

Release Note

Medical Expert Enquiry and Case Verification

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This document provides an overview of the Medical Expert Enquiry and Case Validation function. It will describe

- Who can use the functions
- How they work and
- What the results mean

Medical Expert Enquiry

The Medical Expert Enquiry is available to Authorised Users and Medical Reporting Organisations. It enables users to check the status of an expert on MedCo at a given date.

To use the function follow the steps below.

1. From the Main Menu select Medical Expert Enquiry

Medical Reporting Organisation User

Please choose from the following options

Manage Registration
Upload Medical Reports
Medical Expert Enquiry
View Closed Cases

Authorised User

Please choose from the following options

Manage Registration
Manage MedCo Cases
Medical Expert Enquiry
Case Verification

2. Enter the Date on which you want to enquire

Date

16/03/2016

Note: the default date is set to the current date.

3. Enter the Professional Id of the expert you want to enquire

Professional Id

Note: You must enter the correct format. For a GMC registered expert you must enter 7 digit values. For HCPC experts you must enter the PH prefix in capital letters i.e PHXXXXX

4. Click Enquire

Following an enquiry the system will return one of the 3 messages;

1. The GMC or HCPC number provided is not known to MedCo
2. The GMC or HCPC number provided was operational on the date of enquiry
3. The GMC or HCPC number provided was not operational on the date of enquiry

An expert is operational if they are registered with MedCo, undergone the registration checks, agreed the User Agreement and paid their fee (DME only).

For enquiries on a date after the 1st June 2016, an operational status will also mean they have completed their accreditation training.

Case Verification

Case Verification is available to Authorised Users and provides the user with the ability to verify a MedCo Case ID against a professional id.

To use the function follow the steps below

1. From the Main Menu select Case Verification

Authorised User

Please choose from the following options

Manage Registration
Manage MedCo Cases
Medical Expert Enquiry
Case Verification

2. Enter the MedCo Case Reference Number

MedCo Case Reference Number

Note: All MedCo case reference numbers contain a forward slash. You only need enter the values in front of the forward slash.

3. Enter the Professional Id of the expert you want to enquire

Professional Id

Note: You must enter the correct format. For a GMC registered expert it is 7 digit values. For HCPC experts you must enter the PH prefix in capital letters i.e PHXXXXX

4. Click Search

Following a Search the system will return one of the following results.

1. Where the case is assigned to an MRO, the system will return any matches where the Professional ID exists on that MedCo Case reference **and** the MedCo case data have been uploaded (i.e the case is in a status of Closed)

Note that this may return multiple results where there are multiple claimants.

2. Where the case is assigned to a DME, the system will return any matches where the Professional ID exists on that MedCo Case reference.

Note that this may return multiple results where there are multiple claimants.

Results will be displayed in a tabular format as follows (column headings and data):

Cased ID	Instructing Party	Report originator	Professional ID	Examiner
MedCo Case ID*	Name of the AUT associated with the MedCo case	Name of the MRO or DME associated with the case	GMC or HCPC number of the DME or IME associated with the MedCo case	Name of the IME or DME associated to the professional ID

3. If the MedCo case reference entered has a MRO assigned and the Professional ID entered does not exist on that MedCo Case reference, the system will return the message:

“This MedCo case does not exist for this professional ID. This could be because medical data has not yet been provided by the MRO. Please check that you have entered the details correctly.”

4. If the MedCo case reference entered has a DME assigned and the Professional ID entered does not exist on that MedCo Case reference, the system will return the message:

“This MedCo case is not associated with this professional id, Please check that you have entered the details correctly.”