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For further information and booking
details contact:

Karen Prior 08 8342 6488
Mob: 0424 276 016



DO YOU WANT TO REGISTER FOR A COURSE SPECIFICALLY
DESIGNED FOR SELF INSURERS?

Innovative Training & Recruitment



ITR in partnership with SISA is offering accredited claims management training - tailored to meet the needs of private and public sector self insurers.

This training is endorsed by SISA, and discounts are offered for SISA members.

Claims Administration Essentials

ITR are offering 7 essential units from the Certificate IV in Government (Injury Claims Administration);

PSPGOV422A	PSPIM401A
PSPIM403A	PSPIM409A
PSPIM408A	PSPREG410B
BSBMED301A	

Next course is scheduled to start on the 7th of February, 2008

Highlights

- 8 days out of office training
- Activities and assessments are workplace based
- \$1,800 plus GST less 10% discount for SISA members
- Delivered by industry experts who are accredited trainers
- Provision of 'tools' for use in the application of the training to the practical management of claims.

Please contact the Training Manager for further details on :

Karen Prior
Tel: (08) 8342 6488
Mob: 0424 276 016

A full training schedule is available



Book early limited seats available

Claims Management Essentials Course outline

- An overview of the Claims Essentials course is described below.
- RPL can be applied—anyone seeking RPL is to contact **Karen Prior on 08 8342 6488**

Code	Unit Content
PSPGOV422A	<ul style="list-style-type: none">• Overview of WorkCover, its powers, powers of self insurers and structure and hierarchy of WorkCover• Government legislation impacting on Self Insurers such as Workers Compensation, Privacy, Confidentiality, FOI• Legislative process—including Self Insurance Code of conduct, Natural Consequences Model• Audit Process - requirements understanding the standards
PSPIM401A	<ul style="list-style-type: none">• Initial assessment of claim, including assessing the claimants paperwork and appropriate file management• Powers to investigate a claim• Determining Compensability and if claimant is a worker under the Act• Assessing Rehabilitation Needs
PSPIM403A	<ul style="list-style-type: none">• Interim Payments - what are they, and how and when to pay• Investigating the claim - how, and what to do• Determining Average Weekly Earnings• Accepting or Rejecting the claim - completing the appropriate letter of determination• Appropriate recording of information on the file, including payment of expenses—review of Section 32
BSBMED301A	<ul style="list-style-type: none">• Knowledge of medical terminology, specialists and commonly occurring injuries and illnesses• Interpreting PMC's, Medical Reports and written and oral instructions from medical personnel• Seeking appropriate medical advice• Writing appropriate medical report requests
PSPIM408A	<ul style="list-style-type: none">• Monitoring rehabilitation and return to work plans and programs• Understanding and applying Sections 26 and 28A of the Act to ensure appropriate and timely return to work• Applying appropriate statutory reductions and economic reviews of income maintenance• Assessing and finalising Section 43 entitlements and discontinuing income maintenance appropriately• Completing a redemption - when and how
PSPIM409A	<ul style="list-style-type: none">• Setting up files and ensuring their security and confidentiality• File administration• Reduction and suspension of payments• Ensuring case files meet the required standards and are managed within necessary timeframes• Closure of files is achieved in a timely and appropriate manner
PSPREG410B	<ul style="list-style-type: none">• Understanding the legal process in workers compensation• Preparing to give evidence• Understanding the documentation requirements for the Workers Compensation Tribunal• Role of a self insurer in Tribunal proceedings