



WorkCover WA Registration Application Module for Audiologists

July 2024

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Introduction

This module details the process for audiologists to apply and register for [WorkCover WA Online](#).

Section 1 – Access

WorkCover WA Online application can be accessed via the WorkCover WA website and is located under the 'Quick access' menu located to the left on the home page.

The screenshot shows the WorkCover WA website home page. At the top, there is a navigation bar with the Government of Western Australia and WorkCover WA logos. The main navigation menu includes links for workers, employers, health providers, service providers, resources, and gpsupport. A large banner features the text 'THE NEW ACT' and 'Legislative Framework: Approved Instruments, Forms and Notices'. A sidebar on the left lists 'I want to...' options: Understand the Bill, Make a claim, Get Insurance, Resolve a dispute, Subscribe to news updates, Submit feedback about WorkCover WA, and Submit a complaint about a Service Provider. A 'Quick access' menu is located at the bottom left, with 'WorkCover WA Online' highlighted in yellow.

Quick access

- ▶ [WorkCover WA Online](#)
- ▶ Request Access to Information
- ▶ [gpsupport](#)
- ▶ WorkCover WA forms and publications

1. Click on the WorkCover WA Online link.

Section 2 – Register

2. Once you have entered WorkCover WA Online, click 'Register Here'.



This will take you to the Registration form.

(Please note this is the primary location to Login once you have completed the registration and application process).

3. Complete the Registration Form, enter your personal email, create a password and click on submit.

A verification email will be sent to confirm the email address you submitted. Click on the link to confirm your email. This will return you to the Login page.

(Note: it's recommended you use a 'personal' email address as you will not be required to update you details if you change practices).

Section 3 – Log in and apply for registration

4. Enter your Email and Password – Select login



You will now be required to apply for registration as an Audiologist.

5. Click on the 'applying now' button to create your account as an Audiologist.

applying now.' and 'If you wish to lodge a new Conciliation or Arbitration Application or gain access to an existing Conciliation or Arbitration case, [click here](#).'" data-bbox="121 283 876 393"/>

6. Select 'Audiologist' from the drop-down box.



7. Authorised audiologists are expected to become familiar with WorkCover WA's *Approved Standards for Performing an Audiological Test* and conduct audiological tests for workers compensation purposes accordingly. A copy of the standards can be found on our website. There is also important information for audiologists under the 'Health providers' section of the website. You will be required to complete a short series of assessment questions based on the standards as well as the information from our website before your registration is complete.

On successful completion, a link will be sent to you. Click on the link to access the WorkCover WA Online Login page.

8. Enter your Email and Password, click 'Login'.

Section 4 – Completing the NIHL module

9. Select the NIHL Module



(Please note the 'Check Equipment' function will no longer be available from 1 July 2024.)

10. You are now in the WorkCover WA Online Application at the Search NIHL Worker function.

The screenshot shows the 'Search NIHL Workers' form. It has a dark blue header with the text 'Search NIHL Workers'. Below the header, there are four input fields: 'First Name' (with placeholder 'First Name'), 'Surname' (with placeholder 'Surname'), 'Date of Birth' (with placeholder 'DD/MM/YYYY'), and 'Worker ID' (with placeholder 'J202235'). At the bottom of the form, there are two buttons: 'Search' and 'Reset'.

Prior to entering information and uploading the audiological test report, you must conduct a thorough search for the worker to determine whether there is an existing profile for them. This is a critical part of the process; you must be diligent in searching to avoid creating a duplicate profile. Collecting the full legal name of the worker is imperative, ask the worker to verify and/or check their drivers' licence to confirm DOB and correct spelling of their name.

On the first search use only a couple of characters of the first name followed by a few characters of the surname, do not enter date of birth (less information allows for a wider search of the database).

If the worker is not found you can refine your search by adding in the DOB, full surname, middle names and shortened first names.

Many workers use a shortened version of their name (e.g. Nick vs. Nicholas, Bill in place of William).

Be mindful when searching for hyphenated surnames such as, D'Agostino or O'Neal. You will need to check thoroughly as these types of names may have been registered as - D Agostino / Dagostino / D'agostino. Check for spelling errors, O'Neal may have been entered as O'Neil.

11. If the worker has no profile on the database, click on 'Add New Worker' button.

Search NIHL Workers

First Name	<input type="text" value="John"/>	Surname	<input type="text" value="Smith"/>
Date of Birth	<input type="text" value="02/01/1980"/>	Worker ID	<input type="text" value="J202235"/>

Search
Reset

First Name	Surname	Date of Birth	Worker ID	Date of Most Recent Test	
JOHN	SMITH	02 Jan 1980	S2024333	02 Jul 2023	Details

[Add New Worker](#)

12. If the worker has an existing profile, click on the 'Details' button, then click on 'Add New Hearing Test'.

NIHL Worker

First Name	Surname	Date of Birth	Worker ID
John	Smith	02/01/1980	S2024333

View Hearing Test Summary

Please advise the Worker they are eligible to seek a Noise Induced Hearing Loss Assessment from a WorkCover WA authorised ENT

Test	Date	Employer
Baseline Full Audiological	02/07/2023	Details

Hearing Tests can only be viewed for 90 days after being entered unless there is an open WorkCover WA case for this Worker.

[Add New Hearing Test](#)

13. Either option chosen will lead you to the Audiological Test Details Form for completion.

Add Subsequent Hearing Test

Subsequent Test Details

Date of Test **Calculated binaural hearing loss (less presbycusis)**

Invalid - must be between 01 Mar 1991 and 22 May 2024

Test Level Full Audiological

Full Audiological Report

Click/drag here to select the file you want to upload
 (Allowable formats: pdf)

The worker has not been exposed to noise levels above 80dB(A) during 16 hours immediately preceding the test.

Worker Details

Worker ID S2024333

First Name **Surname**

Date of Birth

Phone (mobile preferred) **Email**

Address Line 1

Address Line 2

Suburb

Detailed description of the Worker's occupation

Does the Worker work in the Indian Ocean Territories? Yes No

14. Enter details into the required fields on the 'Audiological Test Details' page. Before entering the calculated binaural hearing loss, ensure presbycusis has already been deducted.

Please note: Audiological test reports must be presented in the approved form. A copy of the form can be found here – insert link. Audiological test reports must be presented using the approved form and saved as a Pdf (only 1 Pdf cab be submitted). Drag the file into the space provided for uploading.

On completion of the form, click on 'Submit'.

15. If a worker's audiological test result meets the threshold required for a NIHL assessment from an authorised ENT, you will see this notification -



If shown, please notify the worker accordingly.

16. Authorised audiologists must ensure a copy of the audiological test is provided to the worker, the employer who paid for the test and WorkCover WA within one month of the test being conducted.

Any issues contact: noise@workcover.wa.gov.au
 Advice & Assistance 1300 794 744 (8.30am - 4.30pm).