on the left, navigation icons in the center, and "PSC" with search and help icons on the right.
- Left Sidebar:** A vertical list of steps: Step 1 (Identification Information), Step 2 (Forms Activity), Step 3 (Absence Details), Step 4 (Stay at Work/Return to Work Details), Step 5 (Phase I and II Planning), and Step 6 (File Clearance/Authorization). Below the steps are "Account", "Notifications", "Go to my profile", and "Log Out".
- Main Content Area:** A form titled "HRBP: to see if Form 111 is necessary." with the instruction "Click the link(s) below to get the appropriate form(s)". A link for "Form 111" is visible. Below are several questions with "Yes" and "No" radio buttons:
 - Was Form 111 given to the employee?*
 - Date completed Form 111 expected to be returned*
 - Forms Received:
 - Form 111 received from the employee*
 - Was Form 111 received in the timeframe expected?*
 - Licensed Healthcare Practitioner Letter sent*
 - Was a doctor's note provided?*
 - Is Form 111, a licensed healthcare practitioner letter or a doctor's note fully completed with

- Dropdown Menu:** A dropdown menu is open, showing two options: "Waiting on employee" (highlighted) and "Form completed". A blue arrow points to this menu.

Status of Waiting on Employee

The screenshot displays the PSC Client interface. On the left is a navigation sidebar with the following items: 'Step 2 Identification Information' (checked), 'Step 2 Forms Activity', 'Step 3 Absence Details', 'Step 4 Stay at Work/Return to Work', 'Step 5 Phase I and II Planning', 'Step 6 File Closure/Retrospection', 'Account', 'Notifications', 'Go to my profile', and 'Log Out'. The main content area is titled 'Step 2 Forms Activity' and contains the following information:

- Type of Absence: Absence greater than 5 consecutive work days/shifts
- Case ID: 0137
- 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 button on the right to proceed. Your information will be saved.

A green arrow points to a box in the top right corner of the main content area that displays the status: 'Status: Waiting on employee'. The top right of the interface includes the 'PSC Client' logo, a search icon, and a help icon. A vertical toolbar with various icons is located on the right side of the page.

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

Email Example for “Waiting for Medical Information”

From: itrac@frcanada.com [mailto:itrac@frcanada.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 File

The screenshot displays the PSC Client interface. On the left is a navigation sidebar with the following items:

- Be at Work
- Step 2 Identification Information (checked)
- Step 2 Forms Activity
- Step 3 Absence Details (checked)
- Step 4 Stay at Work/Return to Work (checked)
- Step 5 Phase I and II Planning (checked)
- Step 6 File Closure/Authentications (highlighted in yellow)
- Account [redacted]
- Notifications
- Go to my profile
- Log Out

The main content area shows a form for 'Form 111' under the heading 'E1 - WCB (Workers Compensation Board)'. The form includes the following fields and options:

- form(s) Form 111
- Was Form 111 given to the employee?* Yes No
- Explain why Form 111 was not sent/chosen as the appropriate resource.* [Text area]
- Was Form 101 completed by the supervisor, manager or employee?* Yes No
- Scan and upload Form 101* Upload File
- Is Form 111 fully completed with clear medical restrictions identified to make decisions on the case? Yes No

A large green arrow points to the 'Upload File' button. At the bottom of the form, there is a grey box with the following text:

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



Attach a File

The screenshot displays a web application interface for 'Be at Work' with a 'Form 111' submission page. The page is titled 'Form 111' and includes a navigation sidebar on the left with steps: Step 1 Identification Information, Step 2 Forms Activity, Step 3 Absence Details, Step 4 Stay at Work/Return to Work, Step 5 Phase I and II Planning, and Step 6 File Closure/Authorization. The main content area contains several form fields:

- 'Was Form 111 given to the employee?' with 'Yes' and 'No' radio buttons.
- 'Date completed Form 111 expected to be returned?' with a date input field set to '13-Oct-2017'.
- 'Forms Received' section with 'Forms 111 received from the employer?' and 'Date Form 111 received?' fields.
- 'Scan and upload Form 111?' field with an 'Upload File' button highlighted in green.
- 'Was Form 111 received in the time?' field.
- 'Licensed Healthcare Practitioner Letter sent?' with 'Yes', 'No', and 'N/A' radio buttons.
- 'Was a doctor's note provided?' with 'Yes' and 'No' radio buttons.
- 'Is Form 111, a licensed healthcare practitioner letter or a doctor's note fully completed with clear medical instructions identified that allow you to make decisions on next steps?' with 'Yes' and 'No' radio buttons.
- 'Notes:' field with a text input area.

An 'Attach a File' dialog box is open over the 'Upload File' button, showing a file selection interface with a 'Browse...' button and a green bar labeled 'Upload File'.

Be at Work

- Step 1 Identification Information
- Step 2 Forms Activity
- Step 3 Absence Details
- Step 4 Stay at Work/Return to Work Det
- Step 5 Phase I and II Planning
- Step 6 File Closure/Authorization

Account - 44733

Notifications 11

Go to my profile

Log Out

employee have a Licensed Healthcare Practitioner complete Form 111.

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

[Form 111](#)

[E1 - WCB \(Workers Compensation Board\)](#)

Was Form 111 given to the employee?*

Yes	No
-----	----

Was Form 101 completed by the supervisor, manager or 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 you to make decisions on next steps?*

Yes	No
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[E1 - WCB Form](#)

*****The E1 Form MUST be submitted to WCB within 5 days of becoming aware of a workplace illness/injury that required medical assessment from a Licensed Healthcare Provider or where there are days lost.*****

E1 - WCB Form completed*

Yes	No
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[W1 form link on the WCB website](#)

[E1 form link on the WCB Website](#)

Notes:

File Manager

Actions

- + Attach a File

There are currently no files for you to view.

Error Message

Be at Work

PSC Dist ?

Step 1 Identification Information ✓

Step 2 Forms Activity

Step 3 Absence Details ✓

Step 4 Stay at Work/Return to Work

Step 5 Phase I and II Planning ✓

Step 6 File Claim/Authorization

Account - [REDACTED]

Notifications

Go to my profile

Log Out

Step 2 Forms Activity

Type of Absence: Work-related incident

Case ID: 0001

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 HRSP 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 button on the right to proceed. Your information will be saved.

Status: -Progress

6/18/2016



Role of the HRBP Administrator & HRBP



Requesting HRBP Advise

Waiting on HRBP Advice

The screenshot displays the PSC Client web application interface. On the left, a sidebar titled "Be at Work" contains a list of steps: Step 1 Identification Information (checked), Step 2 Forms Activity (checked), Step 3 Absence Details (checked), Step 4 Stay at Work/Return to Work (checked), Step 5 Phase I and II Planning (checked), and Step 6 File Closure/Authorization (unchecked). Below the steps are links for "File Closure/Authorization", "Account", "Notifications", "Go to my profile", and "Log Out".

The main content area is titled "Step 2 Forms Activity". It shows the following information:

- Type of Absence: Work-related incident
- Case ID: 0001
- Employee Name: [REDACTED]

A status box on the right indicates "Status: Waiting on HRBP advice", with a green arrow pointing to it. Below the form fields, there are two notes:

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.

At the bottom, a message states: "After completing the form click the [arrow] button on the right to proceed. Your information will be saved." A vertical toolbar on the right side of the main content area contains various navigation icons, including a blue arrow pointing right.



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

HRBP Advice

HRBP Advice.*

Does the employee need to return a new set of forms?*

Notes:

Yes No





After HRBPT adds Advice



PSC Client

Step 2

Forms Activity

Type of Absence: Work-related incident causing an injury/illness

Status
Advice Provided