Review and print documents from interview script

Use these instructions to review and/or print documents from an interview script.

How to review and print documents from an interview script

Step 1

Open the claim and go to the **Documents** tab then the **Documents for Claim** sub-tab.

Documents Tab on Claim Record TS

Recent ▾ Tasks Claims

🏠 Home 📋 Create Claim 👥 Open Party 📁 Open Claim ✱ Entitlement Types ✱ CHIPS ❓ Help

A ACC45 Claim AC■■■■ Buzz Lightyear

ACC45 Claim Status Registration Complete

Ancillary Services
Hearing Loss
Weekly Compensation

ACC45 # AC■■■■ Date of Birth 14/07/1980 Close

Case Details

✱ ACC32 QE ✱ Surgery QE ✱ General QE ✱ General + QE 🧑 Add Contact ➕ Add Activity 📄 Add Document 📋 Add Sub Case ▾ ✉ Email ▾

General | Entitlements | Plan | Managing | Contacts | Documents | Tasks | Injury | Medical | Employment | Transactions ▲

Documents for Claim | Document Groups

Documents

☑ Display Sub-Case Documents ☐ Display Removed Documents

	Date/Time � ▾	Creator ♊	Status ♊	Document Type ♊	Description ♊
☑ 📄	21/09/2015 09:21	Sample User	Complete	Employer Return To Work Script Transcript	
☐ 📄	14/09/2015 09:52	Sample User	Received	ACC001 Request for assistance	
☐ 📄	10/09/2015 14:19		Incomplete	VOC01 Vocational Rehab Programme Advice - Vendor	
☐ 📄	08/09/2015 08:56		Incomplete	VOC01 Vocational Rehab Programme Advice - Vendor	
☐ 📄	07/09/2015 13:06		Complete	ACC45 Claim Form Document	

Add
Open

Properties
Print Doc(s)

Move
Email

History

↻ ↺ ☰ 📤 1-5 of 5

⊖ **Scripts**

Date/Time ♊ ▾	Creator ♊	Status ♊	Updated ♊	Last Updated By ♊	Document Type ♊
			No Records To Display		

View

↻ ↺ 📤

⊖ **Participants**

Claimant
🧑 Buzz Lightyear
Claim Lodgement - Provider
🧑 Dr ■■■■■■
🧑 Add Participant ▾

⊖ **Summary Information**

Date Of Accident
02/09/2015
Lodgement Date
07/09/2015
WC Start Date
-
Claimant Age
35
Claimant Occupation
Heavy Truck Driver
Injury Description
Ankle sprain,Contusion, kne ▸
RTW Target Date
-
WC Days Paid
0

⊖ **Ownership**

Case Owner
Sample User (■■■■)

Transfer Case ▾

Close

Step 2

Select the script or document and click **Open**. The document can now be printed using the **File>Print** option in word.