

THOR-GP Online Case Submission Guidelines for reporting cases of work-related ill-health

Any **new** case seen in your **General Practice** clinic which has been diagnosed by you as being wholly or partly caused by exposure or conditions at work should be reported to THOR-GP.

This can be done at any time most convenient to you; some reporters submit cases as and when they see them whereas others may wait until the end of their clinic or even report all cases they have seen in a particular month at the end of that reporting period.

We have tried to make the reporting process as simple as possible, and it should not take more than a minute to complete.

Submitting a case

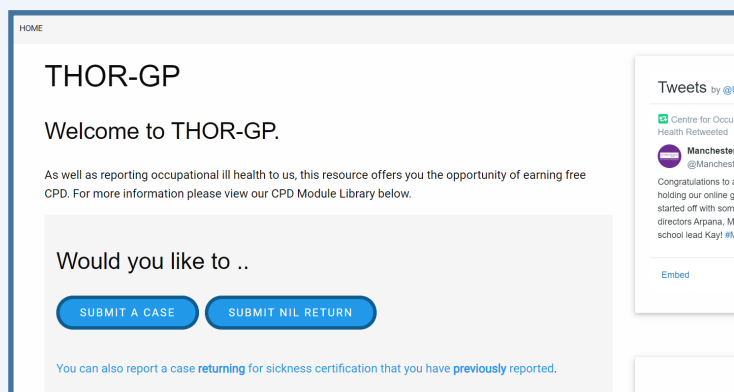
Step 1:

Go to the THOR-GP web reporting form at www.coeh.man.ac.uk/thor/thorgp

This will take you to a page requesting your username and password. These should have been sent to you prior to your reporting month and need to be entered in lower case, and then click 'Login'. This will then take you to your personal reporting page.

To report a case, click on the **'SUBMIT A CASE'** button.

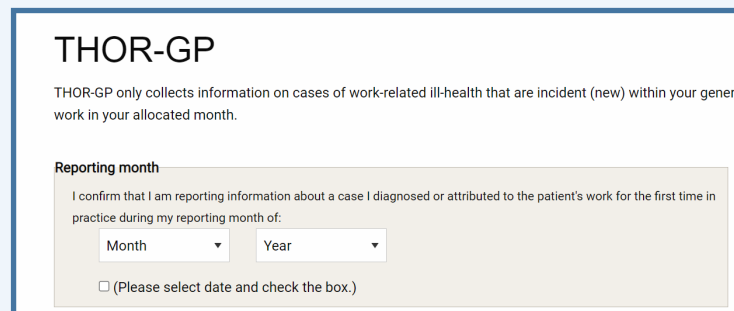
If you have no cases to report this month, please go to 'Submitting a nil return' on page 3.



Step 2:

Reporting month

You will be asked to confirm (by checking the tick box) that the case you are reporting is a new case diagnosed and attributed to work by you in your allocated reporting month and year. Your reporting month and year will appear automatically within the statement. Once you have ticked the box, the case details are then entered into 3 main sections of the form.



Step 3:

Patient Details

Enter the patient details including diagnosis and symptoms, first half of the postcode, patient demographics, the reference number, and information about the workplace and exposure. Information about what should be entered in each field can be found in greater detail in the accompanying THOR clinical guidelines.

The THOR guidelines can also be found by clicking on 'Reporting cases of work-related ill-health' on the right side of the screen, listed under 'RELATED'.



Patient Details

Diagnosis / Symptoms
Give sufficient detail to code, noting location (e.g. elbow) where appropriate

Postcode (first half)

Gender
☐ Male
☐ Female

Age

Ref. Number

Occupation

Industry

Suspected Agent/ Activity/ Exposure

Step 4:

Fitness for work

If sickness absence has been certified, please provide any available information on the certification (issue and duration) and days absent (e.g. self-certification) prior to consultation with you. Please could you also indicate whether, when issuing certification, you would expect the condition to be resolved at the end of the duration of the certificate and any workplace adaptations (if any) you have recommended for the return to work.

Fitness for Work

Fit for work
☐ Yes
☐ No, sickness absence certified
☐ yes but adjustment needed

Days certified sick

Days off before consultation
Days

Do you expect the patient to return to work at the end of this sicknote period
☐ Yes
☐ No

Which of the following workplace adaptations have you recommended (if applicable)?
☐ phased return to work
☐ amended duties
☐ altered hours
☐ workplace adaptations

Other adjustments or conditions

Step 5:

Other details

Please indicate if you have referred the patient to a specialist by selecting 'yes' or 'no'. Please indicate if the problem is related to a single event or to repeated exposure.

Wherever possible, please specify the month and year when the current symptoms began, and whether the case was caused by or aggravated by work.

Other Details

Patient Referral
☐ Yes
☐ No

Type of referral
Type of Referral
Consultant

Exposure
☐ Single
☐ Repeated

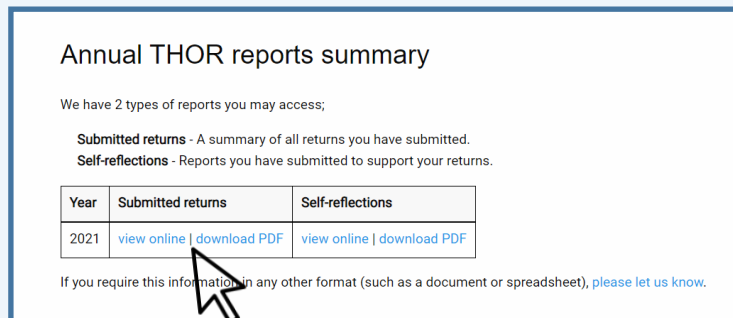
Symptom Onset
Month Year

Work-related
☐ Caused by
☐ Aggravated by

Step 6:

You will have the option to add any additional comments.
Once all the details have been entered click '**Submit**'.

The webform also contains a link which allows you to view any cases you have previously submitted. Go to the box at the bottom of the homepage with the heading 'Submitted returns' and click on '**view online**' or '**download PDF**' for a printable version.

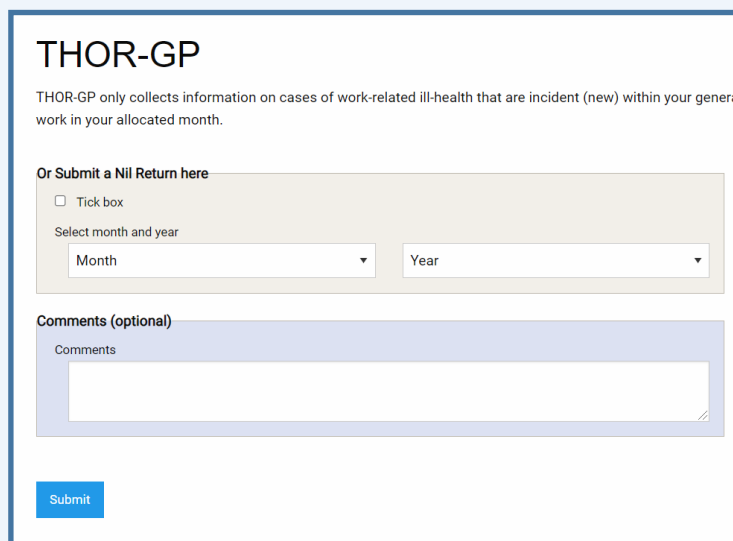


Year	Submitted returns	Self-reflections
2021	view online download PDF	view online download PDF

Submitting a nil return

If you have not seen any cases in your reporting month, we would be grateful if you could send us a 'nil return'. This tells us that you are still actively participating in the scheme but you have not seen any patients in your general practice clinic that you feel their illness was attributed to their occupation. A 'nil return' is submitted by accessing the web form www.coeh.man.ac.uk/thor/thorgp. Login to your personal reporting page (with your username and password), and click on the '**SUBMIT NIL RETURN**' button.

Tick the 'Nil return' box and select the relevant month and year. You have the option to add any additional comments and click '**Submit**' at the bottom of the page.



Contacts

Thank you for your continued support of THOR. If you have any further questions about submitting a case or nil return, then please get in touch via one of the contacts listed below. We are always happy to hear from you.

You can also get the latest THOR news and updates by following us on Facebook and Twitter.

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THOR-GP	susan.taylor@manchester.ac.uk
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