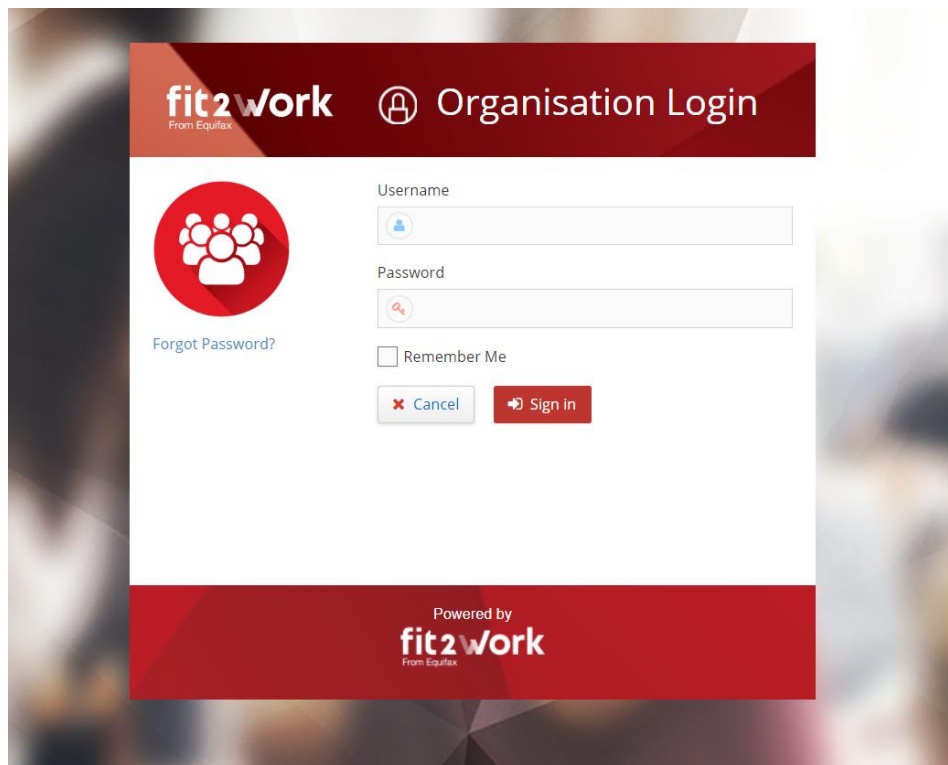


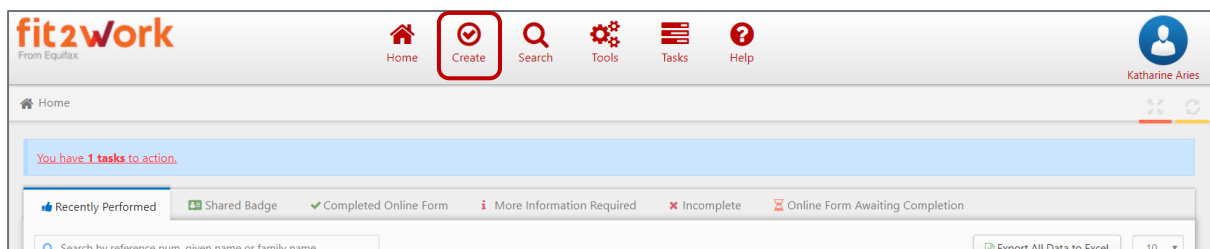
Ordering a Medical Check

Login to your Organisation Portal, using the URL: <https://www.fit2work.com.au/Account/login>



Your Username and Password will have been sent to you by the *fit2work* support team when your account was created.

From the Main Menu at the top of the *fit2work* dashboard, click on the “Create” option:



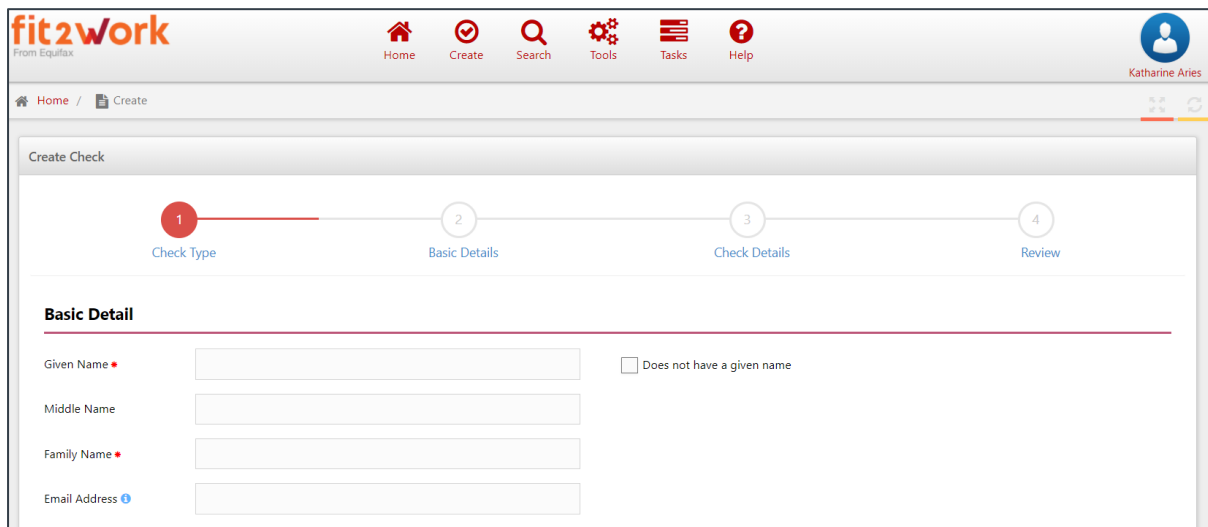
This will open the standard request check page, where all *fit2work* checks can be ordered. Here you need to provide:

- The Basic Details for the candidate
- Select your Medical Check Package
- Complete your Office Use section where required
- The Completion Method

Basic Details

You must provide a Family Name and Given Name for your candidate. If they do not have a Given Name (and this isn't visible on their ID) they you can tick the "Does not have a given name" box. This will allow you to continue with the application with the Given Name field being empty.

If your candidate is completing their application and consent form online, you can also add their email address in this section. This is the preferred method of engaging with your candidates to complete their checks and reduces admin efforts from your organisation.



The screenshot shows the 'fit2work' web interface. At the top, there is a navigation bar with icons for Home, Create, Search, Tools, Tasks, and Help. A user profile for 'Katharine Aries' is visible in the top right. Below the navigation bar, the breadcrumb trail shows 'Home / Create'. The main content area is titled 'Create Check' and features a progress indicator with four steps: 1. Check Type (highlighted in red), 2. Basic Details, 3. Check Details, and 4. Review. The 'Basic Detail' section contains the following fields:

- Given Name: A text input field with a red asterisk, followed by a checkbox labeled 'Does not have a given name'.
- Middle Name: A text input field.
- Family Name: A text input field with a red asterisk.
- Email Address: A text input field with a blue globe icon.

Checks

Medical Checks are organised differently to other checks in the *fit2work* portal. If you are familiar with our other checks, you will know you simply need to select each of the checks you would like conducted for your candidate.

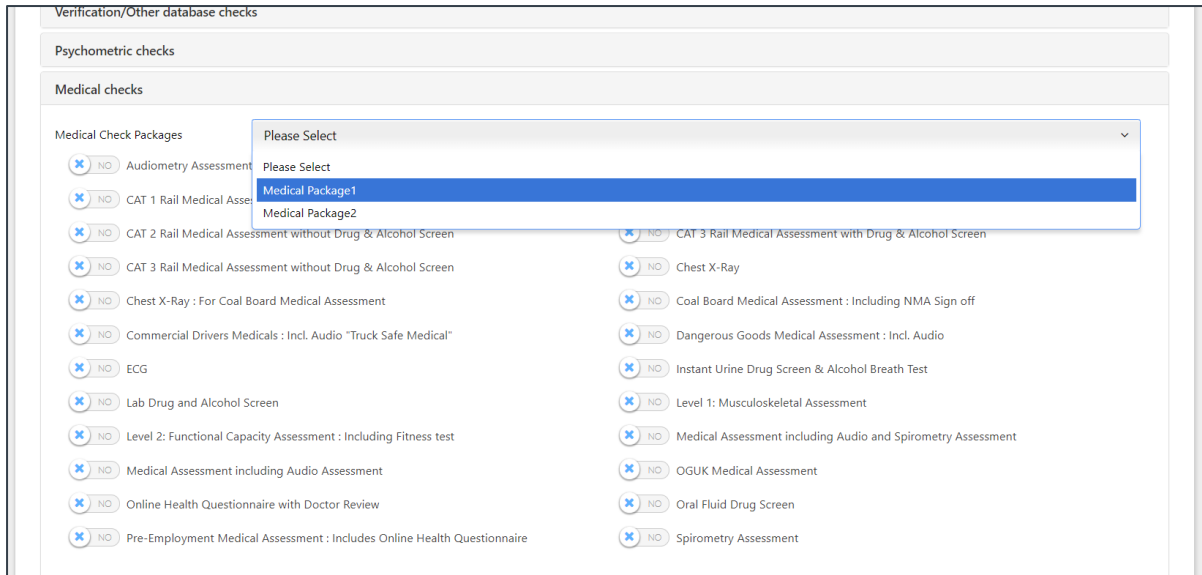
For medicals however *fit2work* will need to set-up medical packages for you that correspond to the medical checks offered and managed by our third-party vendor Jobfit.

This means when your account is setup, your *fit2work* Account Manager will ask what combinations of medical tests you require as part of your organisation's due diligence and pre-employment screening.

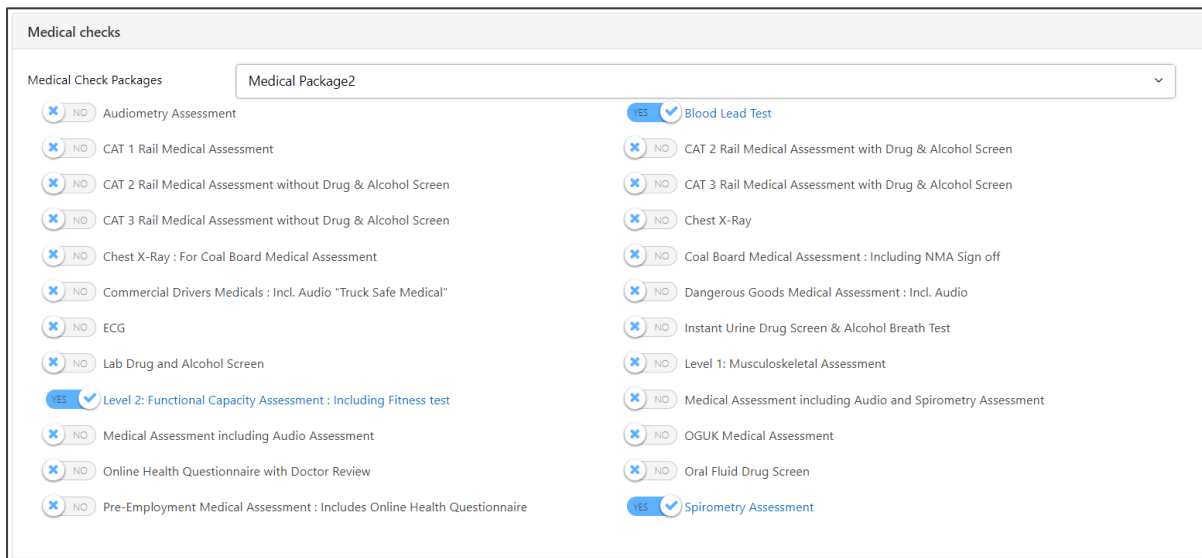
Note: You can have any number of medical packages, made up of multiple combinations of Medical tests. Some *fit2work* users have packages that correspond to certain roles or candidate profiles.

Each package can be allocated a bespoke name or title to make the selection process easier.

Once your medical packages have been created and activated in your account, you will be able to select the newly configured medical package, as shown in the dropdown below:



By selecting a medical package the checks that make up that package will be selected automatically:



Office Use

The only mandatory field in this section will be the candidate Position Title. This is because this information is required by our third-party vendor – Jobfit.

Office Use

Work Group	Please Select v	Employee Number	<input type="text"/>
Position Title	<input style="width: 100%;" type="text"/>		
Check Type	Please Select v	Reminder Date	dd/mm/yyyy
Internal Comment	<input style="width: 100%; height: 20px;" type="text"/>		
	5000 characters remaining		
Job Reference	<input type="text"/>		

Completion Method

The final step is to confirm how your candidate will complete their application.

Completion Method

The applicant has completed a hand-written consent form.

I would like to invite the applicant to complete the consent form online.

■ **Hand Written Consent Form:**

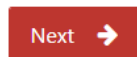
- This option can be selected only by self-manage *fit2work* customers. This method allows your candidate to provide all of their supporting material to you in person or via email. You can then complete the review of their information, enter in all their necessary details within the online application and submit the check for processing directly.

■ **Consent form Online:**

- All *fit2work* managed accounts will select this option. This option means that your candidate will complete their application online. They will complete their profile and be able to specify appointment time and location preferences. The application is then sent straight to the *fit2work* Operations team to process the check request with Jobfit.

For more information on the Applicant experience – when online consent is selected, please refer to the **‘Completing a Medical Check Application’** Guide available in the training portal.

To finalise the check request, simply click



If you selected ‘...Consent Form Online’ the application will now move into your ‘Online Form Awaiting Completion’ queue. It will remain here until your candidate completes their part of the check application. It will then move into the ‘Recently Performed’ queue, and that status will be ‘Processing with Third Party’ until the medical checks have been conducted and *fit2work* have received the results from the clinic and have uploaded them for you to view.