

# Create and submit Medical Certificate form

- 1 Log on to HPOS using your PRODA account.
- 2 Select **Centrelink Forms** from the main menu in HPOS.
- 3 Select **Medical Certificate** option from the page displayed.
- 4 The Medical Certificate Instructions screen will be displayed.
- 5 Read the instructions and select **Continue**.
- 6 Enter the **Patient Details**.
- 7 Select **Save and continue**.
- 8 Enter the **Patient's Primary Medical Condition(s)**. All fields are mandatory.
- 9 Select **Save and continue**.
- 10 Complete the **Capacity to Work or Study** details. All fields are mandatory.
- 11 Select **Save and continue**.
- 12 The Certification by Medical Practitioner screen displays the Confidentiality of Information and also displays the Authenticated user provider details.
- 13 Select **Save and continue**.
- 14 Check the information in the Review and Submit screen. Use the **Update** option for each heading of the form to go back and correct any details.
- 15 If all the details are correct, select **Submit** and the form is submitted. Your patient's Centrelink record will be updated.

