



ADMINISTERING EMPLOYMENT MEDICAL CHECKS

In partnership with Jobfit, WorkPro leverages the medical examination expertise of Jobfit to deliver an integrated Employment Medical Check service within the WorkPro platform.

PART 1 - ESTABLISHING YOUR WORKPRO ACCOUNT WITH JOBFIT

Once your account is established within Jobfit, you are free to start using the service.

Note: If you have already done this, jump to [Part 2 – Sending an Employment Medical Check](#)

To enable the Medical Check service, you will require:

- 1) A signed Agreement for the Medical Check service
- 2) A Usage Agreement within WorkPro for the Medical Check service (configured by our Support team)
- 3) Jobfit to configure your required medical components in their system as a set of 'Packages'. You can use the **WorkPro Employment Medical Check Package Configuration** form to assist with this.

This is a simple one-time setup to ensure you can continue to enjoy your Medical Check service!

- Log in to WorkPro as an Administrator and select '+Request'
- Select 'Medical Check' from the **New Request** screen and 'request a phone call'. Once entered, a WorkPro representative will call you to coordinate a Usage Agreement within WorkPro for the Medical Check service.
- Once your Usage Agreement is active and Jobfit has configured your medical components, the below screen will display a list of your configured Medical Check packages.

New Request ✕

SELECT PACKAGE ▾

Candidate Details ⚠

Background Checks

Induction & Learning

Licences & Tickets

Documents

Reference Check

Medical Check ▶

Medical Checks 🏥

WorkPro, in partnership with a renowned pre-employment Medical, Drug & Alcohol specialist company allows you to use this platform to administer your medical checks.

The Demo Company site is not configured to send medical check requests.

To enable this service, please **request a phone call** and we'll get in touch with you soon.

Your Name: Phone Number:

REQUEST A PHONE CALL

Request Summary

No tasks in the request.

SEND REQUEST

PART 2 – SENDING AN EMPLOYMENT MEDICAL CHECK

There are several ways to administer a check:

1. Sending a single medical check request
2. Sending a bulk medical check request

Note: Medical checks cannot be completed on the candidate's behalf. Please send the candidate a request to complete a medical check instead, using either of the above methods.

OPTION 1: Sending a request to one candidate

Step 1: Log in to WorkPro as an Administrator and select 'New Request'

Step 2: Choose the most suitable option, and 'Continue'

New Request [X]

What would you like to do?

- Send a request to an existing Candidate.
The individual already has a profile set-up and has provided their CIN.
Enter their CIN [] Enter their Lastname []
- Send a request to a new Candidate.
The individual does not have a profile set-up or hasn't provided their CIN.
- Send a bulk request.
Send more than one request to multiple candidates quickly and efficiently.

[CONTINUE]

Step 3: Complete the candidate information. Select 'Medical Checks', the appropriate Medical Check package option, required date, and then 'Send Request'.

New Request - Demo Medical [X]

SELECT PACKAGE [v]

Candidate Details

Background Checks

Induction & Learning

Licences & Tickets

Documents

Reference Check

Medical Check [▶]

Medical Checks [👤]

Select the medical checks for the candidate to complete.

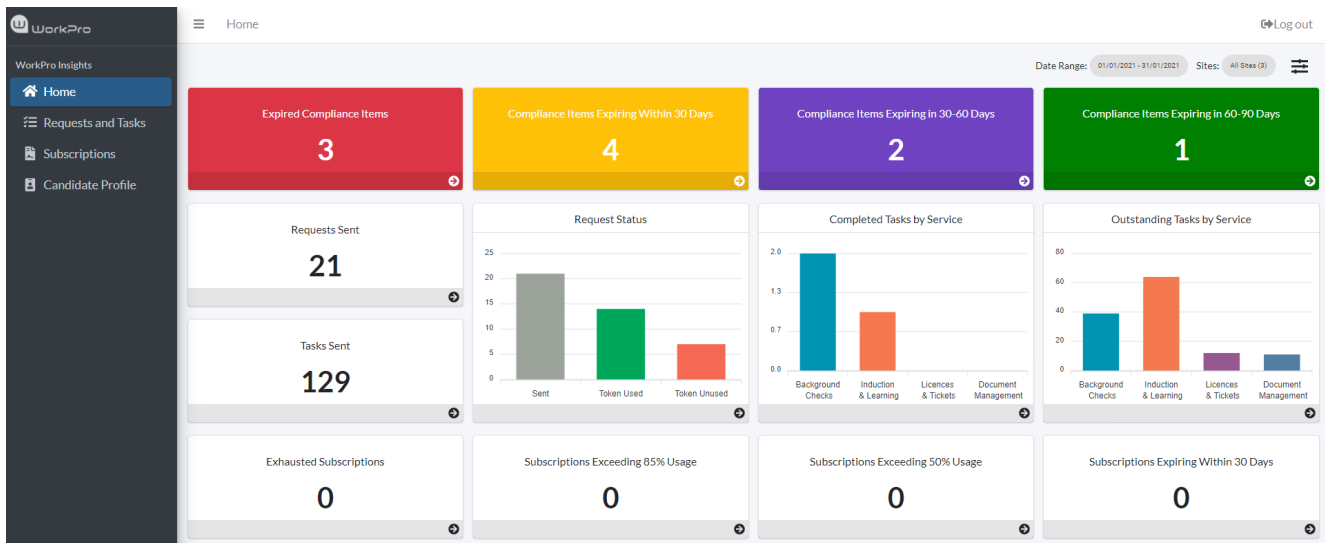
- CAT 1 Rail Medical Assessment
- CAT 2 Rail Medical Assessment
- CAT 3 Rail Medical Assessment
- Online Medical History Questionnaire
- Pre-Employment Medical Assessment
 - Medical Assessment Only (JobFit Clinic: \$156 / Non JobFit Clinic: \$284.7)
 - Additional exams
 - Audiogram (JobFit Clinic: \$221 / Non JobFit Clinic: \$397.8)
 - Audiogram and Spirometry (JobFit Clinic: \$286 / Non JobFit Clinic: \$507)
 - Musculoskeletal Assessment
 - Functional Capacity Assessment
 - Urine Drug and Alcohol Screen
 - Commercial Drivers Medical
 - ECG
 - GCMS
 - Vaccinations

When do you require the candidate to attend the medical check appointments?

30/09/2021 [📅]

[SEND REQUEST]

The status of the request can be tracked from the Insights Dashboard.



Handy Hint: If the candidate doesn't receive the email, you can verbally provide them the single-use 'Token' that was sent to them. Simply select 'Candidate Profile' from your Insights dashboard, search for the candidate and provide them the Token from the Request.

Option 2: Sending a Bulk Request

Step 1: To send a request in 'Bulk', a Package will need to be established. This can be done by selecting 'Actions' and 'Packages'. For information relating to Packages, refer to the 'Creating and Managing Packages' User Guide.

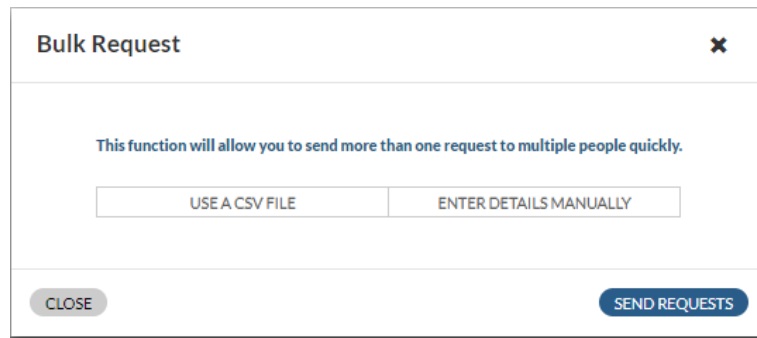
Step 2: Once a package is established, select 'Request', and 'Send a bulk request'.

The screenshot shows a 'New Request' dialog box with the following options:

- Send a request to an existing Candidate. The individual already has a profile set-up and has provided their CIN. (Includes input fields for 'Enter their CIN' and 'Enter their Lastname')
- Send a request to a new Candidate. The individual does not have a profile set-up or hasn't provided their CIN.
- Send a bulk request. Send more than one request to multiple candidates quickly and efficiently. (This option is highlighted with a red box)

A 'CONTINUE' button is located at the bottom right of the dialog.

Step 3: Choose whether to 'Use a CSV File' or to 'Enter Details Manually' and complete the action.

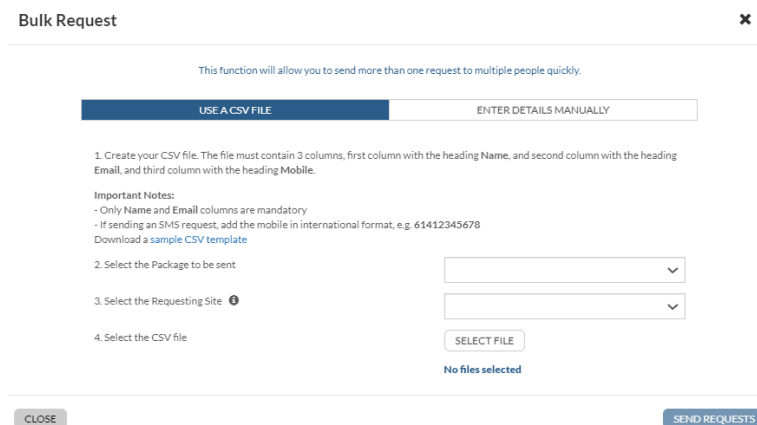


Bulk Request [X]

This function will allow you to send more than one request to multiple people quickly.

USE A CSV FILE ENTER DETAILS MANUALLY

CLOSE SEND REQUESTS



Bulk Request [X]

This function will allow you to send more than one request to multiple people quickly.

USE A CSV FILE ENTER DETAILS MANUALLY

1. Create your CSV file. The file must contain 3 columns, first column with the heading Name, and second column with the heading Email, and third column with the heading Mobile.

Important Notes:

- Only Name and Email columns are mandatory
- If sending an SMS request, add the mobile in international format, e.g. 61412345678

[Download a sample CSV template](#)

2. Select the Package to be sent [Dropdown]

3. Select the Requesting Site [Dropdown]

4. Select the CSV file [SELECT FILE]

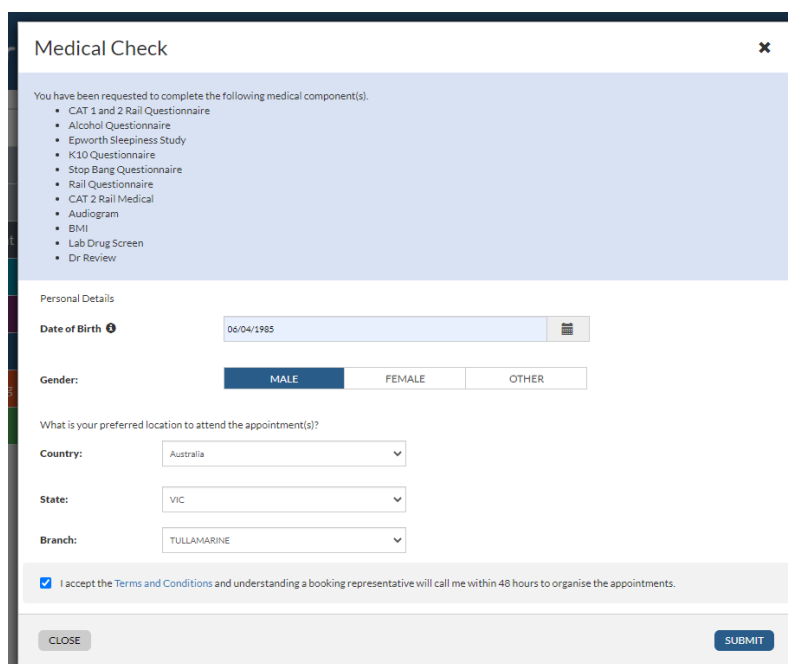
No files selected

CLOSE SEND REQUESTS

PART 3 - Submitting the Medical Check to Jobfit and what to expect

Once the request has been sent to the candidate, they will sign up or login to the platform and complete the requirements:

- Verify mobile phone number (used to confirm appointment time and location)
- Date of Birth
- Gender
- Preferred clinic location from Jobfit's available network



Medical Check [X]

You have been requested to complete the following medical component(s).

- CAT 1 and 2 Rail Questionnaire
- Alcohol Questionnaire
- Epworth Sleepiness Study
- K10 Questionnaire
- Stop Bang Questionnaire
- Rail Questionnaire
- CAT 2 Rail Medical
- Audiogram
- BMI
- Lab Drug Screen
- Dr Review

Personal Details

Date of Birth [04/04/1985]

Gender: [MALE] [FEMALE] [OTHER]

What is your preferred location to attend the appointment(s)?

Country: [Australia]

State: [VIC]

Branch: [TULLAMARINE]

I accept the [Terms and Conditions](#) and understanding a booking representative will call me within 48 hours to organise the appointments.

CLOSE SUBMIT

Once the candidate has completed their task, the details of the check will be sent directly to Jobfit to confirm the appointment location and time within 24-48hrs.


The medical check status will be updated from 'Waiting on Candidate' to 'In Progress' on your administrator dashboard. You can view individual medical component statuses by selecting the check against the candidate's WorkPro profile:

Status	Occurs When
-	Candidate details submitted to Jobfit, booking not yet made. Allow up to 48hrs from submission.
Booked	Candidate appointment booked with Jobfit
Cancelled	Check has been cancelled more than 24hrs before appointment time - no late fees incurred.
Late Cancellation	Check has been cancelled within 24hrs of appointment time - late fees incurred*.
Did not attend	Candidate did not attend appointment. Fees incurred*.
Patient Arrived	Candidate is currently at the appointment.
Patient Seen	Candidate has completed the appointment. Allow up to 48hrs for results report to be available.
Completed	Results report has been received and Employment Medical Check complete. Pricing to be updated after EOM* for invoicing.

* fees not accurately displayed against the Medical Check Components until after EOM when Jobfit invoice WorkPro and have determined: clinic type, any additional fees to be charged.

Once the medical check is completed, the requesting user will receive email notification and the check status will be updated to 'Finalised' on your dashboard. The Medical Report can be viewed against the check record.

Note: In line with the strict medical privacy policy and processes that must be adhered to regarding the collection and dissemination of personal medical information, the Certificate is accessed via a 'live link' into Jobfit's system and not stored in WorkPro. The candidate also does not receive a copy of the report.



Check Completed.

Name: Fahad Candidate
 Completed: 31/08/2021 11:18 AM
 Result: Finalised

[VIEW MEDICAL REPORT](#)

Medical Components	Status	Appointment	Price*
Alcohol Questionnaire	Completed		\$xx.xx
Lab Drug and Alcohol Screen	Booked	24/08/2021	\$xx.xx
HTest Two	Booked	24/08/2021	\$xx.xx

* The Institution(s) may apply additional fees if the candidate does not attend the appointment or cancels less than 24 hours prior to the appointment.

[CLOSE](#)