

MEDICAL SERVICES

PROVIDED ON BEHALF OF THE DEPARTMENT FOR WORK AND PENSIONS

Standards

Atos Healthcare

LiMA WCA Review Exam Application Technical Guide

MED-LWCAREATG01

Version: 2 (Final)

6 June 2011

Version history

Version	Date	Comment
1 (Final)	9 March 2011	First draft
2 (Final)	6 June 2011	Second draft

About this version

Changes since last version

Although following the issue of UTS 22/2010 WFHRA has been temporarily suspended for a period of 2 years references to WFHRA will remain within the guide.

Includes changes to the justification screens, inclusion of a grammar checker for the global justification section, and new security features for LiMA logins.

Outstanding issues and omissions

Updates to Standards incorporated

Issue

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Owner and approver: LiMA Medical Lead

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1. About this document

1.1 Purpose

This document has been created as a technical guide to assist Health Care Professionals when using the LiMA WCA Review Exam application.

1.2 Applicability

This document is applicable to all Health Care Professionals that undertake ESA face to face assessments using the LiMA WCA Review Exam application.

1.3 Owner

The LiMA Medical Lead owns this document.

The owner is responsible for approval of this document and all related feedback should be addressed to them.

1.4 References

- LiMA Rework Medical Procedures (MED-LRMP01)

2. Introduction

The Employment and Support Allowance was introduced by the Department for Work and Pensions in 2008. The Work Capability Assessment (WCA) was subsequently reviewed in 2010 and new WCA Review (WCAR) regulations were introduced in March 2011. Further changes were introduced in June 2011, to comply with the recommendation made in the Harrington report, regarding the inclusion of a free text global justification section.

The WCA consists of 3 parts:

- Limited Capability for Work Related Activity (LCWRA)
- Limited Capability for Work (LCW)
- Work Focused Health Related Assessment (WFHRA)

Clients may be offered a WFHRA at initial face to face assessment. Clients who meet Support Group criteria or those that are above a woman's normal retirement age (currently 60) may decline participation in this. Other clients may also decline participation in the WFHRA, however this may trigger a sanctioning process from the Decision Maker that may result in a lower level of benefit being paid.

The LiMA WCA Review Exam application provides a tool for assessment of both LCW and LCWRA in a medical examination.

History, examination findings and observed behaviour can be effectively documented by the Health Care Professional.

Evidence Based Medicine protocols will then be utilised to advise outcomes to the HCP based on the details that have been entered.

The LiMA WCA Review Exam application is purely advisory. The user may enter any outcome and then provide justification of their opinion.

Advice recorded using the LiMA WCA Review Exam application will be communicated electronically to the Department for Work and Pension's Decision Maker who will use the report when considering benefit entitlement.

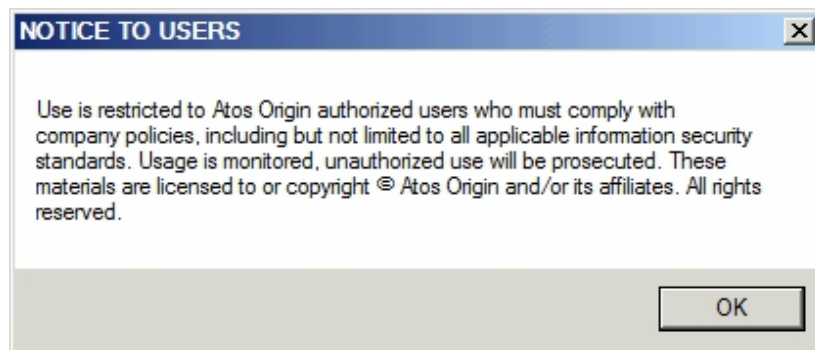
3. Security and Passwords

A user account has been created for you, however it is not ready to be used until you select a password. This is the password that is used to access the Atos Healthcare network (the Windows password).

3.1 Starting Up

When the computer terminal is switched on, you will be presented with a 'Connect' button. This button is used to establish a connection to a remote computer that runs the LiMA program. Click on the button to begin the connection process.

Next you will see a standard security message as shown below left. Click on the 'OK' button to continue.



3.2 Logging on to Windows

The Windows log-on window is shown below.

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You will be supplied with a User name. Type it into the 'User name' field. You will need to enter this each time you log-on.

The trainer will tell you the default password to type into the 'Password:' field.

Before using LiMA for the first time, you should change the default Windows password so that your account cannot be used by anyone else.

Note: Check that 'Log on to' is labelled as MEDSVCS. You will not be able to access the live LiMA system if this is labelled as anything other.

3.3 Changing the Windows Password

When choosing a password, there are a few important considerations:

- ☐ The password must be at least 9 characters long.
- ☐ The longer your password is, the more likely you are to mistype it.
- ☐ Passwords are case sensitive (beware of accidentally leaving Caps-Lock switched on).
- ☐ If you get the password wrong three times in succession the account will be locked.
- ☐ Security policy requires all Windows passwords to be changed regularly. The computer will remind you when it is time to change your password.
- ☐ None of the previous five passwords may be reused when changing a password.
- ☐ Passwords should be kept secret and not written down (treat them like the PIN number for a cash-point card). If you must write something down, use a hint to remind you what the word is, not the actual word itself.
- ☐ Passwords that change regularly are easier to remember if you follow a

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system. Randomly chosen words often seem good at the time but can be quickly forgotten.

- Forgotten passwords cause much greater problems than mistyped ones when the account needs to be unlocked.

Tip - Choosing Memorable Passwords

Why not devise a system for choosing and remembering passwords? The system that works best for you will depend largely on how your memory works and what your interests are, but if all of your passwords fit into a logical scheme it will be much less likely that you will forget one.

Stuck for ideas? Try this! Think of a fact you will remember and then take the first letter of each word; preferably include numbers.

"my cat Felix is 12 next year" = mcFi12ny

If you have not already done so, think of a new Windows password now.

First you need to access the Windows Security panel. Use your left hand to hold down '**Ctrl**' and '**Alt**' together, and keeping those keys pressed, use your right hand to tap the '**Delete**' key once. (This combination of keys is commonly abbreviated as **Ctrl-Alt-Del.**)

Click the '**Change Password**' button found just below the 'Lock Computer' option.

Type the **old** password in the first box.

Press the 'Tab' key (next to Q on the keyboard) to move the cursor to the next field.

Type the **new** password (the easily remembered password that you have chosen).

Press 'Tab' again.

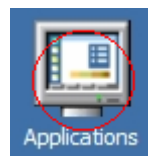
Type the **new** password again, and then click 'OK' to confirm the change.

Finally, click 'Cancel' to return to Windows.

4. Medical Services Referral System (MSRS)

MSRS is an automated case management and workflow system. Referrals are registered by Job Centre Plus (JCP) users and cases progressed by Atos Healthcare until closure, at which point the outcome is communicated back to JCP users electronically. The LiMA WCA Review Exam application is accessed through MSRS.

MSRS is accessed by double-clicking (two rapid clicks with a mouse) on the Applications icon on your thin client screen as indicated:



MSRS should be opened by clicking twice on the MSRS icon. It will open at the declaration screen. Read this and click the 'Accept Declaration' button to continue.

The next screen allows you to find a client on the system. Enter the National Insurance Number into the 'Enter NiNo' box and click 'Search.'

MSRS	
Enter Nino <input type="text"/> <input type="button" value="Search"/>	Search for Client NI Number: <input type="text"/> Surname: <input type="text"/> First Name: <input type="text"/> Postcode: <input type="text"/> Date of Birth: <input type="text"/>  <input type="button" value="Search"/> <input type="button" value="Clear Search"/>
Search for Client	
View Appointments by MEC by Day	
View Items for Electronic Medical Audit	
View Outstanding Filework Tasks	
View Paperless Items For Doctor Approval	
Exit MSRS	
Help	

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If a client with that NiNo is found, you will be taken to the Medical Work Bench where all relevant details will be displayed.

Note, the Workbench will only be displayed if a NiNo has a live referral associated with it.

4.1 Medical Workbench

4.1.1 Overview

When you first enter the Medical Workbench, you will be taken to the 'Overview' tab. Here, all relevant, general information on the client will be displayed. This will include:

- Client Information
 - Name and NiNo
 - Date of Birth
 - Gender and any PV (Potentially Violent) details. If PV details are present, the PV code will be underlined and coloured blue (a hyperlink). If you click on this, relevant information will be presented on screen for you. (See Appendix A -for a list of the PV codes).
 - Appointee. If there is an appointee 'Yes' will be underlined and coloured blue (a hyperlink). If you click on this, relevant information will be presented on screen for you.
 - Home and mobile phone numbers if available.
 - Language and same gender examination requirements.
- Case Details
 - The benefit type, first day of incapacity and whether the case relates to IB Reassessment.
 - Whether the case is noted to relate to a client with a Mental Health condition.
 - If the case is a re-referral, there will be details of whether the client was previously found to meet Support Group criteria or was treated as having Limited Capability for Work.
 - Availability Constraint. If present 'Yes' will be underlined and coloured blue (a hyperlink). If you click on this, relevant information will be

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presented on screen for you.

- Referral Details

- Category. The code given here will be either:
 - S as the referral has moved beyond the Filework stage
 - WFHRA for any WFHRA referrals
- Sub Category.
 - For S or WFHRA category referrals, this will indicate S for standard referrals or ED where a client has not attended a previous examination.
- Supporting case file. This indicates whether there is an ESA55 associated with a referral. **Check this carefully and ensure an ESA55 and contents are always reviewed if one is present.**
- Pre WCA Review Indicator. This indicates whether the case should be considered under the original regs or WCA Review regs. If the box is checked 'Yes' the case is 2008 regs, and if it is checked 'No' it is 2011 regs. **Check this carefully so that you understand which version of ESA will apply to each case.**

4.1.2 Accessing LiMA WCA Review Exam Application

On the Overview tab the action to be taken on a case will be indicated at Workflow status. If the text MEC Examination is blue and underlined (a hyperlink) this can be clicked on. LiMA WCA Review Exam will then open.

Tip: If you open LiMA and cannot see the whole screen, press the 'F11' button on your keyboard and LiMA will expand to fill the whole screen.

Medical Services

Client: NI Number: JA643232A **Name:** Mr Anthony Green

View Medical Workbench

Overview

Medical Outputs

FME

Client
Date of Birth: 31 May 1975
Gender: Male
PV Code:
Appointee: No
Home Tel:
Mobile Tel:
Req Lang:
Same Gender: No

Case
Benefit Type: ESA
IB Migration: No
Re-Referral: No
First Date Of Incapacity: 12 Dec 2010
Mental Health: No
Previously Treat As SG: No
Previously Treat As LCW: No
Availability Constraint: No

Referral
Category: S
Sub-Category: Scrutiny
KPI Start Date: 18 Dec 2010
Supporting Case File: No
LCWRA Only: No
Pre-WCA Review: No
Workflow Status: [MEC Examination](#)

PV Text :

4.2 Viewing Further Medical Evidence

In every case FME held on MSRS should be reviewed.

By clicking on the FME tab, any FME records will be displayed. Note, this will display all FME held.

Selecting any FME by clicking on its corresponding radio button (☒) will display the text on screen:

View Medical Workbench

Overview

Medical Outputs

FME

FME Type	Date Requested	Date Received	Contact Name	Address	Select
MED3		18 Dec 2010			<input checked="" type="radio"/>

Current GP Details
Name: Dr Jones
Address: 3 CHURCH COURT, COX STREET,
BIRMINGHAM, B3 1RD
Telephone: 012162008652
Other FME
Contacts: No

Evidence / Request Text

Dialysis

View/Edit Contact Details

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4.2.1 FME Type

If the FME Type is given as Med3, this is information that has been provided from evidence on a Med3. The latest Med3 report will be selected by default when this screen is first opened.

If the FME Type is given as FRR4, this is information that has been provided over the phone. This may be documented on the system by the DWP at the time the referral was raised in lieu of Med3 information OR it may be documented by an AH HCP.

- FRR4s documented by a DWP user will never be blue and underlined.
- FRR4s documented by an AH HCP will always be coloured blue and underlined (a hyperlink). Clicking on this will open the form in a version which can be printed if required.

If the FME type is given as 113, FRR2 or FRR3, the 'date requested' will be completed. If the FME is not returned, the 'date received' will remain blank. The name and address that FME was sent to is displayed on the screen. If the radio button (☉) associated with an FRR2 or 3 report is clicked, the evidence text inserted by the HCP will be displayed on screen.

If the FME type is given as 'Questionnaire', the 'date requested' will be completed. If the ESA50 or 50A is not returned, the 'date received' will remain blank.

4.3 Viewing Previous Medical Outputs

Any pre-existing medical outputs for a client should be reviewed on MSRS by clicking the 'Medical Outputs' tab prior to commencing the face to face part of the assessment.

Note, only approved or draft outputs will be displayed. To display superseded reports, select the 'Include Superseded reports' tick box and the screen will automatically update to show all reports.

This screen will display:

- The date a report was created.
- Any advised outcome and whether the report relates to original ESA regulations or WCA review regulations.
- Whether an NFD was advised at examination.
- The status of the report.
- The total number of points advised at an examination, and

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- Any action required on the report.

Text listed in the 'Reports' column will be blue and underlined. Clicking on these will open a report in another window.

For examination reports completed using integrated LiMA, a report will open as a version that can be rapidly clicked through.

Hint. The printable version of an examination report can still be accessed by navigating through MSRS as currently to the 'View Medical Outputs' screen. See section 4.3.1 for MSRS Standard View.

Selecting a report by clicking on the associated radio button (☒) will display further information at the bottom left of the screen.

Client: NI Number: JA643232A **Name:** Mr Anthony Green

View Medical Workbench

Overview Medical Outputs FME								
Date Created	Outcome	Pre-WCA Review	NFDS	Status	Points	Reports	Action required	Select
18 Dec 2010	Support group (Chemotherapy)	Yes	No	Authorised		<u>ESAB5a</u>		<input checked="" type="radio"/>

Selected Medical Output

Author: Doctor James Smith (4525233, Registered Medical Practitioner)

Approver:

Last Amended by:

Doctor Required: No

Required Exam:

Prognosis: Improve in 3 Months

Include Superseded Outputs: ☐ Revise Medical Output

4.3.1 MSRS Standard View

To exit the Medical Work Bench and return to the standard MSRS screens, either:

- Select 'Search for Client' from the left hand menu, or Select the blue, underlined text 'Client', 'Case' or 'Referral' where present at the top of the Work Bench.

To return to the Work Bench screen, select 'View Medical Work Bench' where

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available from the 'Client Actions' or 'Case Actions' drop down menu and click 'Go'

Note. There will now be a 'Back' button at the top right of the Work Bench which, if clicked, will return you to standard MSRS screens.

5. ESA50 Information Screen

Upon invoking LiMA, the ESA50 Information screen will allow you to enter the activity groups that the client has identified as being disabling in the ESA50. The ESA50 should be reviewed before the client enters the examination room.

LiMA

→ Goto Exam Session Help

Client	Anthony Green	DOB	31/05/1975	Exam Date	10/02/2011
NINo	JA643232A	Age	35	User	Dr James Smith

ESA50 Information

Set all to Unclear
Unclear

	Physical	None Apply	Problem	Unclear	Client states 'None Apply'
Lower Limb Questions 1, 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Upper Limb Questions 3, 4, 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Vision, Speech, Hearing Questions 6, 7, 8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Continence Question 9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Consciousness Question 10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Mental Health					
Understanding and Focus Questions 11, 12, 13	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Adapting To Change Questions 14, 15	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Social Interaction Questions 16, 17	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

16:54

For each activity group, click the radio button (☐) that corresponds to the client's ESA50.

Indicate -

- None Apply – If the client's ESA50 states they do not have any difficulties with the activities in that activity group.
- Problem – If the client's ESA50 states they have difficulty with at least one of the activities in that activity group.
- Unclear – If it is unclear in the ESA50 whether the client has difficulties or not.

If you indicate 'unclear,' the tick box (☐) labelled 'Client states 'None Apply'' will no

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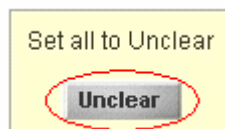
longer be greyed out for that activity. Check with the client whether they do or do not have difficulties with this activity.

If the client reports that they **do not** have difficulties, click the 'client states 'none apply' tick box.

If the client reports that they **do** have difficulties, do not click this tick box. Leave the 'unclear' radio button selected.

5.1 Set all to Unclear

If the client has not returned an ESA50 or if the returned form has not been completed, click the 'Set all to Unclear' button on the left side of the screen.



All outcomes will be marked as 'unclear' and all 'client states none apply' tick boxes will be available.

5.2 Starting the Assessment

Every activity group must be addressed before the assessment can commence.

Once this screen is complete, the client can be invited to the examination room. Click the 'Clock' button to start the examination when the client has entered the room. This will take you to the History screens.



5.3 Starting the Assessment when the Client is Present

The 'Exam Started' button should be used if you are with the client whilst the ESA50 information is being completed.

After opening LiMA, press this button when the client is first present. This will set the examination start time but will not move you to the History screens.



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To subsequently enter the History screens, click the forward arrow.



6. History

The History screen consists of the following sections:

- **Medical Conditions**
- **Condition History**
- **Medication and Side Effects**
- **Social and Occupational History**
- **Typical Day**

6.1 Medical Conditions Section

The Medical Conditions section allows the user to record the conditions the client reports as being medically identified as well as any other conditions.

Conditions have been grouped into related categories. The screen will open with

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the most common conditions presented on screen.

To find a condition, click on a category. All conditions listed in that category will then usually be presented in alphabetical order.

Left Right

Common conditions
Musculoskeletal problem
Chronic fatigue
Neck and back problem
Shoulder and arm problem
Wrist and hand problem
Leg problem
Hip and knee problem
Foot and ankle problem
Mental health problem
Alcohol and drug misuse
Cardiovascular problem
Respiratory problem
Abdominal problem
Renal problem
Neurological problem
Visual problem
Hearing problem
Endocrine problem
Cancer
Miscellaneous

Arm Pain
Arm Problem
Arthritis of Shoulder
Capsulitis
Fractured Clavicle
Fractured Humerus
Frozen Shoulder
Golfers Elbow
Lymphoedema of arm
Painful Arc Syndrome
Rotator Cuff Problem
Shoulder Pain
Shoulder Problem
Tendonitis of shoulder
Tennis Elbow

Unclassified condition

To add a condition, click on that condition to highlight it and then press one of the condition forward arrow keys.



Click the top arrow key to add the condition to the 'Conditions medically identified' category. Click the lower arrow key to add the condition to the 'Other conditions reported' category.

'Double clicking' (two clicks of the mouse in rapid succession) on a condition will add it to whichever of these two categories was last used.

This screen can always be returned to if additional conditions emerge during the examination, which need to be recorded.

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6.1.1 Removing a condition

To remove a condition from either list, click on the condition and press the back arrow key, double click on the condition or press 'delete' on the keyboard.

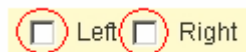


If any other details, for example, condition history, have been entered for the condition that is being removed, a pop up box will open on screen asking you to confirm that all details should be deleted. Click 'OK' to proceed or 'cancel' to return to the Medical Conditions section.

6.1.2 Sided Conditions

Any condition that can be lateralised as affecting the left or right side will enable the two tick boxes at the top of the medical condition list.

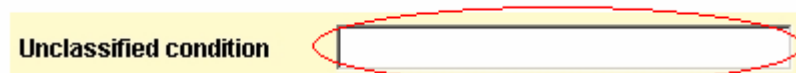
Click either box to indicate which side is affected by the condition.



By clicking the left **and** right tick boxes, the condition will be entered as affecting both sides.

6.1.3 Unclassified Conditions

If the client reports a condition that is not listed, enter the condition as free text in the 'unclassified condition' box.



Note. Unclassified conditions will not trigger relevant LiMA phrases and will not mandate any examination or observations. You will need to ensure any relevant details are entered.

6.1.4 Client states no other problems

After ensuring all conditions reported by the client have been entered, confirm this by adding 'Client states no other problems.' This statement can be found at the top of the 'common conditions' category.

You will not be able to continue until this has been confirmed.

6.2 Condition History

Click on each condition in turn. Any relevant LiMA phrases will appear in the 'History of Condition' box.

The screenshot shows a software interface for medical services. On the left, a 'Select Condition' panel lists 'Arm Problem' and 'Depression', with 'Arm Problem' highlighted. On the right, a 'History of condition' panel lists various history items, including 'Condition History', 'Duration', 'Time Since Event', 'Date Of Event', 'Progress', 'Daily Variability', 'Weekly Variability', 'Self Treatment', 'GP Treatment', 'Repeat Prescription', 'No Specialist', 'Out Patient', 'Skeletal Referral', 'Skeletal Ix', and 'Skeletal Rx'. This list is circled in red. Below the list is a large empty text area. At the bottom of the right panel are buttons for 'Add', 'Remove', 'Edit', 'Up', and 'Down'.

Each condition entered must have a history provided.

If an entered condition is a neurological condition that may require examination by a registered medical practitioner, a prompt will appear on screen to consider handing the case over if you are not a doctor. In addition, if the condition may be very disabling a prompt to consider the support group will be displayed.

Any prompts are merely advisory. Any user should maintain their clinical judgement irrespective of the message being shown.

6.3 Medication and Side Effects

The medication section is mandatory.

Click on each condition. Any relevant medication will be presented in alphabetical order in the medication box.

Medical Services

The screenshot displays two panels from a software interface. The left panel, titled 'Select Condition', contains a list with 'Arm Problem' and 'Depression'. 'Arm Problem' is highlighted in blue and circled in red. The right panel, titled 'Medication', features a list with options: 'No Rx For Condition', 'Non-Prescribed Only', 'Medication Brought:', 'Medication Not Brought:', 'Prescription Brought:', 'Unlisted Drug', 'High Dose Rx', 'Multiple Drug Rx', and 'Homeopathic'. To the right of this list is a large empty text box. Below the text box are five buttons: 'Add', 'Remove', 'Edit', 'Up', and 'Down'. At the bottom of the 'Medication' panel is a text field containing the placeholder text 'Currently using no medication for [Diagnoses]'.

6.4 Social & Occupational History and Typical Day

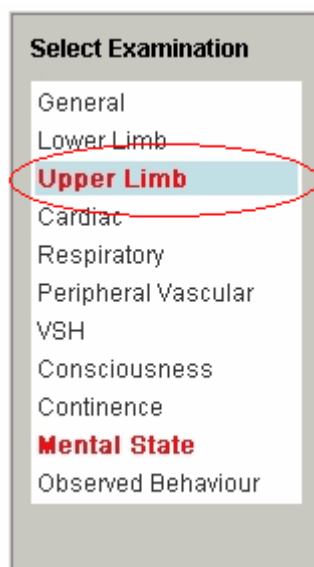
The social history, occupational history and typical day are all mandatory; therefore information must be recorded in each of these sections to enable the HCP to progress to the next screen.

7. Examinations

The Examinations screen will consist of the following sections:

- **General**
- **Lower Limb**
- **Upper Limb**
- **Cardiac**
- **Respiratory**
- **Peripheral Vascular**
- **Vision Speech and Hearing (VSH)**
- **Consciousness**
- **Continence**
- **Mental State**

Any examinations listed in bold, red text in the 'Select Examination' selector are mandatory.



Any examinations that are also felt to be appropriate by the examining Health Care Professional should be completed and can be accessed by clicking on the relevant examination.

Medical Services

7.1 General

The general examination section provides a Body Mass Index calculator and an opportunity to comment on any general features of the examination (for example, the presence of an attendant and the client's consent to examination).

The general examination section is never mandatory.

Note: Although this section is not mandatory, consent for examination must always be obtained and documented. It is also advised that you document the presence of an attendant.

7.1.1 Body Mass Index (BMI)

Enter the client's height and weight. Using imperial measurements will disable the metric boxes (and vice versa).

Any imperial measurements will be converted to metric in the output to the Decision Maker.

The BMI will be calculated automatically when the height and weight are entered.

7.2 Lower Limb

There are three tabs to this section:

- Lower Back
- Left Leg
- Right Leg

Clicking on each tab presents three options that can be indicated by clicking on a radio button:

- Not Assessed
- Normal
- Findings

7.2.1 Not Assessed

'Not Assessed' is defaulted when each tab is first opened. No examination findings will be presented.

7.2.2 Normal

Every examination item in this tab is defaulted to its normal outcome when this

Medical Services

option is selected. This selection will only be undone by clicking the 'Not Assessed' radio button. The 'Findings' radio button has no effect on this option.

If this option is used, review each examination finding. Ensure each one has been examined and is normal.

7.2.3 Findings

When this option is selected, every examination finding will be available but will be defaulted to 'not assessed.' Click on the drop down menus to review each available option and then select the appropriate examination finding.

7.2.4 Reason for Loss of Function

If an examination item has been recorded that indicates a loss of function in the Lower Limb examination, you should indicate the reason for this to the Decision Maker by clicking on any of the twelve available reasons for loss of function.

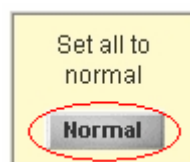
Reason for loss of function:

<input checked="" type="checkbox"/> Pain	<input type="checkbox"/> Stiffness	<input type="checkbox"/> Weakness	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Swelling	<input type="checkbox"/> Balance Problem
<input type="checkbox"/> Joint Instability	<input type="checkbox"/> Joint Locking	<input type="checkbox"/> Joint Deformity	<input type="checkbox"/> Reduced Effort	<input type="checkbox"/> Neurological Problem	<input type="checkbox"/> Unclear

Any combination of reasons can be entered. You can undo any selected options by clicking on it a second time.

7.2.5 Set all to normal

Clicking the 'Set all to normal' button will default to normal any item that is part of the musculo-skeletal overview for the lower back and leg examination.



If this option is used, only the musculo-skeletal overview findings will default to normal. Review each examination finding and ensure each one has been examined and is normal.

7.2.6 Other Significant Findings

Any other significant findings from the Lower Limb examination can be recorded in the LiMA phrase box.

Significant findings should not be excluded if there are no examination drop downs or LiMA phrases available to reflect this. Any relevant drop down should be set to

Medical Services

'not assessed' and details should be included as free text in the LiMA phrase box. (See section 14).

7.3 Upper Limb

There are five tabs to this section:

- Neck
- Left Upper Arm
- Right Upper Arm
- Left Forearm
- Right Forearm

Clicking on each tab presents three options that can be indicated by clicking on a radio button:

- Not Assessed
- Normal
- Findings

7.3.1 Not Assessed

'Not Assessed' is defaulted when each tab is first opened. No examination findings will be presented.

7.3.2 Normal

Every examination item in this tab is defaulted to its normal outcome when this option is selected. This selection will only be undone by clicking the 'Not Assessed' radio button. The 'Findings' radio button has no effect on this option.

If this option is used, review each examination finding. Ensure each one has been examined and is normal.

7.3.3 Findings

When this option is selected, every examination finding will be available but will be defaulted to 'not assessed.' Click on the drop down menus to review each available option and then select the appropriate examination finding.

7.3.4 Reason for Loss of Function

If an examination item has been recorded that indicates a loss of function in the

Medical Services

Upper Limb examination, you should indicate the reason for this to the Decision Maker by clicking on any of the eleven available reasons for loss of function.

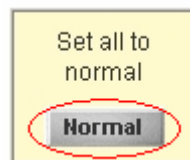
Reason for loss of function:

- ☒ Pain ☐ Stiffness ☐ Weakness ☐ Fatigue ☐ Swelling
☐ Joint Instability ☐ Joint Locking ☐ Joint Deformity ☐ Reduced Effort ☐ Neurological Problem ☐ Unclear

Any combination of reasons can be entered. You can undo any selected options by clicking on it a second time.

7.3.5 Set all to normal

Clicking the 'Set all to normal' button will default to normal any item that is part of the musculo-skeletal overview for the neck and upper limb examination.



If this option is used, only the musculo-skeletal overview findings will default to normal. Review each examination finding and ensure each one has been examined and is normal.

7.3.6 Other Significant Findings

Any other significant findings from the Upper Limb examination can be recorded in the LiMA phrase box.

Significant findings should not be excluded if there are no examination drop downs or LiMA phrases available to reflect this. Any relevant drop down should be set to 'not assessed' and details should be included as free text in the LiMA phrase box, (see section 14).

7.4 Cardiac

There are nine tabs to this section:

- General
- Face
- Hands
- Radial Pulse
- Blood Pressure

Medical Services

- JVP
- Heart Sounds
- Lung Sounds
- Fundoscopy

Clicking on each tab presents three options that can be indicated by clicking on a radio button:

- Not Assessed
- Normal
- Findings

7.4.1 Not Assessed

'Not Assessed' is defaulted when each tab is first opened. No examination findings will be presented.

7.4.2 Normal

Every examination item in this tab is defaulted to its normal outcome when this option is selected. This selection will only be undone by clicking the 'Not Assessed' radio button. The 'Findings' radio button has no effect on this option.

If this option is used, review each examination finding. Ensure each one has been examined and is normal.

If radial pulse and blood pressure are indicated as being normal, a pulse rate and sitting blood pressure must be provided.

7.4.3 Findings

When this option is selected, every examination finding will be available but will be defaulted to 'not assessed.' Click on the drop down menus to review each available option and then select the appropriate examination finding.

Any relevant findings entered into any other examination will be re-presented here.

The respiratory rate, radial pulse, sitting and standing blood pressure commentary will automatically default based on the entered values.

7.4.4 Other Significant Findings

Any other significant findings from the cardiac examination can be recorded in the LiMA phrase box.

Medical Services

Significant findings should not be excluded if there are no examination drop downs or LiMA phrases available to reflect this. Any relevant drop down should be set to 'not assessed' and details should be included as free text in the LiMA phrase box. (See section 14).

7.5 Respiratory

There are eight tabs to this section:

- General
- Face
- Hands
- Radial Pulse
- PEFR
- Heart Sounds
- Chest Inspection
- Lung Sounds

Clicking on each tab presents three options that can be indicated by clicking on a radio button:

- Not Assessed
- Normal
- Findings

7.5.1 Not Assessed

'Not Assessed' is defaulted when each tab is first opened. No examination findings will be presented.

7.5.2 Normal

Every examination item in this tab is defaulted to its normal outcome when this option is selected. This selection will only be undone by clicking the 'Not Assessed' radio button. The 'Findings' radio button has no effect on this option.

If this option is used, review each examination finding. Ensure each one has been examined and is normal.

If radial pulse or PEFR are indicated as being normal, the relevant reading must be provided.

Medical Services

7.5.3 Findings

When this option is selected, every examination finding will be available but will be defaulted to 'not assessed.' Click on the drop down menus to review each available option and then select the appropriate examination finding.

The respiratory rate and radial pulse commentary will automatically default based on the entered values.

Any relevant findings entered into any other examination will be re-presented here.

7.5.4 Peak Expiratory Flow Rate (PEFR)

If information on the client's height and weight has been entered into the BMI calculator in the General Examination tab, the expected peak flow value will be calculated and inserted into the 'expected value' box. The calculated value can be overridden by clicking in the 'expected value' box and deleting the number. Another number can then be typed in.

If you return to the General Examination tab and update the height and weight information, the expected PEFR **will not** be updated.

LiMA will automatically provide commentary on the relationship between the peak flow value at examination and the expected peak flow value. This can be clarified in the free text box if further explanation is required.

7.5.5 Other Significant Findings

Any other significant findings from the respiratory examination can be recorded in the LiMA phrase box.

Significant findings should not be excluded if there are no examination drop downs or LiMA phrases available to reflect this. Any relevant drop down should be set to 'not assessed' and details should be included as free text in the LiMA phrase box. (See section 14).

7.6 Peripheral Vascular

There are seven tabs to this section:

- Face
- Hands
- Radial Pulse
- Left Leg Peripheral Circulation
- Right Leg Peripheral Circulation

Medical Services

- Blood Pressure
- Fundoscopy

Clicking on each tab presents three options that can be indicated by clicking on a radio button:

- Not Assessed
- Normal
- Findings

7.6.1 Not Assessed

'Not Assessed' is defaulted when each tab is first opened. No examination findings will be presented.

7.6.2 Normal

Every examination item in this tab is defaulted to its normal outcome when this option is selected. This selection will only be undone by clicking the 'Not Assessed' radio button. The 'Findings' radio button has no effect on this option.

If this option is used, review each examination finding. Ensure each one has been examined and is normal.

If radial pulse and blood pressure are indicated as being normal, a pulse rate and sitting blood pressure must be provided.

7.6.3 Findings

When this option is selected, every examination finding will be available but will be defaulted to 'not assessed.' Click on the drop down menus to review each available option and then select the appropriate examination finding.

Any relevant findings entered into any other examination will be re-presented here.

The radial pulse and sitting and standing blood pressure commentary will automatically default based on the entered values.

7.6.4 Other Significant Findings

Any other significant findings from the peripheral vascular examination can be recorded in the LiMA phrase box.

Significant findings should not be excluded if there are no examination drop downs or LiMA phrases available to reflect this. Any relevant drop down should be set to 'not assessed' and details should be included as free text in the LiMA phrase box. (See section 14).

7.7 Vision Speech and Hearing (VSH); Consciousness and Continence

Examination findings for Vision, Speech and Hearing (VSH), Consciousness and Continence are entered via the LiMA phrase box.

Significant findings should not be excluded if there are no phrases available. Any details should be included as free text in the LiMA phrase box. (See section 14).

7.8 Mental State

There are eleven tabs to this section:

- Appearance
- Behaviour
- Speech
- Mood
- Cognition – General
- Insight
- Thoughts
- Perceptions
- Addictions
- Involuntary Movements
- Cognitive Tests

Clicking on each tab presents three options that can be indicated by clicking on a radio button:

- Not Assessed
- Normal
- Findings

7.8.1 Not Assessed

'Not Assessed' is defaulted when each tab is first opened. No examination findings will be presented.

Medical Services

7.8.2 Normal

Every examination item in this tab is defaulted to its normal outcome when this option is selected. This selection will only be undone by clicking the 'Not Assessed' radio button. The 'Findings' radio button has no effect on this option.

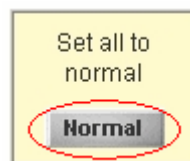
If this option is used, review each examination finding. Ensure each one has been examined and is normal.

7.8.3 Findings

When this option is selected, every examination finding will be available but will be defaulted to 'not assessed.' Click on the drop down menus to review each available option and then select the appropriate examination finding.

7.8.4 Set all to normal

Clicking the 'Set all to normal' button will default to normal any item that is part of the standard mental state examination.



If this option is used, only the standard MSE findings will default to normal. Addictions, Involuntary Movements and Cognitive Tests will remain as 'not assessed.' Review each examination finding and ensure each one has been assessed and is normal.

7.8.5 Other Significant Findings

Any other significant findings from the mental state examination can be recorded in the LiMA phrase box.

Significant findings should not be excluded if there are no examination drop downs or LiMA phrases available to reflect this. Any relevant drop down should be set to 'not assessed' and details should be included as free text in the LiMA phrase box. (See section 14).

8. Observed Behaviour

There are three tabs to this section:

- Lower Limb and Back
- Upper Limb
- Sensory (for Vision, Speech and Hearing)

Each tab may be mandatory depending on the information entered at the ESA50 screen or the conditions that have been identified.

Any observations that are also felt to be appropriate by the examining Health Care Professional should be completed and can be accessed by clicking on the relevant tab.

Only informal observations of behaviour should be recorded here. Any findings noted during formal examination should be recorded in the relevant exam section.

8.1 Ability in Observed Behaviour

If an observed behaviour indicates that the client has adequate function in terms of ESA, these details may be entered directly using the provided LiMA phrases.

Significant observations should not be excluded if there are no phrases available. Any details should be included as free text in the LiMA phrase box. (See section 14).

Ensure any times entered here are consistent with the total examination length. Review the timings in the 'client details' box which can be accessed from the 'exam' menu (see section 15.1).

8.2 Disability in Observed Behaviour

If an observed behaviour indicates that the client has a functional disability in terms of ESA, the user will need to indicate whether this observation is:

- Consistent, **or**
- Inconsistent with the history, examination or medical knowledge of the condition

In order to assist the Health Care Professional, the LiMA WCA Review Exam application will compare the observed disability to the history and examination.

If evidence from the history and examination supports the disability, 'I found this consistent' will be highlighted by the application.

Medical Services

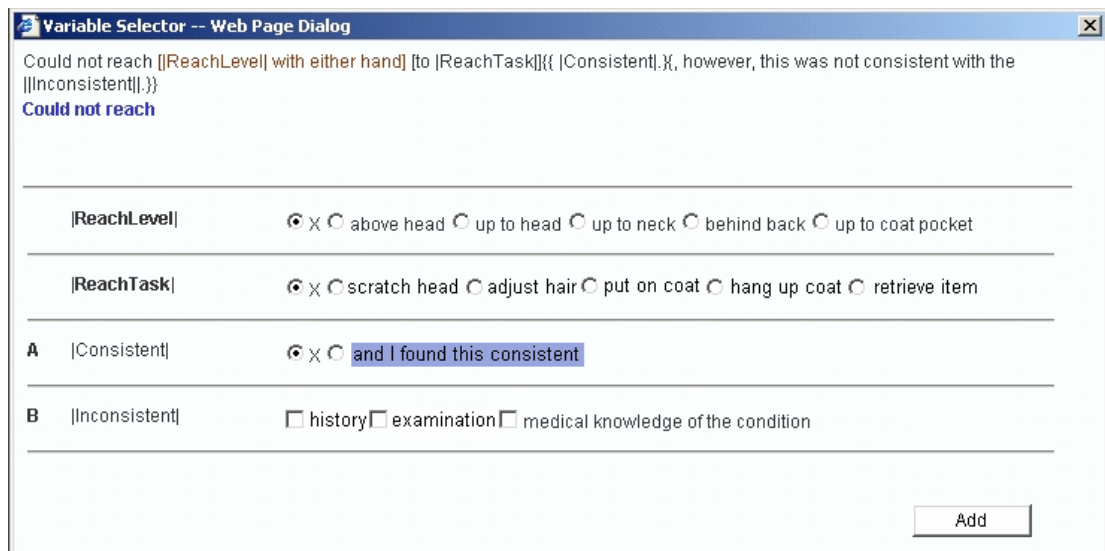
If the disability is inconsistent with the history or the examination, either (or both) of these will be highlighted by the application.

'Medical knowledge of the condition' will never highlight but will always be available to select by the user.

If the application is unsure, no advice will be highlighted.

The LiMA WCA Review Exam application will not default any outcome but merely highlight whether behaviour is consistent or inconsistent.

Any suggestions are advisory only and can be over-ridden by clicking on an alternative option.



Variable Selector -- Web Page Dialog

Could not reach [|ReachLevel| with either hand] [to |ReachTask|]{{ |Consistent|.}}, however, this was not consistent with the [|Inconsistent|.].

Could not reach

|ReachLevel| ☒ X ☐ above head ☐ up to head ☐ up to neck ☐ behind back ☐ up to coat pocket

|ReachTask| ☒ X ☐ scratch head ☐ adjust hair ☐ put on coat ☐ hang up coat ☐ retrieve item

A |Consistent| ☒ X ☐ and I found this consistent

B |Inconsistent| ☐ history ☐ examination ☐ medical knowledge of the condition

Add

Significant observations should not be excluded if there are no phrases available to reflect this. Any details should be included as free text in the LiMA phrase box. (See section 14).

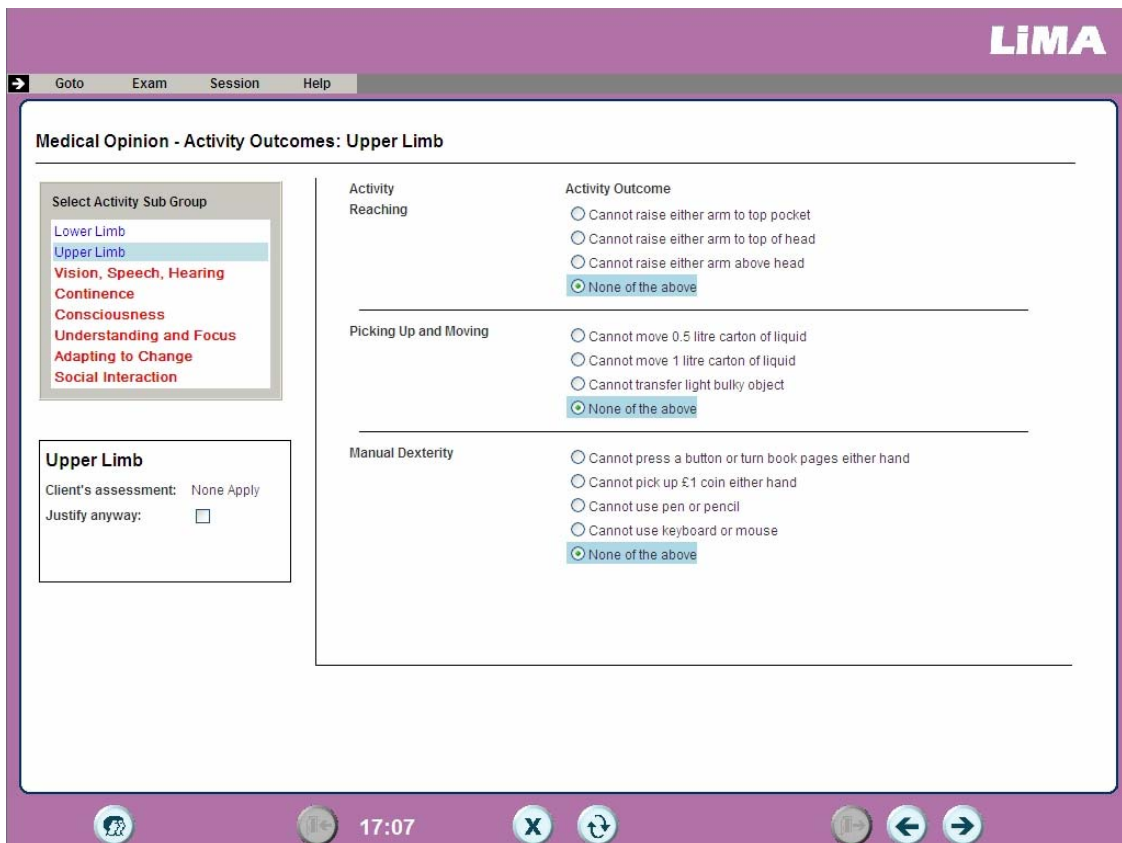
9. Medical Opinion - Activity Outcomes

Following the entry of relevant observations into the LiMA WCA Review Exam application, the next screen allows you to review each Activity Outcome.

Each Activity Sub Group is listed to the left of the screen in the 'Select Activity Sub Group' selector. Initially, all will be present in bold, red text. Once each group has been reviewed, this will update to blue.

Each activity sub group must be reviewed.

Reviewing all the activity subgroups (including mental function) will always be mandatory irrespective of the conditions stated by the client or disability reported in the ESA50.



LiMA

Goto Exam Session Help

Medical Opinion - Activity Outcomes: Upper Limb

Select Activity Sub Group

- Lower Limb
- Upper Limb**
- Vision, Speech, Hearing
- Continence
- Consciousness
- Understanding and Focus
- Adapting to Change
- Social Interaction

Upper Limb

Client's assessment: None Apply

Justify anyway: ☐

Activity	Activity Outcome
Reaching	<input type="radio"/> Cannot raise either arm to top pocket <input type="radio"/> Cannot raise either arm to top of head <input type="radio"/> Cannot raise either arm above head <input checked="" type="radio"/> None of the above
Picking Up and Moving	<input type="radio"/> Cannot move 0.5 litre carton of liquid <input type="radio"/> Cannot move 1 litre carton of liquid <input type="radio"/> Cannot transfer light bulky object <input checked="" type="radio"/> None of the above
Manual Dexterity	<input type="radio"/> Cannot press a button or turn book pages either hand <input type="radio"/> Cannot pick up £1 coin either hand <input type="radio"/> Cannot use pen or pencil <input type="radio"/> Cannot use keyboard or mouse <input checked="" type="radio"/> None of the above

17:07

LiMA WCA Review Exam will highlight in blue any likely outcomes for each activity.

If only one activity outcome is highlighted, it will also be defaulted. This can be overridden by clicking on any other outcome.

If more than one activity outcome is highlighted, none will be defaulted. Click on any activity outcome to select the most appropriate.

Medical Services

If the application is unsure, no outcomes will be highlighted or defaulted. Click on any activity outcome to select the most appropriate.

Remember that LiMA's suggestions are there as a guide, based on the information you have already recorded.

Ultimately, it is the responsibility of the assessing Health Care Professional to select the most appropriate outcome for each activity.

An opinion for each activity must be recorded before you can progress.

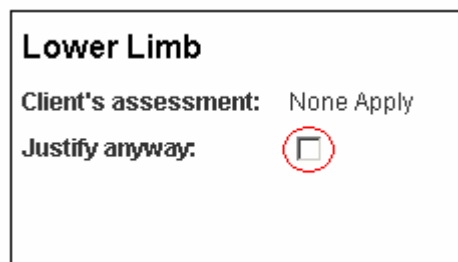
If you record an opinion that indicates the client may have limited capability for work related activity, a prompt to consider the Support Group will appear on screen.

This prompt is merely advisory and is not exhaustive. Any user should maintain their clinical judgement irrespective of this prompt being shown.

9.1 Justify Anyway

The Activity box has two purposes:

- It provides a reminder of the client's disability as stated in the ESA50 for that activity subgroup.
- It allows a user to over-ride LiMA curtailment so that an activity sub group can be fully justified.



Lower Limb
Client's assessment: None Apply
Justify anyway: ☐

For example, the ESA50 states 'none apply' and your opinion is 'none of the above' for each activity in a subgroup. This subgroup would therefore not normally require justifying. However, if you feel a full explanation of your opinion is necessary, click the 'justify anyway' tick box.

Any opinion can be fully justified if medically warranted.

10. Medical Opinion - Activity Outcomes Justification

This screen is only present if at least one activity sub group requires justification.

Each activity sub group is listed in the 'Select Activity Sub Group' selector. Justification is mandatory for any activity groups in bold red text. This will turn to blue when details have been entered for the 'Prominent Features of Daily Living'.

Any activity sub groups that are listed in light grey text ('greyed out') will not need justifying. You will not be able to click on these to open their justification.

Activity sub groups may be 'greyed out' if:

- both client and HCP agree that there are no problems with any activity in that group
- significant disability has triggered curtailment of justification

Note. Curtailment only applies to justification of activity sub groups. History, examination and observations must always be completed.

The selected outcome for each activity in the group will be listed for reference at the bottom of the screen.

LIMA

→ Goto Exam Session Help

Medical Opinion - Activity Outcome Justification: Upper Limb

Select Activity Sub Group

- Lower Limb
- Upper Limb**
- Vision, Speech, Hearing
- Continence
- Consciousness
- Understanding and Focus**
- Adapting to Change
- Social Interaction

History of typical day

- Has had physiotherapy with some benefit.
- Has no problems in the bathroom.
- Can usually wash, shower, bath, brush hair ...
- Gets up at 8 am.
- Gets out of bed without assistance.
- Has no problems in the bathroom.
- Can usually wash, shower, bath, brush hair....
- Gets dressed without any difficulties.
- Goes down stairs holding the banister for....
- Gets breakfast for themselves.
- Makes porridge and toast.
- Uses appliances safely in the kitchen.
- Has not had any accidents.
- Drives to the supermarket most days.

Prominent features of daily living

Add Remove Edit Up Down

Selected activity outcomes:

Reaching	Picking Up and Moving	Manual Dexterity
None of the above	None of the above	None of the above

17:12

Medical Services

Tip. Return to the 'Medical Opinion – Activity Outcomes' screen and click the relevant 'justify anyway' button if you wish to justify an activity sub group that is 'greyed out.'

10.1 Examination Findings and Informal Observations

Your clinical examination findings and informal observations will be copied into the appropriate boxes automatically. These can be checked on the Review Screen at the end of the report.

10.2 Prominent features of daily living

When the justification screen opens, this **box** will be presented to the user.

The whole typical day will be present in the box under the 'History of typical day' title. Relevant parts of the Condition history, Social history and Occupational history will also be available for use.

LiMA WCA Review exam will highlight any phrases that may be relevant to justification, however, this highlighting is not exhaustive. The highlighted phrases should be evaluated by the user to ensure they are appropriate for the opinion that is being justified. Phrases are highlighted according to whether they suggest ability or disability.

- Phrases indicating a relationship to ability are highlighted blue
- Phrases indicating a relationship to disability are highlighted red
- Phrases where the relationship to ability or disability is unclear are highlighted yellow.

View the full text of a phrase by single-clicking the items in the list. The text may be viewed in the grey area at bottom right.

Select the evidence that justifies your opinion. Add it to the 'prominent features of daily living' box by

- Clicking on the phrase to highlight it and then pressing the 'add' button
- or
- 'Double click' on the phrase

Medical Services

The screenshot displays a software window with two main sections. The left section, titled 'History of typical day', contains a list of activities. The first three items are highlighted in light blue: 'Has had physiotherapy with some benefit.', 'Has no problems in the bathroom.', and 'Can usually wash, shower, bath, brush hair ..'. The third item is also circled in red. The remaining items in the list are: 'Gets up at 8 am.', 'Gets out of bed without assistance.', 'Has no problems in the bathroom.', 'Can usually wash, shower, bath, brush hair....', 'Gets dressed without any difficulties.', 'Goes down stairs holding the banister for.....', 'Gets breakfast for themselves.', 'Makes porridge and toast.', 'Uses appliances safely in the kitchen.', 'Has not had any accidents.', and 'Drives to the supermarket most days.' The right section, titled 'Prominent features of daily living', is currently empty. Below this section is a row of five buttons: 'Add', 'Remove', 'Edit', 'Up', and 'Down'. The 'Add' button is circled in red. Below the buttons is a large, empty rectangular box for text entry.

Phrases in the 'prominent features of daily living' box can be ordered or removed. Free text can also be added. (See chapter 14).

If a phrase which contains a variable is highlighted and the 'edit' button is pressed, the phrase will open in a pop up box and can then be updated.

Note. Any changes made to a phrase will also be applied wherever else that phrase is used. Ensure you review the report carefully for consistency after any such changes.

11. NFDs, LCWRA and Prognosis

Two exceptional circumstances (Non functional descriptors or NFDs) are considered as part of the assessment of limited capability for work.

- Uncontrolled/Uncontrollable conditions
- Substantial mental or physical risk if found not to have limited capability for work

The uncontrolled condition NFD will only be available if the client has not otherwise met the criteria for limited capability for work and can only be assessed following consideration of all functional activities.

The mental/physical risk NFD will also meet the criteria for limited capability for work related activity. However, unlike the other support group criteria, this can only be assessed following consideration of all functional activities.

The limited capability for work (LCW) exceptional circumstances and limited capability for work-related activity (LCWRA) descriptors are all considered on the 'Medical Opinion – Non Functional Descriptor and Support Group' screen:

The screenshot shows the LIMA application interface. At the top, there is a pink header with the 'LIMA' logo on the right and a navigation bar with 'Goto', 'Exam', 'Session', and 'Help' buttons. The main content area is titled 'Medical Opinion - Non-Functional Descriptor and Support Group'. On the left, there is a 'Select Opinion Screens' panel with a list of options: 'NFD / SG Category' (highlighted in red), 'NFD and Not SG', 'Assessment Summary' (highlighted in red), and 'Prognosis & Harmful Info' (highlighted in red). To the right of this panel, under the heading 'Please Select:', there is a list of radio button options: 'NFDs and SGs Do Not Apply', 'Severe Functional Disability', 'Terminally Ill', 'Chemotherapy', 'Substantial Risk to Mental/Physical Health', 'Serious Risk in Pregnancy', and 'Uncontrolled/Uncontrollable Condition'. Below this list is a text field labeled 'CSD Practitioner Consulted:'. At the bottom of the screen, there is a pink footer bar containing several icons (a person, a left arrow, a right arrow, a close button 'X', a refresh button, and a back/forward button) and a digital clock showing '17:19'.

Medical Services

11.1 NFD/ Support Group Category

The options available in this section vary if the client has otherwise met the criteria for limited capability for work. The available options may include:

- NFDs and SGs Do Not Apply – Select this option if neither NFD nor LCWRA criteria are met
- Severe Functional Disability
- Terminally Ill
- Chemotherapy
- Substantial Risk to Mental/Physical Health
- Serious Risk in Pregnancy – Only available for female clients
- Uncontrolled/Uncontrollable Condition – Only available if the client has not otherwise met the criteria for limited capability for work

11.1.1 Customer Service Desk (CSD) Consulted

If an NFD or entry to the Support Group is advised and you are required to confirm this with the customer service desk, you will need to enter the name of the HCP consulted.

This will otherwise be 'greyed out' and not available.

11.2 NFD and Not SG

11.2.1 Uncontrolled/Uncontrollable

Justification of the 'Uncontrolled/Uncontrollable' NFD is mandatory if either 'NFDs and SGs Do Not Apply' or 'Uncontrolled/Uncontrollable Condition' has been selected.

If 'NFDs and SGs Do Not Apply' has been selected, LiMA phrases will also be available to justify to the Decision Maker whether the client should be treated as having limited capability for work. For example, if the client is having regular treatment.

Relevant LiMA phrases will be presented for these choices.

If the client has otherwise met the criteria for limited capability for work, this section will be 'greyed out' and not available to click on.

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11.2.2 Not SG Justification

Justification of the assessment of limited capability for work related activity is mandatory in all cases where Support Group criteria do not apply.

LiMA phrases are available here to assist with the justification of the following Support Group criteria:

- Terminally Ill
- Chemotherapy
- Pregnancy Risk
- Eating and Drinking
- Mental/ Physical Risk

Relevant phrases can be added to the justification box. Additionally justification can be provided using free text.

The phrases available for justifying Mental/Physical Risk will vary depending on whether both LCW/LCWRA or LCWRA alone are being justified.

'Pregnancy Risk' will be 'greyed out' and not available if the client is male.

For those areas where justification has been provided, text is blue, where justification is still required, text is red.

11.3 Medical Opinion – Assessment Summary

The Assessment Summary will always be mandatory.

Relevant justification should be entered as free text into the 'Summary of Functional Ability' box.

Relevant activity outcomes from the opinion section will be listed as a short name on the left side of the screen:

- Any outcomes that are listed in red are where that functional area has been listed as a problem or unclear on the ESA50 screen
- Any outcomes listed in black are where that functional area has been listed as 'none apply' on the ESA50 screen and you have advised an outcome other than 'none of the above apply'.
- Outcomes where that functional area has been listed as 'none apply' or 'unclear **and** client states none apply' and you have advised an outcome of 'none of the above apply' will not be listed

Medical Services

The NFD/SG category advised as applying and any conditions entered will be listed for reference at the bottom of the screen.

The screenshot shows the 'Medical Opinion - Assessment Summary' screen in the LiMA application. The interface has a purple header with the 'LiMA' logo and a navigation bar with 'Goto', 'Exam', 'Session', and 'Help' tabs. On the left, a 'Select Opinion Screens' panel lists 'NFD / SG Category', 'NFD and Not SG', 'Assessment Summary' (highlighted), and 'Prognosis & Harmful Info'. Below this, the 'Activity Outcome' section shows 'Mobilising none apply' and 'Standing and sitting none apply'. The main area contains a text box for 'Summary of Functional Ability' with a yellow border and a scroll bar. Above this box is a prompt: 'Using the history, clinical findings and observations, please summarise the client's overall level of functional ability. Ensure you comment on likely variability and the capability to complete tasks reliably and repeatedly.' At the bottom of the main area, it displays 'NFD/SG Category: NFDs and SGs Do Not Apply' and 'Conditions: Back Pain'. The bottom of the screen features a purple bar with icons for a client, a clock showing '22:35', a close button, a refresh button, and navigation arrows.

Tip: The 'client' button at the bottom left corner of the screen provides a link to a summary of all history and relevant exam findings.

11.4 Prognosis and Harmful Information

The 'Prognosis & Harmful Info' screen consists of three tabs:

- Functional – for the functional prognosis and justification
- NFD/SG – for the NFD/SG prognosis and justification
- Harmful info

Medical Services

11.4.1 Functional Prognosis and Justification

A functional prognosis and justification will be mandatory if:

- The client has met neither support group criteria nor NFD criteria
- The 'Uncontrolled/Uncontrollable Condition' NFD has been applied
- The 'Substantial Risk to Mental/Physical Health' NFD/SG has been applied

The screenshot shows a web-based form for 'Functional Prognosis and Justification'. At the top, there are three tabs: 'Functional' (highlighted in yellow), 'NFD / SG', and 'Harmful Info'. Below the tabs, the text 'I advise that a return to work:' is followed by a list of radio button options: 'Could be considered within 3 months', 'Could be considered within 6 months', 'Could be considered within 12 months', 'Could be considered within 18 months', 'Is unlikely for at least 2 years' (which is selected with a red circle), and 'Is unlikely in the longer term'. Below this is a 'Justification' section with a list of checkboxes: 'No Disability', 'Should Improve', 'Chronic No Change', and 'Soft Tissue Injury'. To the right of this list is a large text area for justification, with buttons 'Add', 'Remove', 'Edit', 'Up', and 'Down' below it. At the bottom of the justification section is a scrollable list box.

The 3 month prognosis will be highlighted if the advice provided to the Decision Maker indicates that they would not meet the threshold for benefit. Otherwise, click on a radio button to select the appropriate interval.

11.4.2 NFD/SG Prognosis and Justification

An NFD/SG prognosis and justification will be mandatory if:

- The client meets the criteria for limited capability for work related activity due to Chemotherapy, Serious Risk in Pregnancy or Severe Functional Disability
- The client meets the criteria for the 'Uncontrolled/Uncontrollable Condition' or 'Substantial Risk to Mental/Physical Health' NFDs

Both a functional and NFD/SG prognosis may be required. Click between the tabs to provide this.

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11.4.3 Harmful Info

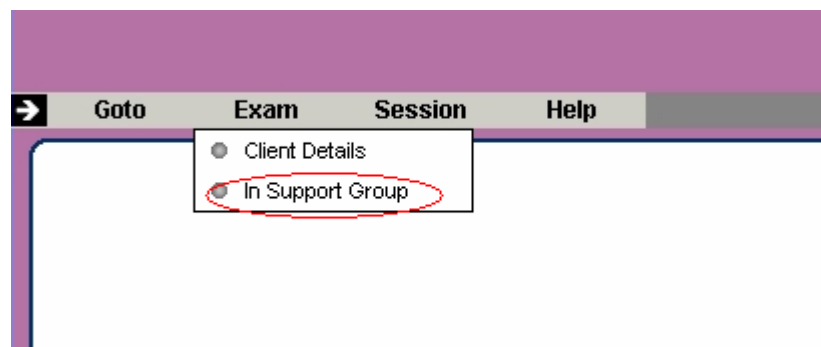
Harmful information is never mandatory.

Free text can be typed directly into this section. No LiMA phrases are provided.

12. Support Group at Examination

If a client attends for examination and is felt to meet the criteria for limited capability for work related activity, they can be entered into the Support Group at any stage of the assessment.

Click the 'exam' button at the top left of the screen. Select 'In Support group' from the menu.



12.1 Medical Opinion – Non Functional Descriptor and Support Group Screen

Four options will be available on the NFD/Support Group screen.

- Severe Functional Disability
- Terminally Ill
- Chemotherapy
- Serious Risk in Pregnancy – Only available for female clients

The 'Substantial Risk to Mental/Physical Health' criteria for limited capability for work related activity will not be available.

Select the appropriate option. None will be defaulted.

12.1.1 Customer Service Desk (CSD) Consulted

If the Support Group entry is advised and you are required to confirm this with the customer service desk, you will need to enter the name of the HCP consulted.

This will otherwise be 'greyed out' and not available.

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12.1.2 WFHRA Confirmation

If the client was due to attend a Work Focused Health Related Assessment (WFHRA) and this has not already been automatically booked by MSRS (see section 15.9) you will need to confirm whether the client still wishes to attend for this.

Neither answer will be defaulted. Click on the radio button, where available, to indicate whether the client wishes the WFHRA to still go ahead.

If the client meets the criteria for limited capability for work related activity, the WFHRA and subsequent Work Focused Interviews are no longer mandatory.

12.1.3 Support Group Applied Justification

Support Group justification is mandatory. This will be entered as free text in the Assessment Summary.

12.1.4 Support Group Prognosis and Justification

Support Group prognosis and justification will be mandatory (functional prognosis will be disabled).

12.1.5 Harmful Info

Harmful information is never mandatory.

Free text can be typed directly into this section. No LiMA phrases are provided.

12.2 Undo Support Group

If the client does not meet the criteria for limited capability for work related activity, but entry into the Support Group had been advised, click 'Undo Support Group' in the 'exam' menu at the top left of the screen.

You will be returned to complete the assessment in full.

13. Navigation

13.1 Arrow Buttons and Keyboard Shortcuts

You can move between adjacent sections by clicking the forward and backwards arrow at the bottom, right corner of the screen.



On the ESA50 screen, the backwards arrow button will be 'greyed' and you will not be able to click on it.

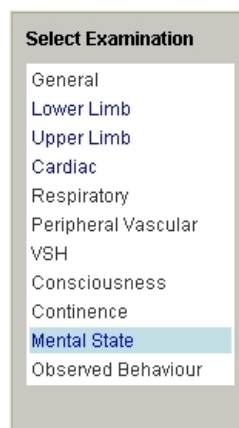
Pressing the 'Alt' key on the keyboard at the same time as either the 'x' or '>' key will move forward onto the next section.

Pressing the 'Alt' key on the keyboard at the same time as either the 'z' or '<' key will move back onto the previous section.

If you have not completed a section but attempt to move onto the next question using the forward arrow button or the keyboard short cuts, a warning message will appear prompting you to complete the current section.

13.2 Select Section

You can also navigate between sections by clicking on the 'section title' in the 'Select' box. For example, the Select Examination screen:



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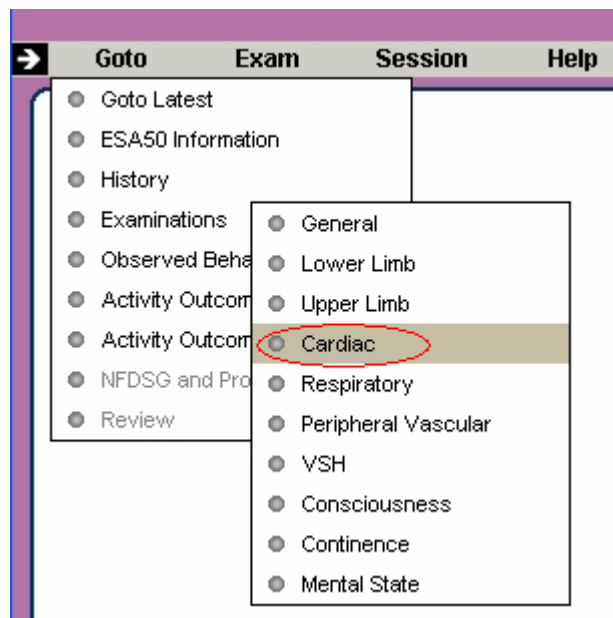
As information is entered into each section, the titles within the selector will turn from bold red to blue.

13.3 Go to Menu

Holding the mouse pointer over 'Goto' at the top left corner of the screen will open a drop down menu.

Clicking on 'Goto Latest' will take you to the furthest section of the assessment that has been completed.

Holding the mouse pointer over most of the other listed titles will open another menu which lists all the sections. Click with your mouse on a section and you will be taken to that section. (The section you are currently on will be absent from this list or may be 'greyed out').



Clicking on 'Cardiac' will take you to the Examinations 'Cardiac' screen.

The History, Examination and Observed Behaviour sections will all become available when you enter the Condition History screen for the first time.

The opinion sections will become available as you progress through them in turn.

Clicking on 'Review' will take you to the review screen. This option will be 'greyed' and you will not be able to click on it unless you have completed the examination and all opinion sections.

Moving your mouse pointer off this menu will cause it to close after a second's delay.

14. LiMA Phrases

14.1 LiMA Phrases

LiMA phrases are templates that can often be customised and allow information to be rapidly entered.

To view a phrase, click once on the 'Phrase Identifier' (circled in red on the left hand side) and the text of that phrase will appear in the grey box at the bottom:



Occupational History

Occupational History
Never Worked

Last Worked When
Occupation & Tasks
Hours Worked
Reason For Leaving

Handedness

Work & Study

Add Remove Edit
Up Down

Has never been employed.

All text that has been entered to answer a question will be present in the large white box; the active area.

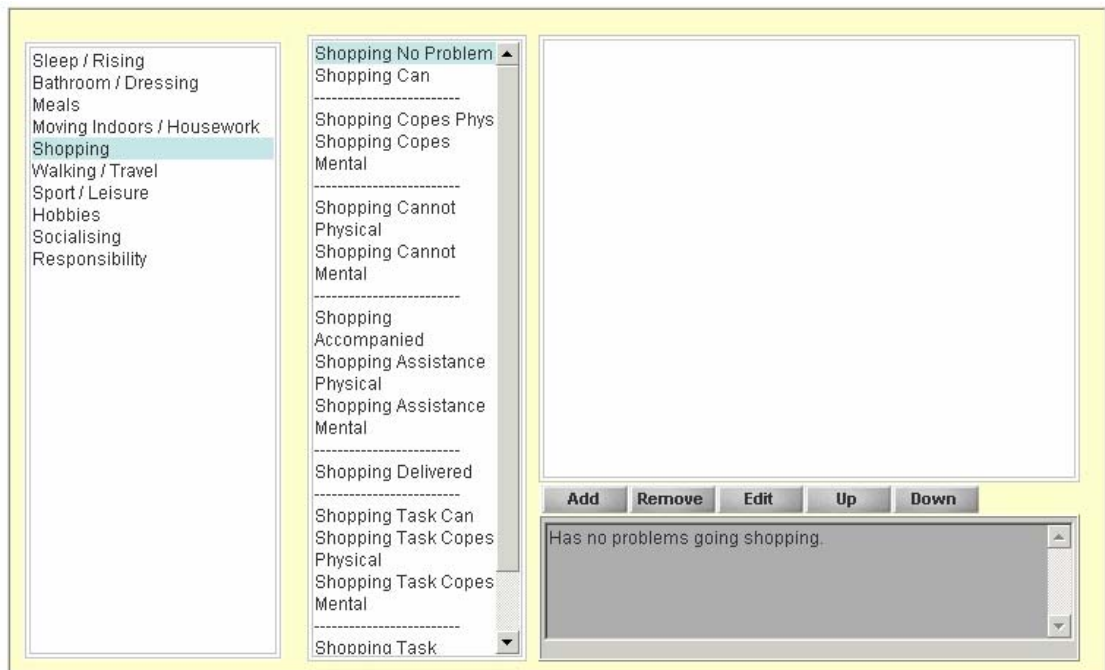
14.1.1 LiMA Phrase Organisation

The Typical Day has related phrases organised together for ease of use.

Click on any of the Phrase List Titles (as indicated) and related LiMA phrases will appear together in the next column.

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Any combination of these phrases from different phrase lists can be entered into the active area.



14.2 Adding a LiMA Phrase

A LiMA phrase can be added to the active area by clicking once on the 'Phrase Identifier' and then clicking the 'Add' button:



A phrase can also be added by double-clicking directly on the Phrase Identifier.

14.3 Customizable Phrases

If a phrase cannot be customised, it will be added directly into the active area as described above.

If a phrase can be customised, a box will pop up which contains the phrase and lists of options (known as Variables) that can be entered into the phrase.

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Variable Selector -- Web Page Dialog

The client [[StatesThinksFeels]] that their [[MedicationType]] improves their symptoms.

The client states that their pain medication improves their symptoms.

StatesThinksFeels: ☐ X ☒ states ☐ thinks ☐ feels

MedicationType: ☒ pain medication ☐ heart medication
☐ fit medication ☐ lung medication ☐ infection medication

Add

The top line in the box always gives an outline of the complete phrase.

The next line down (in bold blue) will update as variables are entered into the phrase. This demonstrates how the completed phrase will appear.

Any variables that can be used in a phrase are listed next. The variable name is listed on the left and the options for selection listed on the right.

If the variable name is in bold lettering, it is mandatory, at least one of the actual options must be entered before the phrase can be included.

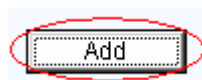
The variable options in a phrase can be entered by clicking the box or button to the left of that option.

If a square box is present (☐), multiple options can be entered into that part of a phrase. If a radio button is present (☒), only one option can be entered into that part of a phrase.

The presence of a rectangular box allows free text to be entered into the phrase:

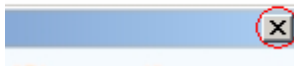
If the variable name is preceded by an 'A', 'B', etc, this indicates that these options are mutually exclusive. That is, only an option from A **or** B can be entered into the phrase.

Once complete, click the 'Add' button to enter the phrase into the active area.

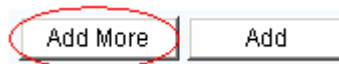


If you choose not to add a phrase to the active area and instead wish to return to the question, click the small 'x' at the top right of the box:

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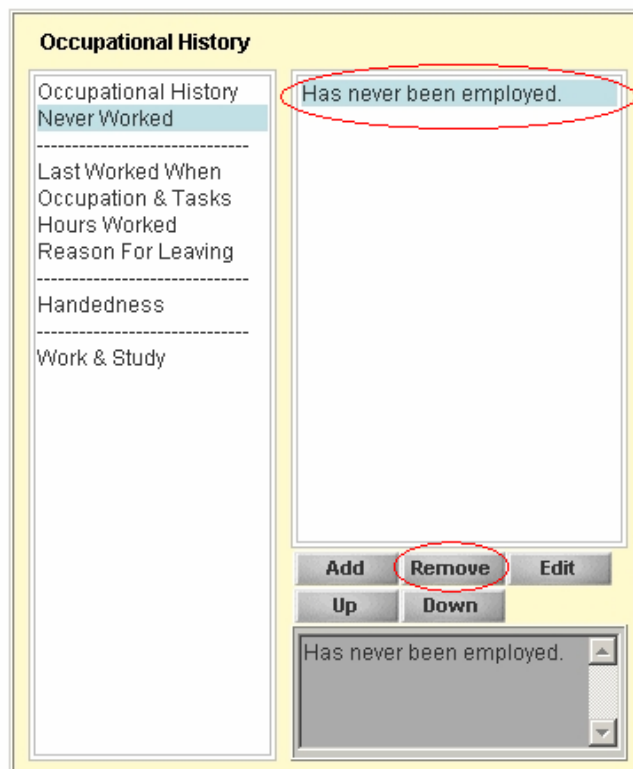
Tip: If there is an 'add more' button available, the phrase can be used multiple times without closing and re-opening the phrase box. Simply click the 'add more' button and re-enter further information.



Remember when using a phrase with variables, it is important to accurately document what the client has said. If there is no appropriate option in the variables offered within the phrase, then the information should be entered as free text instead.

14.4 Removing a LiMA Phrase

A LiMA phrase can be removed by clicking on it once in the active area to highlight it and then clicking the 'Remove' button or by pressing 'delete' on the keyboard.



Occupational History

Occupational History
Never Worked

Last Worked When
Occupation & Tasks
Hours Worked
Reason For Leaving

Handedness

Work & Study

Has never been employed.

Add Remove Edit
Up Down

Has never been employed.

14.5 Editing a LiMA Phrase

A customizable LiMA phrase can be edited by either double clicking on the phrase in the active area or by clicking once on the phrase to highlight it followed by the 'Edit' button.

The phrase will re-appear in a pop up box. Make any necessary changes to the phrase and then click the 'Update' button.

14.6 Changing the Order of LiMA Phrases

Once entered into the active area, phrases can be re-ordered. Highlight the phrase by clicking on it once and then click the buttons labelled 'up' or 'down' to move the whole phrase.

You can also move a phrase by clicking on the phrase once to highlight it and subsequently, clicking on the phrase and holding the left mouse button down without releasing. You can then 'drag' the phrase to the correct place in the text. Release the mouse button to insert the phrase into its final position.

14.7 Free Text

Information should not be omitted because a suitable LiMA phrase has not been provided.

Free text can be included for any question. It is important to include relevant free text as this ensures the report is individualised.

Click in the grey box under the active area. This will now change from grey to white and you will be able to type freely into the box.

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Occupational History

Occupational History
Never Worked

Last Worked When
Occupation & Tasks
Hours Worked
Reason For Leaving

Handedness

Work & Study

Has never been employed.

Add Remove Edit
Up Down

Once you have completed typing press 'enter' on the keyboard. The free text will now be transferred into the active area.

If you wish to edit free text, click on it once in the active area to highlight it and then click the 'edit' button, or, click on it twice in rapid succession.

The phrase will transfer back to the grey box where it can be edited. Press 'enter' on the keyboard to return the text to the active area.

14.8 Free Text within LiMA Phrases

Free text can be used within a LiMA phrase in 2 ways.

- A small box allows small amounts of text to be inserted into the phrase.
- A larger box allows up to 255 characters to be added into the phrase.

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The screenshot shows a 'Variable Selector -- Web Page Dialog' window. At the top, a template sentence is displayed: 'The client[StatesThinksFeels] that their [[MedicationType] improves their symptoms]{ because [FreeText]}.' Below this, the same sentence is shown with selections: 'The client states that their water tablets improves their symptoms because they feel less short of breath.' The dialog is divided into three sections. The first section, labeled '|StatesThinksFeels|', contains radio buttons for 'states' (selected), 'thinks', and 'feels'. The second section, labeled '|MedicationType|', contains radio buttons for 'pain medication', 'heart medication', 'fit medication', 'lung medication', and 'infection medication', with a text input field containing 'water tablets' circled in red. The third section, labeled '|FreeText|', contains a text input field with 'they feel less short of breath' circled in red. An 'Add' button is located at the bottom right.

Both these can be used to ensure that LiMA phrases are individualised and specific to each client.

14.9 Mandatory Phrases

Any phrase that appears with a phrase identifier in bold, red text must be added to the report.

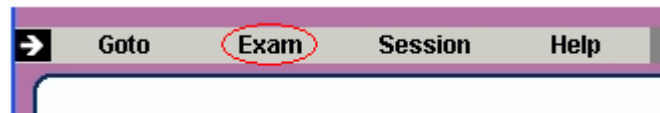
14.10 Highlighted Phrases

Any phrase that appears with an asterisk preceding the phrase identifier may be particularly relevant to the assessment based on the conditions or the ESA50 information that has been entered.

15. LiMA WCA Review Exam Tools

15.1 Exam

Clicking the Exam menu opens 2 options: 'Client Details' and 'In Support Group.'



Clicking the 'Client Details' option opens a pop up box.

This box contains tabs for ESA50 information, Condition, Treatment, History and Physical and Mental examination findings.

Any information entered will be summarised here for quick reference by the user.

The ESA50 tab contains any timings that have been recorded for the case. This can assist consistency when relevant observations of the client are being recorded.

The Client Details can also be accessed by pressing the 'client' button at the bottom left of the screen.



See section 12 for the 'In Support Group' menu.

15.2 Session

Clicking the session menu opens 2 options: 'Options' and 'Save and Exit.'

'Options' allows you to change the order of buttons on your mouse by clicking on the labelled buttons.

'Save and Exit' allows you to save your work without completing the case. Once this has been clicked, you will be taken to the end screen and invited to close the browser window to return to MSRS.

15.3 Abandon Assessment

A report can be abandoned by clicking the large 'x' button at the bottom centre of the screen.



A box will pop up and ask you to confirm that you wish to abandon the case. If you agree, all details will be removed and you will be taken to the end screen and invited to close the browser window to return to MSRS.

15.4 Continuing a Case Started by Another HCP

If you have started an assessment but are unable to complete it, the case can be handed over to another HCP.

Do not abandon the assessment.

Use the 'Session' menu and select 'Save and exit.'

The completing HCP should enter MSRS and search for the client as described in section 4.

When LiMA WCA Review Exam is invoked a second time, the user will be presented with the following options:

Invoke Lima Session

The examination has already been started by Mr TOM HUGHES



If the second HCP clicks 'create new report', an entirely blank report will be created. Any details that the first HCP has entered will be **completely lost and will not be recoverable**.

If the second HCP clicks 'continue with existing report' all the details entered by the first user will be present. The recorded case timings will not alter. The first user's details will be removed and the second user recorded as the author.

The second user should review the entered details carefully and clarify, where necessary, as they will now assume responsibility for the whole report.

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It is important to be aware that if the second HCP then abandons that assessment in LiMA, all details will be removed and **will not be recoverable, even if the original HCP goes back into that case.**

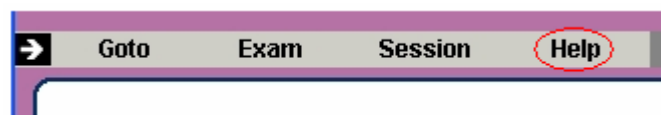
As previously, if any case is started and then the 'abandon' button in LiMA is pressed, all details will be removed and **will not be recoverable.**

LiMA always presents a warning box pop up when 'abandon' is pressed to ensure this is not used inadvertently.

LiMA WCA Review Exam will prevent more than one user working on the same report at a time.

15.5 Help Files

Clicking the help menu opens 2 options: help files and the 'about' menu.



The help files open in a pop up box and will offer content relevant to the specific section that you are considering at the time.

Clicking on the menu to the left allows you to look through all other help sections that are available.

The 'about' menu contains a link to the version history which lists all changes to the application.

To return to LiMA WCA Review Exam click the small square at the top right of the pop up box.

15.6 Clear Changes

Any changes that you have made can be cleared by clicking the 'Clear Changes' button.



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This will only clear changes that you have made on the particular section or screen that you are currently working on.

15.7 LiMA WCA Review Exam Timings

The report start time is set when the LiMA WCA Review Exam application is opened.

To ensure that the timings are accurate, only open the application when the examination is about to commence.

Indicate when the client enters using the 'Clock' or 'Exam Started' button as described in section 5.2 and 5.3.

The history and examination are both client facing. The medical opinion should only be completed after this part of the assessment. Therefore, LiMA WCA Review Exam will mark the examination as ending when the 'Medical Opinion – Activity Outcomes' screen is entered for the first time.

If the examination ends early, it is important that timing accuracy is maintained by clicking the 'Client Leaves' button in the bottom-middle of the screen (see Section 15.9).



To prevent accidental use of this button, a box will open asking you to confirm that the examination has ended if it is clicked within the first 10 minutes of the assessment. (A similar box will open if you navigate from Observed Behaviour to the 'Medical Opinion – Activity Outcomes' screen within the first 10 minutes.)

15.8 Timings Recorded when the Client meets Support Group Criteria

If the client meets support group criteria, the system will set the start and end timings if either have not already been recorded.

15.9 WFHRA Appointments

If a client is due to have a WFHRA after the examination, an appointment for this will be automatically booked by MSRS.

A HCP will not be able to open LiMA WFHRA until the WFHRA appointment has been booked.

LiMA WCA Review Exam Examination will inform MSRS when the client-facing part

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of the assessment is completed. This is at the same time as for the examination ending. This triggers the booking process.

The LiMA WCA Review Exam user will be given an on screen prompt stating that the WFHRA interview process has been initiated and to ensure that the client is now available to attend their WFHRA interview.

There will not be an on-screen prompt if the WFHRA appointment has been booked following entry into the Support Group (see section 12.1.2).

16. Spell Checking, Grammar Checking and Completion

16.1 Spell Checking

The report is spell checked automatically when you enter the Review and Confirm screen for the first time.

If no spelling errors are found, you will be invited to enter the grammar checker or return to the Review and Confirm screen. To do this, click the forward arrow (or press 'Alt' on the keyboard at the same time as the 'x' or '>' key).

If there are any spelling errors, each one will be highlighted in turn with any available suggestions also supplied.

If the highlighted word is not mis-spelt, click 'ignore' to move onto the next word or 'ignore all' to prevent the spell checker from highlighting any other instances of this word.

To alter a word that is mis-spelt, click on a relevant suggestion followed by the 'change' button. Click 'change all' to automatically update any other instances of this word.

Click the 'edit' button to return to the LiMA WCA Review Exam section where the spelling error was found.

Once all spelling errors have been updated, click the forward arrow button (or press 'Alt' on the keyboard at the same time as 'x' or '>') to return to the Review and Confirm screen.

The spell checker will only trigger the first time that you enter the Review and Confirm screen.

You can however run the spell checker again by clicking the 'ABC' button. This can always be found at the end of the Review and Confirm screen next to the box for your password.



16.2 Grammar Checking

The free text Global Justification summary is automatically grammar checked after the spell checker has first run. Suggested changes can be accepted or declined by the user.

The grammar checker can be run again by clicking on the grammar checker icon, next to password box on the final review screen.



16.3 Reviewing the Report

Upon entering the Review and Confirm screen LiMA will check the report. If any section has not been completed, you will be returned to the appropriate section and a message displayed in bold red lettering explaining why you have been returned.

When the Review and Confirm screen initially opens, it will display the client details. Use the smaller forward and back arrows to navigate through the complete report.



Read through each section in turn and check the report thoroughly.

If you wish to modify any of the information you have entered, click the 'edit' button next to that section. LiMA WCA Review Exam will return to that section so that you can update the details.

Note. If you return to any section and amend details, you will need to check the entire report for consistency. LiMA WCA Review Exam will not update any outcomes or justifications.

When ready, return to the Review and Confirm screen by using the 'Goto' menu and select either 'Goto Latest' or 'Review'.

You can navigate to specific parts of the Review and Confirm screen by using the menu at the side of the screen.

Click with your mouse on any of the underlined text. LiMA WCA Review Exam will take you to the relevant part of the Review and Confirm screen.

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If any of the underlined titles are preceded by a '+' symbol, a more detailed list of the available review sections will open when you click on it.

Review and Confirm

- [Client / Examination Information](#)
- + [Medical Condition & Treatment](#)
- + [Description of Functional Ability](#)
- + [Medical Opinion - Physical](#)
- + [Medical Opinion - Mental Health](#)
- + [Exceptional Circumstances](#)
- + [Medical Examination Findings](#)
- [Harmful Information](#)
- [Authorise & Accept](#)

16.4 Completing a Case

The final section of the Review and Confirm screen provides a box for you to enter your password which will authorise the case.

Ensure you have thoroughly reviewed the case prior to authorising the report as it will be immediately despatched electronically to the Decision Maker. You may not be able to amend the report once it has been completed.

Your name and practitioner status are displayed at the top of the Review and Confirm screen when it is first entered. Always make sure that these details are correct. **If your name or practitioner status is not correct do not authorise the case, in such an instance you must save and exit the case and notify the helpdesk.**

Click inside the box with your mouse and then enter your password. Click the 'confirm' button.

The total interview time is set when the report is authorised. The report should be authorised as soon as it has been reviewed so that case timings are accurate.

16.5 Window Closure

Once the report has been authorised, LiMA will display a message inviting you to return to MSRS by closing the browser window. Click the small 'x' in the top right corner.



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Note. Upon returning to MSRS, the screen does not automatically refresh. Although the link to LiMA WCA R Exam may still be present, click on the 'Search for Client' menu to commence the next case.

17. Audit Amendment

If a case has been audited and you wish to make amendments to a report, in MSRS search for the client by typing the NiNo into the 'Enter NiNo' box and clicking 'Search'.

On the Medical Workbench screen, select the Medical Outputs tab.

All the medical reports that have been completed on MSRS will be listed. Select the report that has been audited by clicking on the radio button (☒).

You can identify the audited report by the postscript 'Confirm Completion of Quality Audit' in the 'Action required' column.

Click the 'Revise Medical Output' button.

View Medical Workbench

Overview Medical Outputs FME								
Date Created	Outcome	Pre-WCA Review	NFDS	Status	Points	Reports	Action required	Select
18 Dec 2010	Examined	No	No	Draft		ESA85r	Confirm completion of quality audit	<input checked="" type="radio"/>

Selected Medical Output

Author: Doctor James Smith (4525233, Registered Medical Practitioner)

Approver:

Last Amended by:

Doctor Required: No

Required Exam: MEC

Prognosis:

Include Superseded Outputs: ☐ **Revise Medical Output**

LiMA WCA Review Exam will open again but will now contain the information that was previously entered.

Make any necessary amendments to the report. Review the details **carefully** and then complete the case. Remember changes made in one part of the report may impact on other sections so the whole report will require reviewing.

LiMA will advise you to close the browser window again to return to MSRS.

Once back in MSRS, enter a new NiNo at the top left of the screen to begin your next case.

Medical Services

17.1 Rework

For details of rework procedures for LiMA ESA examination reports, please see LiMA Rework Medical Procedures MED-LRMP01.

Appendix A - PV Codes

Code	Reference
1	Client
2	Partner
3	Other member of household
4	Client and partner
5	Client and other member of household
6	Partner and other member of household
7	Client, Partner, other member of house
9	Unspecified

Observation form

Please photocopy this page and use it for any comments and observations on this document, its contents, or layout, or your experience of using it. If you are aware of other standards to which this document should refer, or a better standard, you are requested to indicate this on the form. Your comments will be taken into account at the next scheduled review.

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