



PSS and CSS invalidity retirement application – doctor's report checklist

Commonwealth Superannuation Corporation (CSC) relies on written evidence to determine if an individual is totally and permanently incapacitated. If the individual is found to be totally and permanently incapacitated they may be eligible to receive an invalidity retirement certificate and medically retire from the workforce.

To assist CSC in determining whether an individual is totally and permanently incapacitated, please provide a written report to the individual's employer which addresses the following questions.

What is the history of the individual's illness or accident?

- What was the date of the first consultation?
- What is the history as per the medical notes?

What are the current symptoms/signs?

- What has been described by the individual?
- What has been observed by you at presentation?

What is the diagnosis?

- What is the severity of the condition?
- Is the condition transitory or long-term?

What treatment has the individual had?

- Is the individual using any current medications or undertaking any physical therapy or psychotherapy?
- Do you think they are effective?
- Please comment on the results of any tests conducted.
- Are there any additional treatments you would recommend? What is your opinion on the likely results of those treatments?
- Are there any other strategies that could be attempted with the individual? (e.g. rehabilitation, graduated return to work programs)

What is the prognosis?

- What is the normal course of the condition(s)?
- What is the expected outcome for the individual?



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Is the individual totally and permanently incapacitated?

An individual is taken to be totally and permanently incapacitated if CSC is reasonably satisfied that, because of a physical or mental condition, the individual is unlikely ever to work again in a job for which he/she is reasonably qualified by education, training or experience, or could be so qualified after retraining. Consider the following points when addressing this question:

- Is the individual capable of working in a job for which they are reasonably qualified by education, training or experience?
- Could the individual be rehabilitated to a condition where they are able to carry out their former position, or its equivalent (within the department, in another department, or in the private sector).
- Could the individual work modified duties or reduced hours?
- Could the individual be trained for any other position (within the department, in another department, or in the private sector)?
- If the individual is not totally and permanently incapacitated at this time, is there a likelihood the individual will become totally and permanently in the future?

Is the condition terminal?

- If the individual's medical condition is terminal, is life expectancy less than 24 months?
- Will the individual require assistance with personal or nursing care on a daily basis within the next two years?

Note: Your description of the individual's life expectancy will be used to determine processing priority and taxation treatment.

Are there any other issues that you believe to be relevant to this individual's application?

Further information

If you require any further information please contact CSC at the details provided below.



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