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Invalidity retirement date

Q.

Your employee has been issued with an **Invalidity Retirement Certificate (IRC)**. When should you retire them?

A.

You should set the retirement date in accordance with your workplace agreement after consultation with the retiring member. ComSuper is not involved in setting the retirement date.

Sometimes the member may wish to use accrued leave before retiring. This is acceptable to ComSuper as there is no time limit on IRCs. However, if this is the case, please notify us of the member's intentions, so that we know the benefit application will be delayed.

Sometimes the member wants to backdate the retirement. Please note that you cannot set a retirement date which is earlier than the date of the IRC. You should also advise the member that if their chosen retirement date causes an overpayment of pre-assessment payments or partial invalidity pension, the overpayment must be repaid.

If there is no leave to be acquitted, it is a common and acceptable practice to retire the member on the day after the cessation of pre-assessment payments (PAPs), so that the member receives their full PAPs entitlement.

Once you have set the retirement date, you need to:

- > formalise the retirement by departmental retirement instrument
- > assist the member to correctly complete **Approved invalidity retirement claim form SIR1-PSS** (or **CSS**)
- > complete the departmental section of the form
- > ensure all attachments are enclosed
- > forward to ComSuper for processing and payment.

The numbers to call for help with completing benefit application forms are:

for employers	Employer Service Desk	1300 338 240
for PSS members	Client Service Centre	1300 000 377
for CSS members	Client Service Centre	1300 000 277

PSSap

PSS

CSS

Visit us online

PSSap
www.pssap.gov.au

PSS
www.pss.gov.au

CSS
www.css.gov.au

Changed mode of exit

Q.

Your employee applied for invalidity retirement and an **Invalidity Retirement Certificate (IRC)** has been issued—but now they don't want invalidity retirement—they want to use a different type of exit. What do you do?

A.

The IRC certifies that the delegate of the Trustee is satisfied that the member is totally and permanently incapacitated, and that the member will be entitled to an invalidity benefit under the PSS/CSS scheme provisions if the member is retired on invalidity grounds.

The issue of an IRC does not mean that the member **MUST** retire on medical grounds. A member may be accepted as totally and permanently incapacitated, but may choose to exit by other means.

If this occurs, you should ensure that the member is provided with estimates showing the benefit entitlement for invalidity retirement and the proposed alternative mode of exit.

You should then record on the member's file:

- > the results of the comparison estimates
- > the alternative mode of exit chosen by the member
- > the member's reasons for this choice
- > that the choice was voluntary and
- > your department's formal instrument of cessation.

You must also ensure that the member is provided with the benefit application form appropriate for the chosen mode of exit.

For help with application forms, visit our websites www.pss.gov.au or www.css.gov.au

or call our Employer Service Desk on **1300 338 240**

New approved medical practitioners (AMPs)

If you are helping an employee who is applying for invalidity retirement, you are required by the superannuation legislation to refer them for a medical examination by an approved medical practitioner (AMP).

You may also use these AMPs for medical assessments for partial invalidity pension applications and any other medical matters related to their superannuation, such as re-entry medical examinations. We have recently completed an open market tender for new AMPs. You should now refer your employees to any one of the following medico-legal service providers:

MedHealth Pty Ltd (MLCOA)

Bookings for all states can be made through their website: www.mlcoa.com.au

Medibank Health Solutions (MHS)

Bookings for all States can be made through their website:

[www.medibankhealth.com.au /Government Services](http://www.medibankhealth.com.au/Government%20Services)

Medico Legal Opinions (MLO)

A division of the Recovre group www.recovre.com.au

Bookings

Telephone: **1300 181 324**

Email: admin@medicolegalopinions.com.au

eReports

Bookings:

Telephone: **1300 130 963**

Email: admin@ereports.com.au

If you have questions or any feedback about our new medico-legal service providers, please contact us at:

invalidity.assessment@pss.gov.au or invalidity.assessment@css.gov.au