Once the IRMP has completed and signed electronically the editable pdf version of the medical form M1 or M1D, the IRMP needs to detach and save a version to send back to the employer (M1) or former employer (M1D) that does not include Page 4 containing the case notes/assessment.
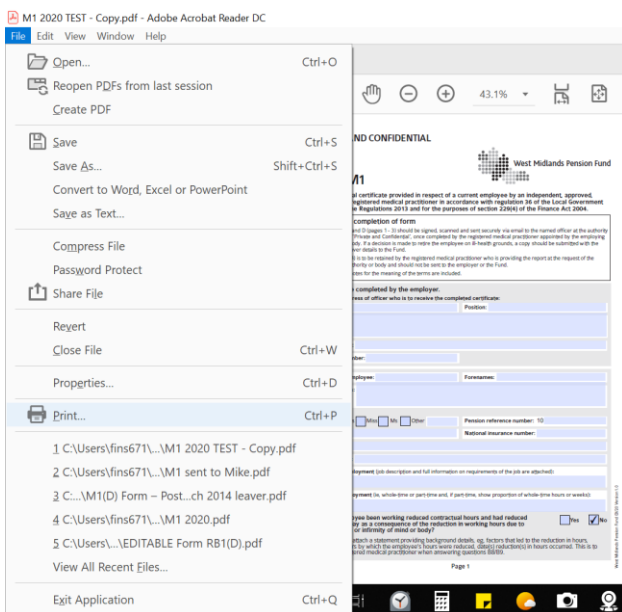
In order to do this, the following steps need to be undertaken:
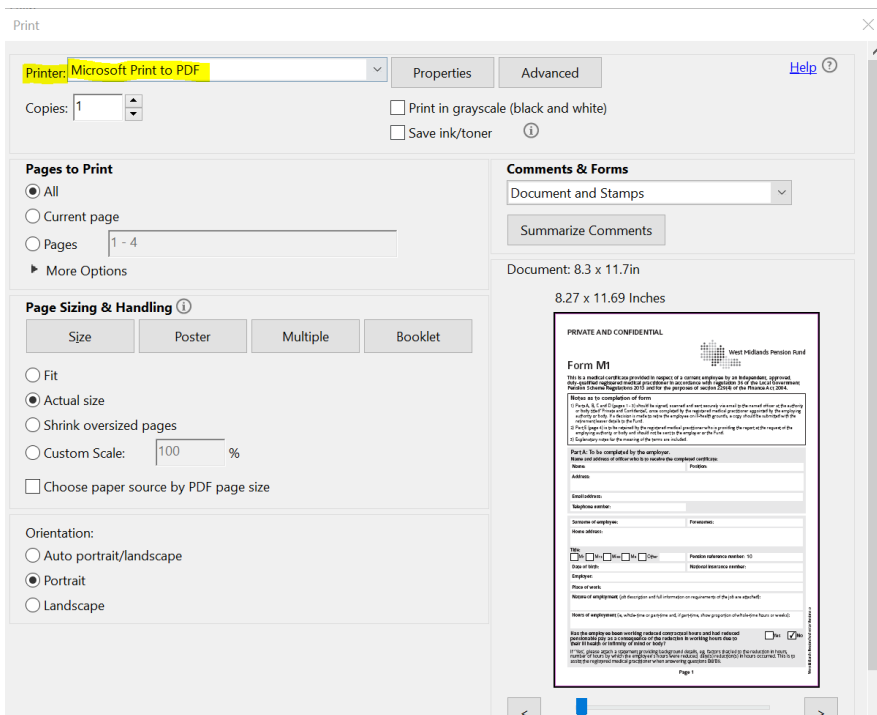
1. **IRMP Version – with Page 4:**

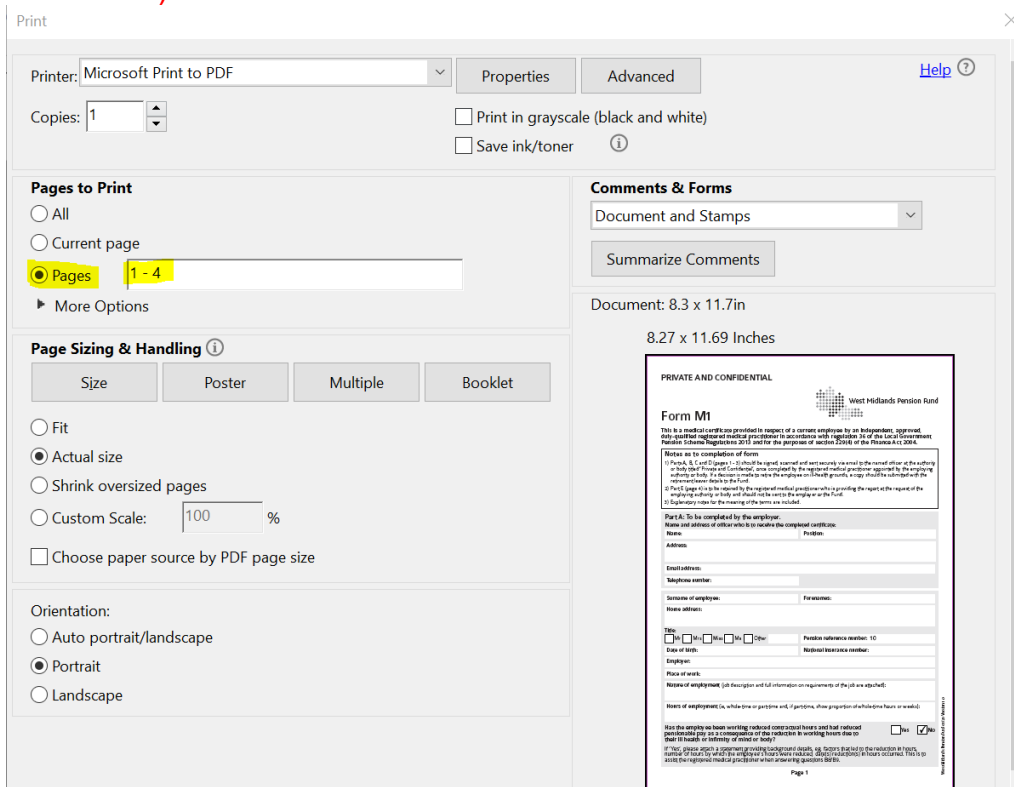- Select **'File'** when M1 or M1D has been completed:
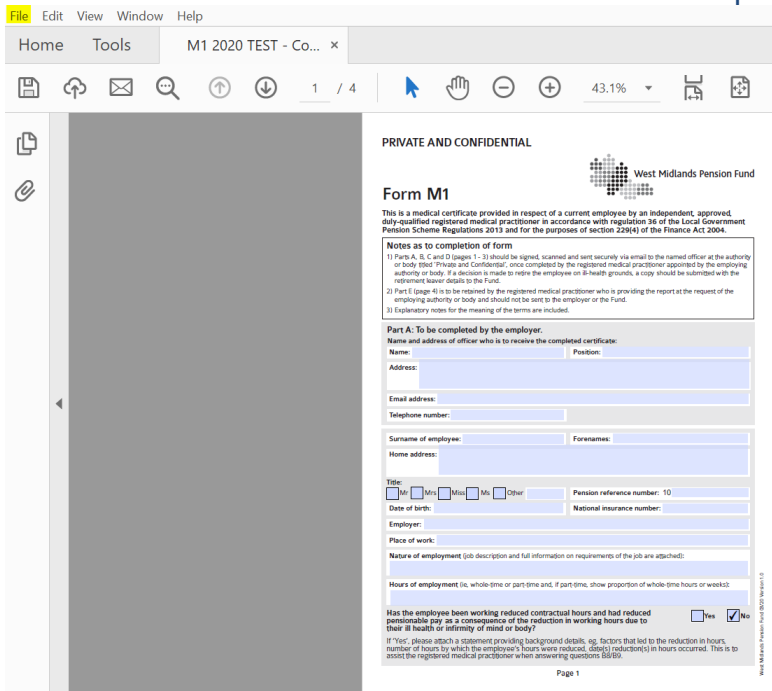
- Click the **'Print'** button

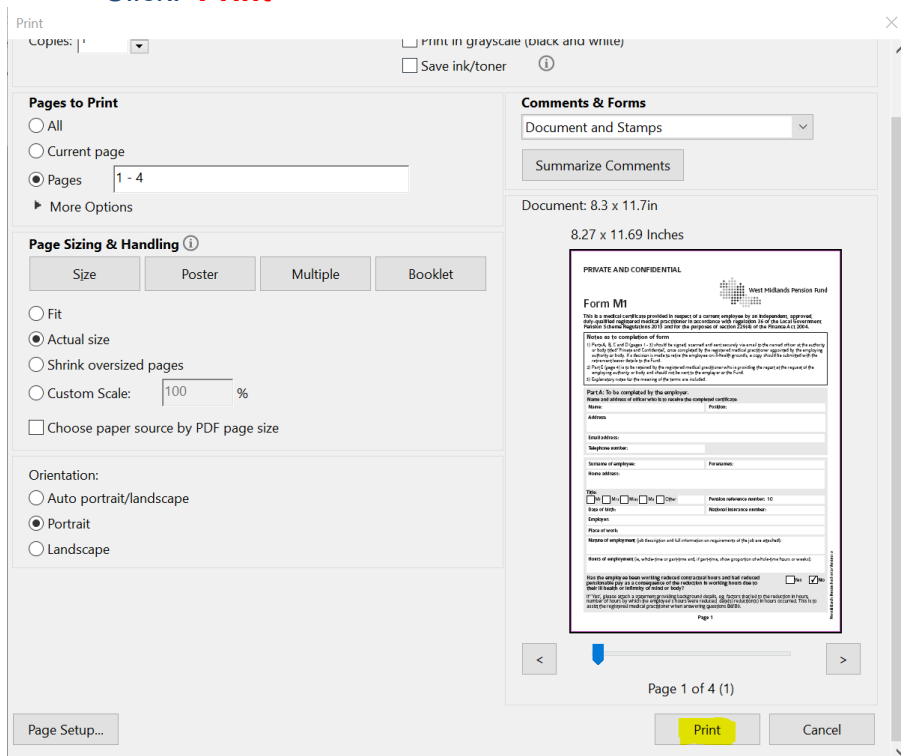- A [pop up window opens], in the dropdown **print** menu options, select option: '*Microsoft Print to PDF'*

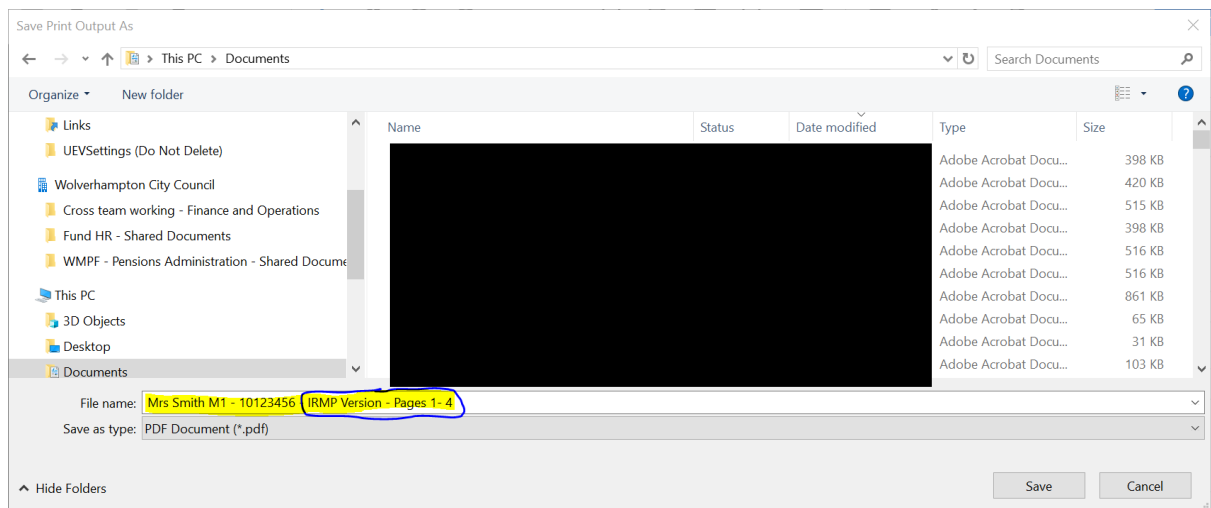- Select: *'Pages 1-4'* for the IRMP version to keep (this will be an un-editable version).
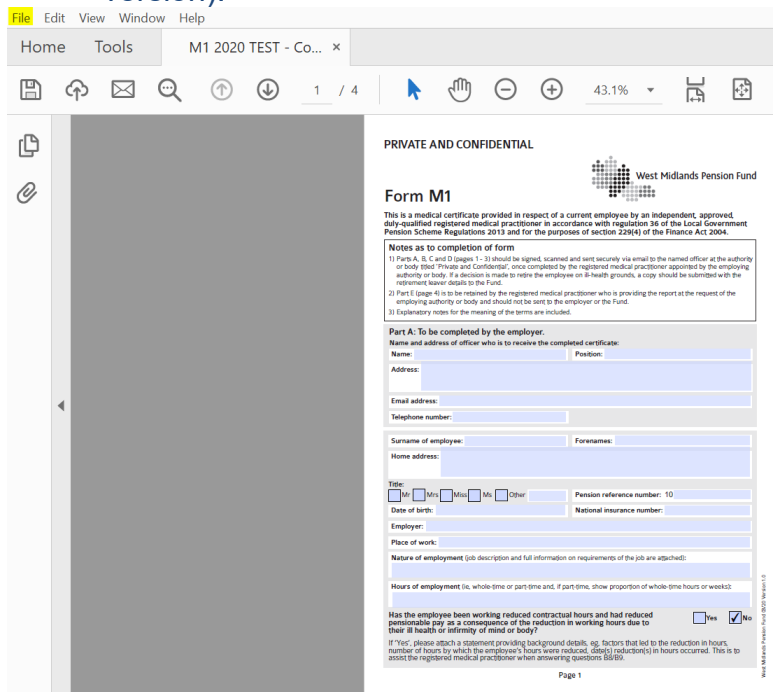
- Click: **'Print'**

- A pop-up window opens **'Save Print Output as'**: this is where the document can be saved by the IRMP creating an un-editable version.
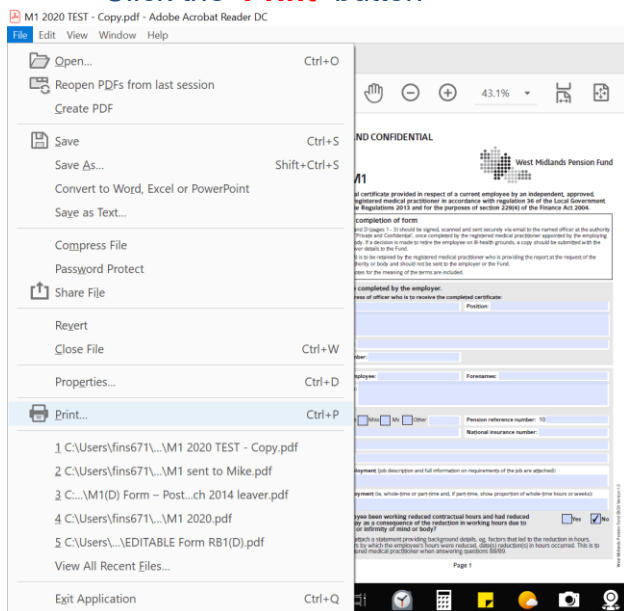
2. <u>Employer version: Pages 1 – 3 (to send to the employer/former employer, excluding medical notes):</u>

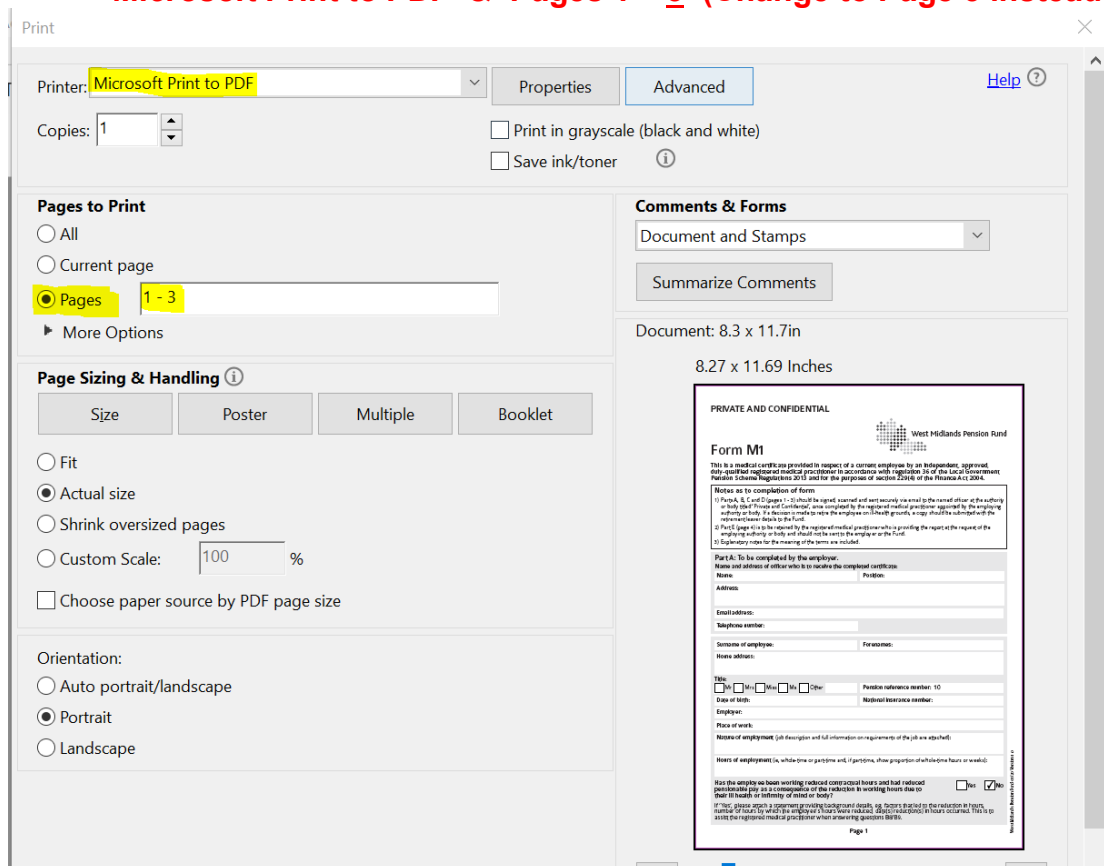- Select *'File'* when M1 or M1D has been completed (the original **editable** version):
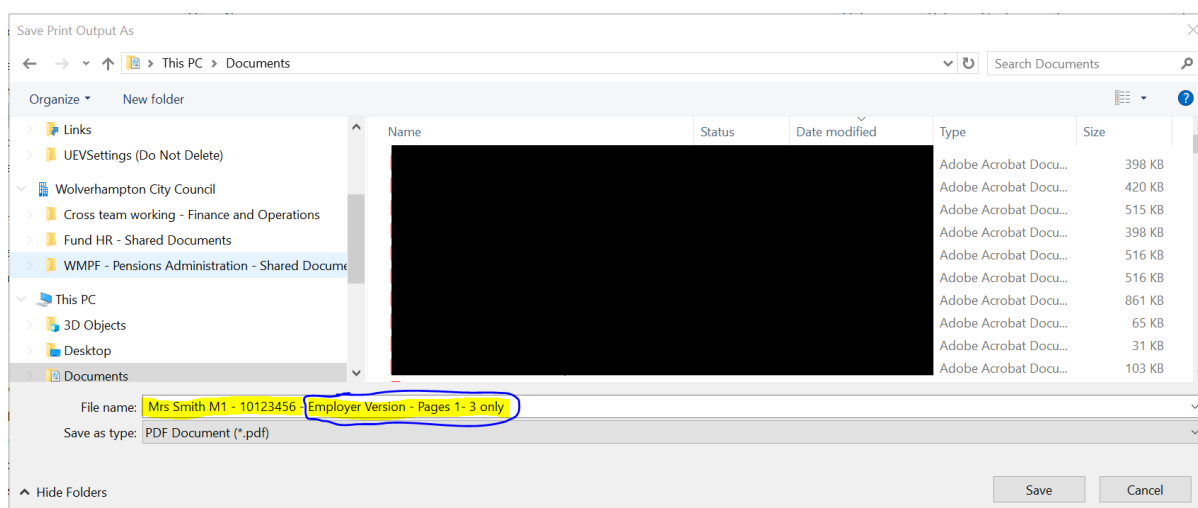

- Click the '*Print'* button

- A [pop up window opens], in the dropdown **print** menu options, select option: *'Microsoft Print to PDF'* & 'Pages 1 – 3' (Change to Page 3 instead of 4).

- A pop up window opens *'Save Print Output as'*: this is where the document can be saved by the IRMP creating an un-editable employer version pages 1 - 3 (to send to the employer/former employer without page 4).

- **NB: Once both versions are saved, delete the original <u>editable</u> version, electronically file your IRMP 4 page version and send via email to the employer/former employer (who had completed page 1) the 3 page employer version pages 1-3 (excluding page 4).**