
Carer Medical Checks

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Please note

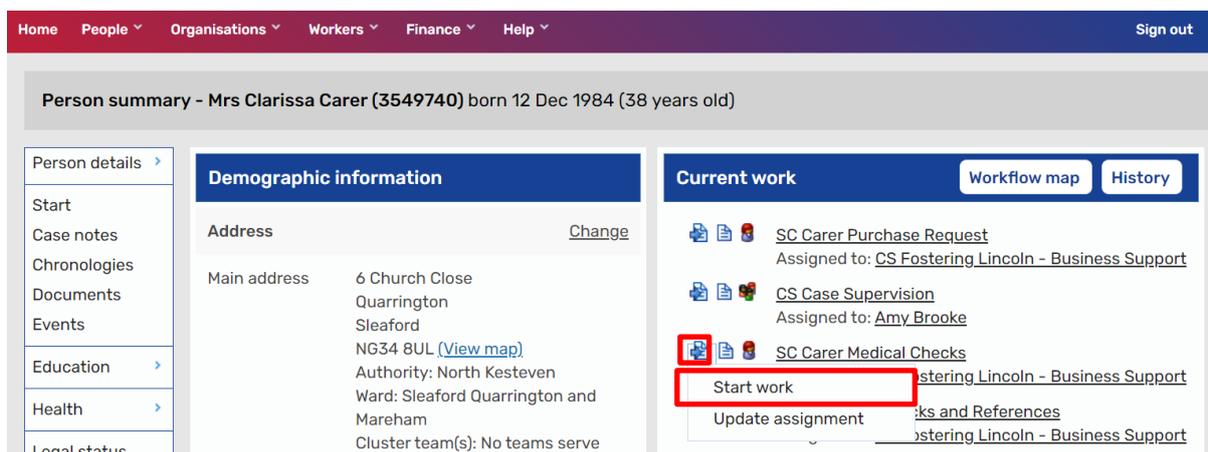
This document is intended to support staff who have attended the Mosaic training course relevant to their role. If you have not attended a relevant course, please contact the [Mosaic Training Team](#). Every effort has been made to ensure that screen shots included are current; there may be some minor differences in look and feel within the system. All data-examples included in this document are fictitious. Any resemblance to real persons, living or dead, is purely coincidental.

Introduction

The purpose of this guide is to aid Fostering and Adoption Business Support and the Supervising Social Worker to complete the Carer Medical Checks on Mosaic. The SC Carer Medical Checks will be assigned to a Business Support Virtual Worker. The Business Support Assistant will be able to Start the workstep as they are part of the Business Support Team. The Carer Medical Checks, similar to the Statutory Checks and References, will be one workstep per carer.

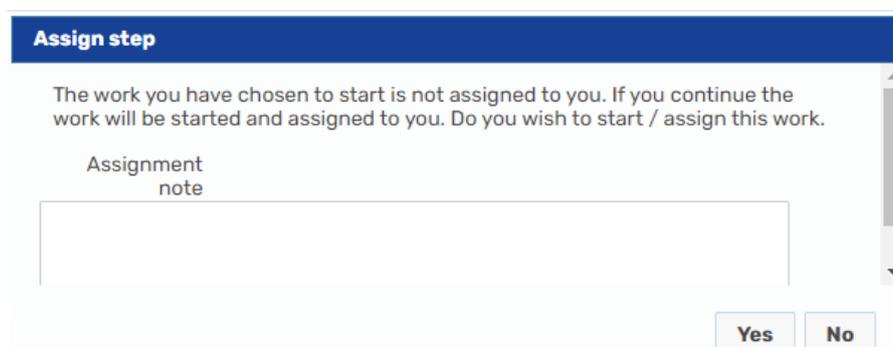
Starting the SC Carer Medical Checks from a Person Summary

You can click Incoming work  symbol next to the **SC Carer Medical Checks** workstep within the Current work on the Person summary page of the Carer. A menu will appear, click on **Start work**.



The screenshot shows the Mosaic interface for a person summary. The top navigation bar includes Home, People, Organisations, Workers, Finance, Help, and Sign out. The main header identifies the person as Mrs Clarissa Carer (3549740) born 12 Dec 1984 (38 years old). On the left, there is a sidebar with navigation options: Person details, Start, Case notes, Chronologies, Documents, Events, Education, Health, and Legal status. The main content area is divided into two sections: Demographic information and Current work. The Demographic information section shows the address: 6 Church Close, Quarrington, Sleaford, NG34 8UL. The Current work section lists three items: SC Carer Purchase Request, CS Case Supervision, and SC Carer Medical Checks. The SC Carer Medical Checks item has a dropdown menu open, with the 'Start work' option highlighted by a red box.

Once you click on **Start work**, a message will pop up warning that the step will be reassigned from the Business Support Virtual Worker inbox over to you.



The 'Assign step' dialog box is displayed. It features a blue header with the title 'Assign step'. The main text reads: 'The work you have chosen to start is not assigned to you. If you continue the work will be started and assigned to you. Do you wish to start / assign this work.' Below this text is a text input field labeled 'Assignment note'. At the bottom right of the dialog are two buttons: 'Yes' and 'No'.

Clicking on **Yes** will mean once the workstep is saved, it will appear in your own **Incomplete work** and no longer in the Business Support Virtual Worker inbox.

Completing the SC Carer Medical Checks work step

The screenshot shows a web-based form titled "SC Carer Medical Checks : Clarissa Carer 3549740". The form is divided into sections, with "1. Medical Checks" selected. The "Subject Details" section includes fields for Name (Clarissa Carer) and Date of Birth (12/12/1984). The "Carer type" section has radio buttons for Adoption, Fostering, Connected Person (Reg 24 / SGO), Household Member / Carer Support, and Private Fostering. The "Check type" section has radio buttons for Adult Health Report (AH), Update Health Report (AH2), and Declaration of Health (DoH). The "Due date of this check" field is empty. The "Declaration of Health" section has six fields for "DoH sent to" and "DoH received from" Applicant, GP, and Medical Advisor, each with a "Please complete" error message. The "Check status" section has radio buttons for Completed and Withdrawn / Cancelled. The "Comments" field is empty.

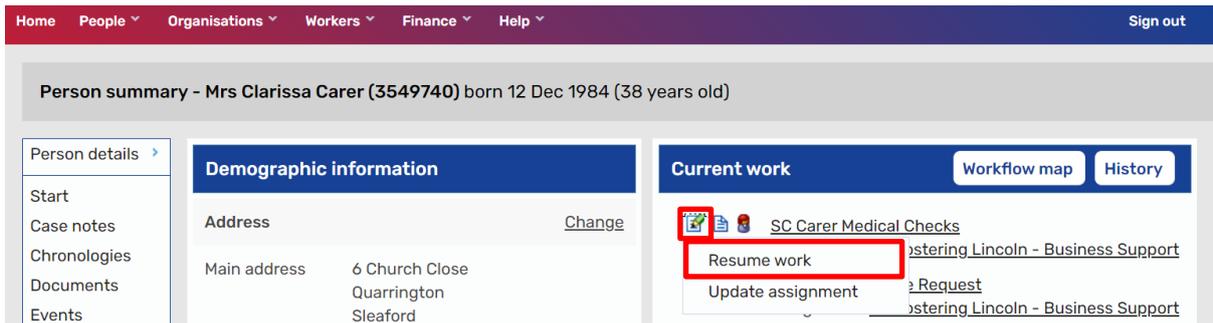
Section 1. Medical Checks of the form **AF Medical Checks C0355** is completed by Business Support and used to record information about the Declaration of Health (DoH), Adult Health (AH) or Adult Health 2 (AH2).

In **Carer type**, the appropriate type should be selected which will reveal the option to select **Check type**. Once a **Check type** has been selected, dates can be inputted to record when the medical has been sent to and received from the carer and GP and then sent to and received from the Medical Advisor.

All the fields will contain dates. The date will be added when the information is known, the form will then be saved using the save icon  and then closed using the close icon .

Once the next date needs to be added, the SC Carer Medical Checks will be found within the **Incomplete work** of your Current work or within the Current work on the Person summary page for the carer.

The workstep will now have **Resume work** where it previously had Start work once it has been saved.



Clicking on **Resume work** will reopen the step and allow you to enter further dates into the corresponding fields.

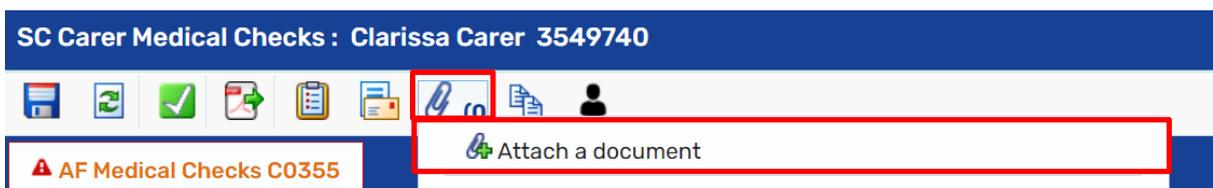
The **Check status** allows you to record once the Medical Check is completed or withdrawn/cancelled.

The **Next check type** should be selected with a due date which can be added as the scheduled date for the next action.

There is a prompt to remind the worker to send the clipboard request to the Supervising Social Worker or Practice Supervisor which is covered later in the guide.

Attaching the Medical Document

Once the medical has been received back from the Medical Advisor, a copy of the full medical and summary can be attached to the correlating workstep.



Click on the paperclip icon in the top tool bar and then **Attach a document** to attach a saved version of the medical that would need to be scanned in through the printer.

Click on **Choose file** and select the document you wish to attach.

File As should be amended to reflect the naming conversion which is as follows:

Service Prefix – Name of document – Completed by (Initials) - Date completed

For example: **AF, DoH Medical (AB) 21.08.31**

From the drop down options for:

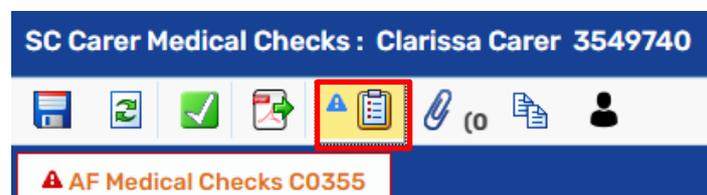
Main Category - select **CS Fostering and Adoption**

Sub Category- select **Medical Checks**

Clicking on **Add** will upload the document and you will see a pop up window telling you as such. You can then click on **OK** to close this window.

Sending a Request

There is a Mandatory Request that must be sent to a Supervising Social Worker or Practice Supervisor to review the medical. This can be accessed by clicking on the clipboard icon at the top of the screen.



Business Support must use the Clipboard Request of **CS Worker: Please acknowledge medical checks** and find the Supervising Social Worker, Practice Supervisor or Team Manager.

New request

Select	Request type	Status (date)	Assigned to
<input checked="" type="radio"/>	Required CS Worker: Please acknowledge medical checks		
<input type="radio"/>	CS Please action		

Note

Pass to worker*

This request will be sent when you next save.

1.

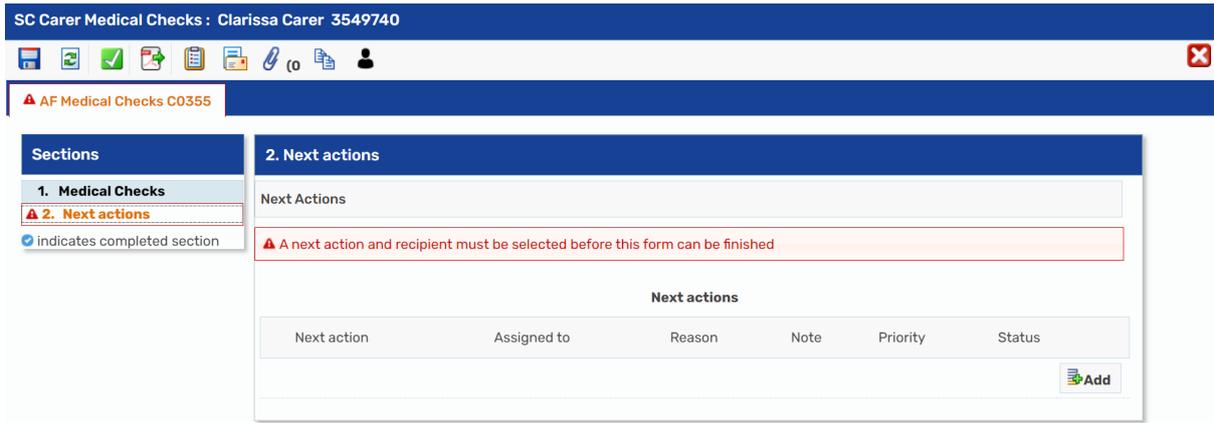
Business Support can then **Save** and **Close** the workstep and wait for the Supervising Social Worker, Practice Supervisor or Team Manager to view the information in the medical.

The Supervising Social Worker, Practice Supervisor or Team Manager would then mark the clipboard request they had received as **Completed** and use the **Notes** field to provide any required information to Business Support.

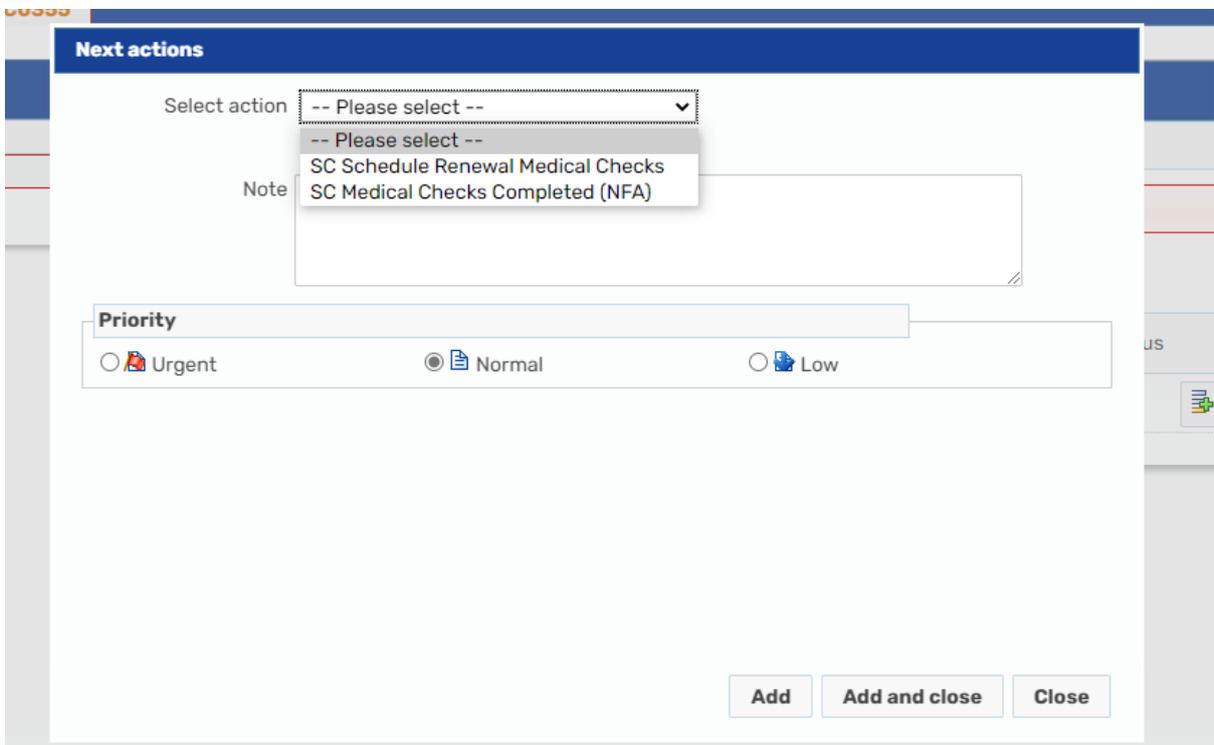
The **Comments** field at the bottom of Section 1 can be used to add any relevant information. The **Worker who acknowledges checks** should be ticked by the person who has received the clipboard request.

Scheduling the next Medical Check

Section 2. Next actions could be completed by Business Support prior to sending the clipboard request or by the worker who received the clipboard request.



Clicking on **Add** will open a separate window which contains a drop down field of possible next actions.



From the SC Medical Checks, you can use the **Select action** drop down to either **Schedule Renewal Medical Checks** or to mark the check as completed using **SC Medical Checks Completed (NFA)**.

If a Medical Check is required in the future, **SC Schedule Renewal Medical Checks** would be selected.

Next actions

Select action SC Schedule Renewal Medical Checks ▾

Scheduled Date 23/01/2026

Pass to worker CS Fostering Lincoln - Business Support ▾

Reason* CS Foster Carer ▾

Note

DOH Required 23/02/2026

Priority

Urgent
 Normal
 Low

Add
Add and close
Close

The **Scheduled Date** will prepopulate with a date 1 year and 11 months from today. This can be amended as appropriate.

From the drop down options for:

Pass to Worker - Select **Relevant Fostering or Adoption Business Support**

Reason – Select **Appropriate Option**

The **Note** field can be used to enter information that will serve as a reminder as to when the previous Medical Check runs out and the type of medical required.

Once the information has been entered, you can click **Add and Close**.

When an action has been added to Section 2, it will appear in the table. In order to make the action available, you must click on the **Finish** icon icon once the step is completed.

This will close down the current SC Carer Medical Checks workstep and return you to the Person Summary screen.

Alternatively

If no further medical checks are required, from the Next Actions you would select **SC Medical Checks Completed (NFA)** from the **Select action** drop down.

Once added, you can click **Add and Close**.