

OUR GUIDE TO

GETTING STARTED

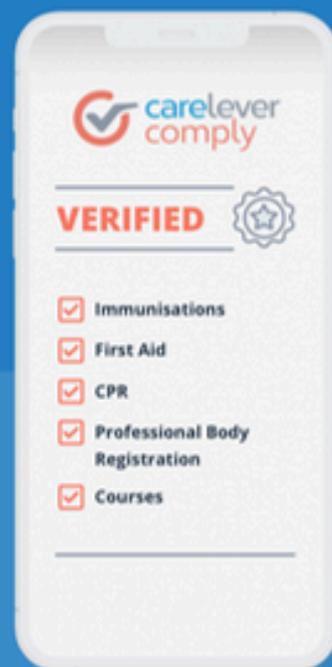


Let's get you ready for your new role at QAS

Carelever Comply is here to help you make sure your vaccination details are up to date.

Once you're verified, your immunisation status will be actively monitored.

For your peace of mind, we'll provide you with a notification when your evidence expires or if further evidence is required.



NEED HELP?

We're here for you! If you have any questions or concerns, please check out our FAQ Page at Support | Carelever or contact the Carelever Team through this page too!

>> www.carelever.com/support/

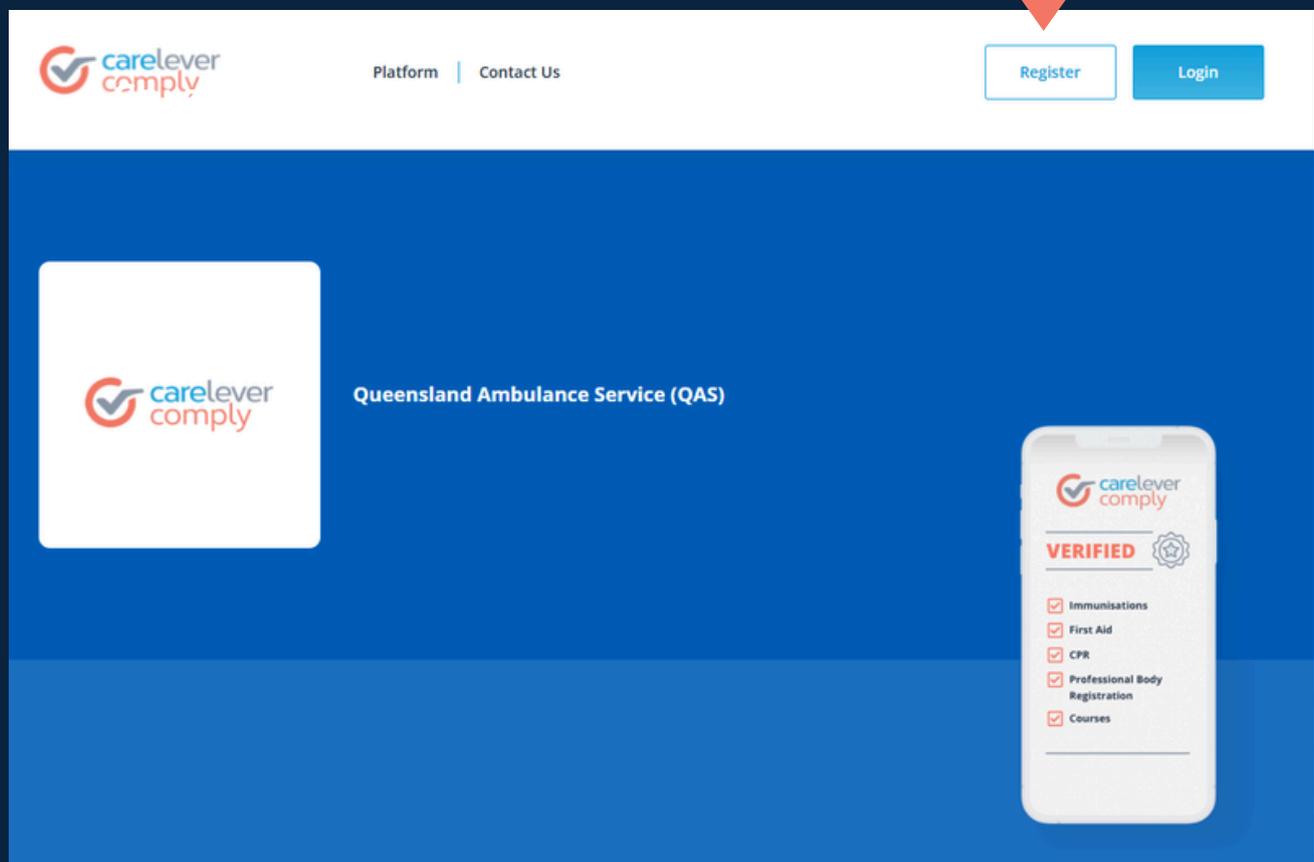


COMPLETE YOUR REGISTRATION

- 1 Visit Carelever Comply and select 'Register'.

▶ [Carelever Comply](#)

The Register tab is located at the top right of the screen.

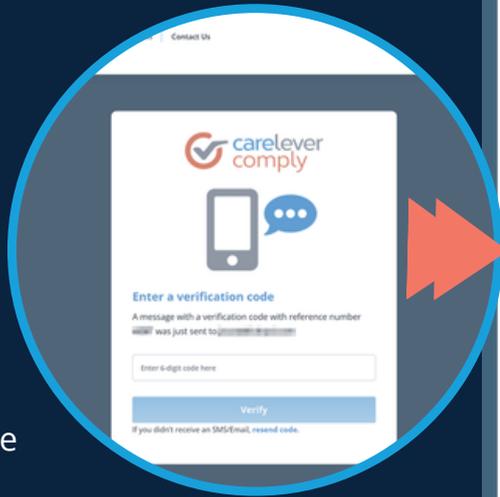


COMPLETE YOUR REGISTRATION

2 Complete the Registration Form.

Complete the registration form by entering your personal details.

Once you have entered your email address, click the blue 'Send Email Verification Code' button and enter the code you receive in the box below.



Once you have completed the form, click 'Create Account'.

A screenshot of the 'Register to Carelever Comply' form. The form is titled 'Register to Carelever Comply' and has a progress indicator at the top showing steps 1, 2, and 3. The 'Your Details' section includes fields for First Name, Last Name, Mobile, Email, Email Verification Code, Date of Birth, Assigned Sex at Birth, Gender, Organisation, Location, Worker ID, Password, and Confirm Password. A 'Create Account' button is located at the bottom right.

You will be directed to a payment portal to pay for your immunisation verification.

This fee is non-refundable.

A screenshot of the payment portal. It shows a '1-Year Plan' for \$53.90 AUD. Below this, there are fields for 'Name on Card', 'Credit Card Number', 'Expiry Date', and 'Card Code (CVC)'. The total amount is displayed as '12 Month Access Total (GST included) \$53.90'. A 'Submit Payment' button is at the bottom right.

UPDATING YOUR COMPLIANCE INFO

3 Update the forms in your 'Pending Compliance' tab

The forms that you will need to complete are marked 'Pending Submission' in the 'Pending Compliance' card. To complete the form, click on the blue button and answer every question.

Compliance Program
This is where the data collection statement would appear.

Pending Compliance
YOU HAVE 3 PENDING COMPLIANCE REQUIREMENT

Type	Status	Actions
Measles, Mumps and Rubella (MMR)	Pending Submission	Complete
Pertussis/Whooping Cough	Pending Submission	Complete
Varicella	Pending Submission	Complete

Save and come back later...

You can also save your responses at any time and return back to the questionnaire if you need to by clicking "Save" and closing the form.

UPDATING YOUR COMPLIANCE INFO

4 Complete the questions on your forms

Each form will look similar to this with a series of questions for you to complete. There is also section that asks you to upload an evidence file (e.g. Australian Immunisation Register document etc). If you have multiple documents or pages of evidence, please merge them into one document or file before you upload them. A pdf file is preferred. You'll need to repeat this step for all of your forms.

The screenshot shows a web form titled "QAS - Varicella" from the CareLever Comply system. It includes the following elements:

- Logo: carelever comply
- Section: QAS - Varicella
- Question 1: "Do you have a documented history of chickenpox or documentation of physician-diagnosed shingles?" with "Yes" and "No" radio buttons.
- Question 2: "Have you had a Varicella Serology completed?" with "Yes" and "No" radio buttons.
- Question 3: "Are you immune to Varicella?" with "Yes" and "No" radio buttons.
- Section: "Please Upload Evidence File" with a blue "+ Choose" button.
- Bottom right: "Save" and "Submit" buttons.

5 Submit your forms!

Make sure you've answered every question first, then hit 'Submit' to send us your completed form. You'll need to do this for each one of your forms.

What happens next?

Once you've completed the form and uploaded the documents we need, our team will check that you meet Queensland Ambulance Service's immunisation requirements, so you'll be one step closer to getting verified for your clinical placement. You'll hear from us once you are verified or if we need any further information.

VIEW YOUR RECORDS

Any completed forms or any form that requires additional information will show on your Dashboard under Health Compliance Records.

The screenshot shows the 'Compliance Program' section of the Carelever Comply dashboard. It features a 'Health Compliance Record' table with the following data:

Type	Status	Description	Actions
Varicella	Pending verification	Pending Review by KINNECT	Amend
Measles, Mumps and Rubella (MMR)	Pending verification	Pending Review by KINNECT	Amend
Pertussis/Whooping Cough	Pending verification	Pending Review by KINNECT	Amend
Tuberculosis (TB)	Pending verification	Form not yet started	Amend
Hepatitis B	Non-Compliant	Review Rejected by KINNECT. Information required	Amend

Need to update something?

If we require additional information, you will receive an email detailing what is required. Simply login to the portal and select "Amend" in this section to edit/update your form. From here you just need to re-submit the form to send it back to us for review.

Once you have been reviewed as Compliant, the status in this card will change to reflect this.

GET A COPY OF YOUR RECORD (COMPLIANCE CERTIFICATE)

When you are compliant in all vaccination areas, the status of each vaccination will say 'Compliant' and show in green.

Once the status of all your items is green and 'Compliant' you can generate your Compliance Record to upload when you book your medical appointment.

Do not do this if any status is pending or non-compliant.

To generate your Compliance Record click "Download Record" on this card.

Make sure you select NO to all the questions at the bottom before you hit 'Generate Record'.

You'll be taken to a new webpage with your personalised Record of Compliance for you to download.

Type	Status	Description	Actions
Varicella	Compliant	Varicella cleared - reviewed by KINNECT	Amend
Measles, Mumps and Rubella (MMR)	Compliant	MMR cleared - Reviewed by KINNECT	Amend
Pertussis/Whooping Cough	Compliant	Pertussis cleared - Reviewed by KINNECT	Amend
Tuberculosis (TB)	Compliant	Compliant	Amend
Hepatitis B	Compliant	Hepatitis B Cleared - Reviewed by KINNECT	Amend

Generate Compliance Record [Close]

From here you can generate a record of compliance. You can select which compliance information you want, as well as if you want a brief (just the current status) or complete set of data. You can also choose whether you want the supporting evidence PDFs attached or not.

List of Available Compliance Information

Please select the compliance type(s) to show on the record.

- Varicella
- Measles, Mumps and Rubella (MMR)
- Pertussis/Whooping Cough
- Tuberculosis (TB)
- Hepatitis B

Note: Only submitted compliance type(s) are displayed.

Restricted Personal Details Yes No

Brief Record Only Yes No

Include Supporting Evidence Yes No

[Close] [Generate Record]