

Dear Colleague,

I am writing to you on behalf of 3sHealth Employee Benefits in my capacity as consulting physician.

When healthcare system employees have an illness or injury that may impact their ability to work, they can apply for income and support from the Disability Income Plans administered by 3sHealth. The plans cover both In-Scope (union) and Out-of-Scope (non-union) employees. Employees are covered by specific plans which may differ depending on their union affiliation or Out-of-Scope status. However, the goal of all the plans is to ensure your patients receive appropriate treatment and accommodations that return them to functionality and gainful employment.

As a physician or nurse practitioner, you can help achieve this outcome in an important way. Your role as the attending physician or nurse practitioner supports your patient through the process and allows them to successfully return to work whenever possible.

I hope this package of information will help you and your patient navigate the Disability Income Plan claim process successfully.

Enclosed in this package:

#### **1. Attending Physician's Initial Statement**

This document supports the employee's application for disability benefits. It requires a disabling diagnosis and any co-morbid conditions which may impact recovery and return to function. It also requests information with respect to subjective symptoms and objective findings and a treatment plan, including further consultations or diagnostics planned or in progress. We ask that your comments also include your patient's work restrictions and limitations. It is most helpful when this information is fully documented and legible to allow for timely adjudication of the file.

It is helpful to remember that this form should be completed in keeping with the College of Physicians and Surgeons of Saskatchewan Policy on the Role of Physicians in Certifying Illness and/or Assessing Capacity for Work.

#### **As the attending physician or nurse practitioner, do you support work accommodation?**

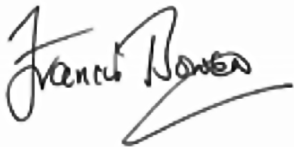
This is a frequent and important question. Reasonable accommodations are adjustments or modifications provided by an employer to enable people with disabilities to enjoy equal employment opportunities. A gradual return to work program can also be used to assist a patient to return to the workplace by an increase in hours and/or duties with the ideal to safely return the patient to their pre-disability level of work. Other questions, including whether you support work accommodation rather than disability leave and whether you support a graduated return to work, can impact the length of time it takes for your patient to return to work. Please note that all health system employers are encouraged to explore work modification and work accommodation for their employees. We believe that keeping the employee engaged in the workplace as their medical needs are addressed can provide a positive return to work experience for the patient when appropriate, without harm and without jeopardizing their safe return to work.

**The Disability Income Plan administered by 3sHealth were formulated by all health system employers and the unions representing health system employees.** The role of 3sHealth staff is to provide information and to process the claims according to the guidelines set out in the agreed upon plan policies and procedures. Requirements, such as the patient obligation to pay for reports, have been negotiated and agreed upon by a wide group of stakeholders, including employee representatives.

The role of medical consultants to 3sHealth is to review the medical information gathered and ensure the reported diagnosis, treatment plan and prognosis, as provided by you, the attending physician, fits with the objective information. If you are expecting variances from the typical recovery period for the stated diagnosis we can provide context or suggest what further information may be required to adjudicate the file.

If you have specific concerns or questions, please do not hesitate to contact us directly at any time.

Sincerely,



Dr. F. Bowen  
Medical Consultant, Disability Income Plan



# We've made it easier

You can now quickly dictate your report instead of completing this form by hand

You can easily download the “Attending Physician’s Initial Statement” form in both the Accuro and Med Access electronic medical records. Or, follow the instructions below to log in with your existing provincial dictation User ID Number. Once transcribed, a copy will automatically be returned to you for your files. **If you do not have a provincial dictation User ID Number, or require assistance, please email [transcription@3shealth.ca](mailto:transcription@3shealth.ca) and we can get you setup with your free ID.**

## To do so, simply follow these instructions.

1. Dial 1-844-666-3250
2. Follow the three prompts:
  - Input your **User ID Number**
  - Enter **Site Location Number**..... 5
  - Repeat **User ID Number** (for security).
3. Enter the **Work Type Number**,
  - Attending Physician Statement ..... 1
  - Request for Additional Medical Information ..... 2followed by the **# key**.
4. Prompt will ask for chart number, **press # key** to bypass
6. **Follow the headings on the provided form and dictate for each one.**
7. **Press 5** to end dictation session and disconnect.

### Other Keypad functions to use while dictating:

- 1** – Play
- 2** – Start or Record/Pause/Restart
- 3** – Rewind and Play Back
- 4** – Fast Forward
- 44** – Go to End of Job
- 5** – Disconnect
- 6** – Stat\*
- 7** – Rewind
- 77** – Go to Beginning of Job
- 8** – End of Current Job/Begin New Job (will act as a pause)
- ##** – Play Job Number

5. After the tone, **begin dictation**. Every time you dictate, please state:
  - 5.1 This is (**your first and last name**),
  - 5.2 Dictating a (**work type**),
  - 5.3 For patient **first and last name (please spell names)**,
  - 5.4 Health Services Number (**HSN**) is,
  - 5.5 Date of birth,
  - 5.6 Seen on (**date of care event**).

## Attending Physician's Initial Statement Disability Income Plan Benefits

### TO BE COMPLETED BY EMPLOYEE

#### PLAN MEMBER INFORMATION

First Name	Last Name	Date of Birth dd/mm/yy	Benefit ID/ Person ID:
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#### PATIENT AUTHORIZATION

I authorize all physicians and medical practitioners involved in the assessment, investigation and treatment of the medical condition(s) affecting my absence from work to provide 3sHealth with the information required for my Disability Income Plan benefits application.

Plan Member Signature	Date Signed	dd/mm/yy
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### TO BE COMPLETED BY THE PHYSICIAN OR NURSE PRACTITIONER

#### DIAGNOSIS

Primary	Date of diagnosis	dd/mm/yy
Secondary	Date of diagnosis	dd/mm/yy
Provide the date you recommended your patient stop working		dd/mm/yy
If the condition is related to pregnancy indicate the expected or actual delivery date		dd/mm/yy
Is this condition work related? <input type="checkbox"/> No <input type="checkbox"/> Yes, provide the date of injury		dd/mm/yy
Is this condition due to a motor vehicle accident? <input type="checkbox"/> No <input type="checkbox"/> Yes, provide the date of accident		dd/mm/yy

#### TREATMENT/CARE PLAN

Describe the current treatment program or care plan including the following (if applicable). Provide copies of all consultation reports and test results.

Names and dosages of medications and any reported side effects. If you require more room please attach a list.  <input type="checkbox"/> Medication list attached.	Medication & dosage	Medication & dosage
	Side effects	Side effects
Details regarding concurrent treatments (e.g. physiotherapy, surgery counselling etc.).		
Hospital admission date	dd/mm/yy	Hospital discharge date dd/mm/yy
Future plans for treatment. (e.g. physiotherapy, surgery counselling etc.).		

## PLAN MEMBER INFORMATION

First Name	Last Name	Date of Birth dd/mm/yy	Benefit ID/ Person ID:
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## FUNCTIONAL ABILITIES

<p>What are the patients objective restrictions and limitations?</p>	
<p>Provide objective reasons to support your recommendations and provide any and all additional documentation that supports your patients claim.</p>	
<p>When do you expect the patient to return to work? <span style="float: right;">dd/mm/yy</span></p>	

## NOTES TO THE PHYSICIAN OR NURSE PRACTICER

This form is designed to help compile the information necessary to determine your patient's eligibility for Disability Income Plan Benefits. It is important that these questions be answered comprehensively in order to accurately determine eligibility for benefits and, if the patient is eligible, to effectively manage their absence from and return to work. Incomplete information could result in difficulty determining your patient's eligibility for benefits and necessitate further inquiry.

**PLEASE NOTE THAT 3sHEALTH WILL NOT COVER COSTS ASSOCIATED WITH THE COMPLETION OF THIS INITIAL APPLICATION FORM.**

It is important that your patient apply for the appropriate type of income replacement benefit. Some employers are not aware of the cause of the employee's illness or injury. If you believe that your patient's medical condition is a direct result of a workplace injury, the patient should be advised to consult their employer about an application for Workers' Compensation Board benefits before proceeding with this application to 3sHealth.

***Thank you for your assistance with this application process and management of your patient's absence from work.***

Signature	Date Signed <span style="float: right;">dd/mm/yy</span>
Please legibly print, type or stamp your name address and specialty	Telephone
	Fax
	E-Mail