

QUICK START GUIDE

Motor Accident Insurance Commission

Online Medical Certificate for QLD CTP Claim



This electronic online medical certificate has been designed to make it easier for you to help people injured in motor vehicle crashes to obtain earlier access to vital rehabilitation.

HealthLink Technical Support

helpdesk@healthlink.net
1800 125 036

Motor Accident Insurance Commission

innovate@maic.qld.au

1. Open the patient record

Search for the patient and open their electronic medical record. From the **View Menu**, select **HealthLink Forms**. In the HealthLink Forms window, click the **New Form** button.



2. Launch the Form

Under the Referred Services section within the HealthLink Homepage, click on **Online Medical Certificate for QLD CTP Claims** to launch the electronic online medical certificate.



3. Complete the Form

The form will be displayed. At this point, you will have access to all the information necessary to complete the form for submission. All mandatory fields must be completed. Note that you must enter the **Medical Certificate Request ID** (provided by your patient) in the **Requested Information** tab.

MAIC Motor Accident Insurance Commission Queensland MAIC Medical Certificate

Patient Information
Fred Andrews
No patient ID available
23/02/1923

Requested Information
Queensland MAIC Medical Certificate

Referrer Information
Best Practice
0000000Y

This Medical Certificate is to accompany your Notice of Accident Claim Form and must be completed by a medical practitioner.

For information about Queensland's Compulsory Third Party (CTP) insurance scheme and completing the Medical Certificate, phone the MAIC Enquiry line on 1300 302 568 or visit maic.qld.gov.au/for-health-providers/providing-medical-certificates.

The person requesting you complete this form will provide you with the CTP Medical Certificate Request ID

CTP Medical Certificate Request ID*

Referral date*

Medical information

Date of accident*

Date of initial examination by a doctor*

4. Ensure patient and referrer information is correct

Patient and referrer information are auto-populated. Under **Patient Information** and **Referrer Information** check and ensure that the information displayed is up-to-date and correct.

MAIC Motor Accident Insurance Commission Queensland MAIC Medical Certificate Submit Preview Park Help

Patient Information
 Fred Andrews
 No patient ID available
 23/02/1923

Requested Information ⚠️
 Queensland MAIC Medical Certificate

Referrer Information
 Best Practice
 0000000Y

Patient Information
 Date of birth*
 23/02/1923

Name*
 Fred Andrews

First name*
 Fred

Middle name(s)
 [Empty]

Last name*
 Andrews

MAIC Motor Accident Insurance Commission Queensland MAIC Medical Certificate Submit Preview Park Help

Patient Information
 Fred Andrews
 No patient ID available
 23/02/1923

Requested Information ⚠️
 Queensland MAIC Medical Certificate

Referrer Information
 Best Practice
 0000000Y

Medicare provider number*
 0000000Y

Name
 Full name
 Dr Best Practice

Hospital/practice name*
 Best Practice

Hospital/practice name*
 HealthLink Townsville

Hospital/practice address
 4 69 Eyre Street, Suite, North Ward, QLD, 4810

5. Submit the Form

Click on **Submit** when you are ready to send your form. This will safely and securely send the form electronically via HealthLink and you will see a copy of the completed form containing an acknowledgment of receipt.

MAIC Motor Accident Insurance Commission Queensland MAIC Medical Certificate Submit Preview Park Help

Print

Referral Sent and Acknowledged on 13/09/2021 15:20 NZST

Queensland MAIC Medical Certificate



Patient: Fred Andrews, 98yrs, DOB 23/02/1923

Referred by: Best Practice, HealthLink Townsville, Medicare Prov. No. 0000000Y, PH 0744015650

Referral date: 13/09/2021 15:20 NZST

Clinical Referral Information

CTP Medical Certificate Request ID: wed100
 Referral date: 13/09/2021



HealthLink helps over 65,000 healthcare practitioners deliver certainty in care by enabling them to exchange patient information quickly, reliably and securely.

For all queries, please contact HealthLink Customer Care on 1800 125 036 or email helpdesk@healthlink.net

Monday to Friday (Except Public Holidays)
8:00 am - 6:00 pm

www.healthlink.net