



Issue: Filing Medical Certificates

Raised by: Regina Visser (HCM Alyangula)

Background: Some locations practice filing a copy of each issued medical certificate in the client's medical record. Is this necessary?

Discussion: There appears to be no imperative to file copies of medical certificates in a client's medical record (hard copy or PCIS record), but it is generally agreed that the following steps constitute appropriate documentation.

- An entry should be made in the relevant progress note to indicate that:
 - a medical certificate has been issued
 - the date/time range covered by the certificate
 - the level of incapacity (i.e. unfit for work, light duties, etc.)
- Where an official numbered certificate has been utilised (preferred), the certificate butts are to be retained at the health centre for 7 years.

This detail of expectation should be made clearer in the relevant section of the Remote Health Atlas.

Consultation: DHF Legal Services Branch

References: Atlas item: [Issuing Medical Certificates](#)

Outcome: **There is no requirement to file copies of issued medical certificates in the client's medical record providing adequate documentation (as above) is maintained.**

The relevant Atlas item has been amended to more clearly articulate this advice.