



Australian Government

PSPINM002 Conduct initial claim assessments

Release: 1

PSPINM002 Conduct initial claim assessments

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPIM401A Conduct initial claim assessments. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to undertake initial assessment of compensation claims for employment related injuries. It includes receiving and acknowledging claims, and assessing rehabilitation need (for referral).

This unit applies to those working in the area of initial assessment of compensation claims. Staff of the employer undertakes this role.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision, while performing routine tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Injury management

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe	Performance criteria describe the performance needed to demonstrate

the essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Receive and acknowledge claims	1.1 Assess completeness of claim. 1.2 Obtain missing information. 1.3 Undertake risk streaming of claims. 1.4 Conduct initial assessment to confirm that the employee is a 'worker' under the Act and that the reported condition is compensable under the legislation. 1.5 Acknowledge the claim within required timeframes. 1.6 Collate data for determining weekly earnings and payments, if claim is accepted or deferred.
2. Assess need for rehabilitation referral	2.1 Copy and forward documentation when referral is required for rehabilitation assessment. 2.2 Review assessments if circumstances change. 2.3 Progress claim for investigation and determination.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPIM401A Conduct initial claim assessments.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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