FTW Process

Website

* Can be accessed by both employer and employees
* Software/App can be downloaded both by the client and their employees
* Available for both Android and iOS, and desktop computers

For the Client

* The client may use the software after registration, and may modify the pages as desired, e.g. uploading company logo etc.
* Client can upload swab test results for example, or notifications to individually employees electronically
* Client can suspend or terminate access to Fit to Work if employee is suspended or terminated

Form for the Employee

* Employee registers name, ID number and password
* Employee logs in using ID number or name and password
* After logging in the employee is automatically directed to the Health Screening Questionnaire and must be filled out by employee (if still necessary-like if pandemic is already over, then no need for the health screening questionnaire
* Employee fills out date of absence when applicable
* Employee could take a photo of the medical certificate provided by the attending physician, and upload it directly to his account after logging in even without calling the clinic of the filed sick leave. Employee may not call the clinic, as long as a medical certificate is provided within the same day (0000H to 2359H). In case of emergency or incapacitation of an employee, relative, friend, colleague may report the sick leave of the employee and can be automatically tagged by a clinic staff as sick leave.
* Employee must provide dates, so HR could verify if the dates provided by the employee are valid and covered by the duration of sick leave recommended by the attending physician as indicated on the medical certificate.
* Please refer below:

Log In > Health Screening Questionnaire (if necessary) > Employee fills out the details of Sick Leave (SL) Form as follows:

This is what employees see

Sick Leave:

|  |  |
| --- | --- |
| From (Calendar) | To: (Calendar) |
| Yes | No |

With Medical Certificate:

If ‘Yes’ is clicked the app will allow the individual to take a photo and upload/ upload existing photo of medical certificate

If ‘No’ is clicked, it will proceed to temperature check.

Once uploaded the employee will be instructed to take and enter his/her temperature. And after the temperature is entered the form will be completed.

The employee must be at the clinic for the temperature check, because once the temperature has been entered and the form completed, it will only be valid for 1 hour.

Once completed the Fit to Work form will generate a reference code/bar code.

Form for the Doctor:

* Doctor’s office has a bar code/QR code scanner, depending on the client’s preference.
* The scanner may be connected to any of the following: tablet, desktop, smart phone, laptop or POS,
* The doctor could either ask the employee for fit to work evaluation to have the bar code scanned, or the doctor could manually enter the reference code generated from the completed Fit to Work Form.
* The following appears on the doctor’s screen: (The Fit to Work Certificate)
  + Name of Employee- The words ‘Name of Employee’ does not appear, but only the actual name of the employee and other details
  + Sick leave dates
  + Medical certificate if available

For example, once the bar code is scanned the following appears on the screen:

JEFF BEZOS

CEO/ Executive Office

57/ Male

Sick Leave: From: May 6, 2021 to May 7, 2021

(dates already entered by employee on the Fit to Work Form)

Diagnosis: (drop down menu based on ICD 10 classification), searchable by key words or ICD code

Below the Diagnosis is the **‘Assessment’**, and has the following options, and the doctor may click one depending on his/her assessment of the patient/employee:

|  |
| --- |
| Fit to Work/ Return to Work |
| Sent Home |
| Referred to Specialist |
| Sent to ER |

Here' what the doctors see:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FIT TO WORK ASSESSMENT**

**AMAZON** May 9, 2021

**JEFF BEZOS** 0645H

**CEO/ Executive Office**

**57/Male**

**Vital Signs:** (BP, PR, RR only if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Temp:** | **BP:** | **PR:** | **RR:** |

**Physical Findings/ Remarks:** (doctor can type here)

**Attached Medical Certificate:** (uploaded by the patient)

****

**Diagnosis:** Dizziness (R42)

**Sick Leave From:** Date (Calendar) **To:** Date (Calendar)

**Assessment:** (doctor must click one)

|  |
| --- |
| Fit to Work/ Return to Work |
| Sent Home |
| Referred to Specialist |
| Sent to ER |

If **‘Fit to Work’** is clicked the Fit to Work Assessment will be completed and the e signature of the doctor will automatically placed. A PDF Fit to Work Medical Certificate together with a QR code will be generated, as shown below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FIT TO WORK MEDICAL CERTIFICATE**

**AMAZON** May 9, 2021

**JEFF BEZOS** 0645H

**CEO/ Executive Office**

**57/Male**

**Diagnosis:** Dizziness (R42)

**Sick Leave: From:** Date (Calendar) **To:** Date (Calendar)

**Assessment: Fit to Work**

Digital signature of doctor

Taylor Swift, M.D.

PRC Lic. No. 000000 **QR Code**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If **‘Sent Home’** is clicked the following will appear below the phrase ‘Sent Home’:

**Recommendation:** (the doctor can type here)

**Sick Leave**

**From:** Date (Calendar) **To:** Date (Calendar)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FIT TO WORK MEDICAL CERTIFICATE**

**AMAZON** May 9, 2021

**JEFF BEZOS** 0645H

**CEO/ Executive Office**

**57/Male**

**Diagnosis:** Dizziness (R42)

**Sick Leave From:** Date (Calendar) **To:** Date (Calendar)

(PREVIOUS ABSENCE)

**Sent Home**

**Time:** 0000H

**Recommendation:** (the doctor can type here)

**Sick Leave From:** Date (Calendar) **To:** Date (Calendar)

Digital signature of doctor

Taylor Swift, M.D.

PRC Lic. No. 000000 **QR Code**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If **‘Referred to Specialist’** is clicked, the following will appear:

**Diagnosis:** (diagnosis is selected from the dropdown menu)

**Referred to:** (dropdown menu or set of options appear as shown below)

|  |
| --- |
| Cardiology |
| Ophthalmology |
| Gastroenterology |
| Orthopedics |
| General Surgery |
| Endocrinology |
| OB-Gynecology |
| ENT-HNS |

Once any of the options above is clicked, sick leave dates appear. Example is shown below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FIT TO WORK MEDICAL CERTIFICATE**

**AMAZON** May 9, 2021

**JEFF BEZOS** 0645H

**CEO/ Executive Office**

**57/Male**

**Diagnosis:** Dizziness (R42)

**Sick Leave From:** Date (Calendar) **To:** Date (Calendar)

(PREVIOUS ABSENCE)

**Referred to:** ENT-HNS

**Time:** 0000H

**Sick Leave From:** Date (Calendar) **To:** Date (Calendar)

Digital signature of doctor

Taylor Swift, M.D.

PRC Lic. No. 000000 **QR Code**

If **‘Sent to ER’** is clicked, it will appear like this:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FIT TO WORK MEDICAL CERTIFICATE**

**AMAZON** May 9, 2021

**JEFF BEZOS** 0645H

**CEO/ Executive Office**

**57/Male**

**Diagnosis:** Dizziness (R42)

**Sick Leave From:** Date (Calendar) **To:** Date (Calendar)

(PREVIOUS ABSENCE

**Sent to ER:** (doctor can type here, ‘San Juan De Dios Hospital’ for ex.)

**Time:** 0000H

**Sick Leave From:** Date (Calendar) **To:** Date (Calendar)

Digital signature of doctor

Taylor Swift, M.D.

PRC Lic. No. 000000 **QR Code**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details written on the medical certificate will automatically be copied on the Electronic Medical Record (EMR) of the patient.

**Electronic Medical Record (EMR)**

The details written on the **FIT TO WORK ASSESSMENT** must also reflect on the **EMR**

The **EMR:**

* Generally has 4 parts (SOAP):
  + **S-Subjective**: The phrase **‘For Fit to Work’** will appear here
  + **O-Objective**: The notes written on the **Physical Findings/ Remarks** part of the **FIT TO WORK ASSESSMENT** must appear here
  + **A**-**Assessment**: The Diagnosis on the **FIT TO WORK ASSESSMENT** must appear here
  + **P**-**Plan:** The **Assessment** selected on the **FIT TO WORK ASSESSMENT** must appear here

This is what doctors see when they open the EMR of a patient:

**AMAZON** May 9, 2021

**JEFF BEZOS** 0645H

**CEO/ Executive Office**

**57/Male**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vital Signs | **Temp:** | **BP:** | **PR:** | **RR:** |
| **Subjective** | | | | |
| The phrase **‘For Fit to Work’** will appear here. The doctor can ALSO write here. | | | | |
| **Objective** | | | | |
| The notes written on the **Physical Findings/ Remarks** part of the **FIT TO WORK ASSESSMENT** must appear here. The doctor can ALSO write here | | | | |
| **Assessment** | | | | |
| The Diagnosis on the **FIT TO WORK ASSESSMENT** must appear here. The doctor can ALSO write here | | | | |
| **Plan** | | | | |
| The **Assessment** selected on the **FIT TO WORK ASSESSMENT** must appear here. The doctor can ALSO write here. | | | | |

For example if this the Fit to Work Assessment:

**FIT TO WORK ASSESSMENT**

**AMAZON** May 9, 2021

**JEFF BEZOS** 0645H

**CEO/ Executive Office**

**57/Male**

**Vital Signs:** (BP, PR, RR only if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Temp:** 36.5C | **BP:** 120/80 | **PR:** 95 | **RR:** 16 |

**Physical Findings/ Remarks:** Essentially Normal

**Attached Medical Certificate:** (uploaded by the patient)

****

**Diagnosis:** Dizziness (R42)

**Sick Leave From:** May 6, 2021 **To:** May 7, 2021

**Assessment:**  Fit to Work

This is what the details from the Fit to Work Assessment to the EMR would look like:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AMAZON** May 9, 2021

**JEFF BEZOS** 0645H

**CEO/ Executive Office**

**57/Male**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vital Signs | **Temp:** 36.5C | **BP:** 120/80 | **PR:** 95 | **RR:** 16 |
| **Subjective** | | | | |
| For Fit to Work  Sick Leave: From 5/6/2021 To 5/7/2021 | | | | |
| **Objective** | | | | |
| Essentially Normal | | | | |
| **Assessment** | | | | |
| Dizziness R42 | | | | |
| **Plan** | | | | |
| Fit to Work | | | | |