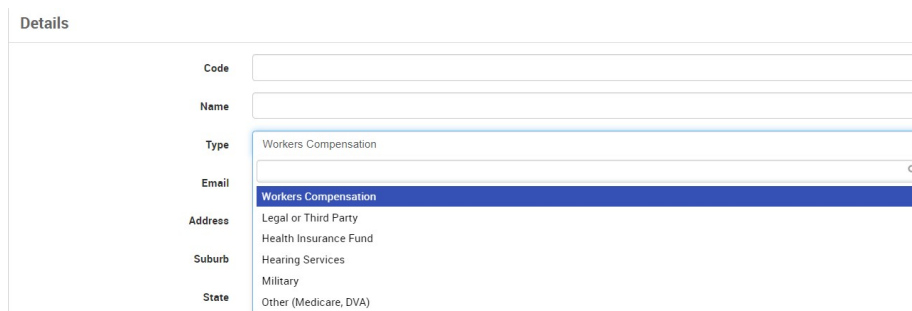# Workcover Claim Submission Guide

Last Modified on 20/12/2023 1:36 pm ACDT

Guide for Workcover Claim Submission in CareRight

Note: Direct submission of Workcover claims from CareRight is not supported. The process and requirements for claim submission vary among Workcover companies.
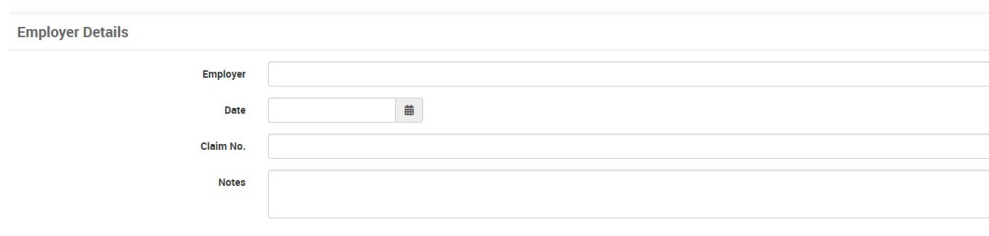
Step 1: Adding Workcover as a Guarantor

1. Access the Guarantor section in CareRight: Guarantor Management.

2. Specify "Workcover Compensation" in the Type field.

3.

Step 2: Creating a Workcover Account for the Patient

1. Establish a new account for the patient: Add a New Account.

2. Input the claim number and employer details in the relevant sections.

3.

Step 3: Invoice Generation

1. Generate an invoice for the patient's Workcover account.

Step 4: Claim Submission

Note: Claim submission procedures vary across Workcover companies. Follow the general steps below and tailor them to your specific Workcover provider.

1. **Invoice Generation:**

   - Create the invoice within CareRight as usual.

2. **Manual Submission:**

   - Typically, Workcover claims require manual submission.

- Manually send the generated invoice to the Workcover company using their specified submission method.

3. **Including Claim Information:**

   - Ensure the invoice contains essential claim information, such as claim number and employer details.

   - Customize the template if needed to meet specific Workcover requirements.

Note: Adapt the invoice template if necessary for accurate claim submission. Confirm with your Workcover provider for any specific information or template requirements.

Additional Considerations:

- For queries or issues, contact your Workcover company for assistance.

- Adjust the invoice template as needed to meet the specific requirements of your Workcover provider.