



## How to:

### Check the MedCo status of a medical expert

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Owner: MedCo Registration Solutions

# Introduction

To produce the first fixed cost medical report in RTA soft tissue injury claims medical experts must be accredited by MedCo. To check the MedCo status of an expert you can use the Medical Expert enquiry function.

This document provides an overview of the function. It will describe

- Who can use the Medical Expert enquiry function?
- How to use the Medical Expert enquiry and
- What the results mean.

# Who can use the Medical Expert enquiry function?

All users belonging to a Medical Reporting Organisation (MRO) or an Authorised User (AUT), such as a claimant representative or compensator, can use the Medical expert enquiry.

# How to use the Medical Expert enquiry?

To use the function following the steps below

1. Log in to your MedCo account
2. From the Main Menu select Medical Expert Enquiry

## Medical Reporting Organisation User

Please choose from the following options

<a href="#">Manage Registration</a>
<a href="#">Bulk Case Data Upload</a>
<a href="#">Manage Outstanding Cases</a>
<a href="#">Medical Expert Enquiry</a>
<a href="#">Search for Closed/Archived Cases</a>
<a href="#">Change Password</a>

## Authorised User

Please choose from the following options

<a href="#">Manage Registration</a>
<a href="#">Manage MedCo Cases</a>
<a href="#">Medical Expert Enquiry</a>
<a href="#">Case Verification</a>
<a href="#">Change Password</a>

3. Enter the Date on which you want to enquire

Date

16/03/2016

**Note: the default date is set to the current date.**

4. Enter the Professional Id of the expert you want to enquire

Professional Id

*Note: You must enter the correct format. For a GMC registered expert you must enter 7 digit values. For HCPC experts you must enter the PH prefix in capital letters i.e PHXXXXX*

5. Click Enquire

Following an enquiry the system will return one of the 3 messages;

- a) The GMC or HCPC number provided is not known to MedCo
- b) The GMC or HCPC number provided **was operational** on the date of enquiry
- c) The GMC or HCPC number provided **was not operational** on the date of enquiry

## What do the results mean?

A medical expert is operational if they are registered with MedCo, successfully passed the registration checks, agreed the relevant User Agreement, completed Accreditation and CPD training and in the case of a Direct Medical Expert (DME) paid their fee.

If you have any questions about the MedCo status of a medical expert please contact support at [enquiries@medco.org.uk](mailto:enquiries@medco.org.uk)