



OHIO User Guide

Index of Contents

1. [Accessing OHIO, Home Page and User Login](#)
2. [How can I see what Employees I have access to?](#)
3. [How to Search for an Employee](#)
4. [How to Create an New Employee](#)
5. [How to Create an Employees Health Surveillance Profile](#)
6. [How to Create a Health Surveillance Referral](#)
7. [How to Create a Management Referral \(Online Form\)](#)
8. [How to View a Consultation Report](#)
9. [How to Create a Physiotherapy Referral](#)

1. Accessing OHIO & how to Login

OHIO is accessed on the web, address www.ohiosystems.co.uk this will take you to the landing page below.

New users should have received their temporary password by email.

The screenshot shows the PAM OHIO website landing page. At the top left is the OHIO logo. The main heading reads "Welcome to PAM OHIO occupational health information". Below this is a login form with fields for "Username:" and "Password:", a "Login" button, and links for "Keep me logged in" and "Forgot Password". A callout box points to the login form, stating: "Login using your email address (all in lower case) & password".

Below the login form is a "Health News" section featuring a "MOVEMBER" campaign. The campaign includes a moustache graphic and the text "MOVEMBER Knowledge is Power • Moustache is King". Below this, there is a paragraph about the campaign's purpose: "During November each year, Movember is responsible for the sprouting of millions of moustaches around the world. With their 'Mo's' men raise vital funds and awareness for prostate and testicular cancer and mental health. As an independent global charity, Movember's vision is to have an everlasting impact on the face of men's health. A big well done to everyone who has taken part this year including PAM's Lead Occupational Health Advisor Derek Wilkinson!"

Below the health news are several service tiles:

- Medicine Chest:** A tile with a green cross icon and text: "Over 9000 pages of health advice Visit Medicine Chest today". A callout box points to this tile, stating: "Medicine Chest is a PAM website containing 9000 pages of useful help & advice on medical condition sourced from NHS Choices."
- COMPASS:** A tile with a "Click to read" button and a small image of a newsletter. A callout box points to this tile, stating: "Compass Quarterly newsletter containing articles & features promoting health & wellbeing".
- FIT4JOBS:** A tile with a purple logo and text: "Fit4Jobs is a comprehensive screening service to assess candidates' fitness to work safely and effectively. Fit4Jobs provides suitability reports on the same day, complementing your ongoing recruitment processes. Click here to find out more."
- Physio Information Line:** A tile with a blue logo and text: "PHIL offers first aid triage support and advice for all musculoskeletal issues. For more information visit our website."
- PAM DayOne:** A tile with a blue logo and text: "The way you call in absent is changing. We care about your employees health and wellbeing. The aim of this scheme is to ensure the employees receive the most relevant treatment as early as possible. For more information on PAM DayOne call 01925 227000."

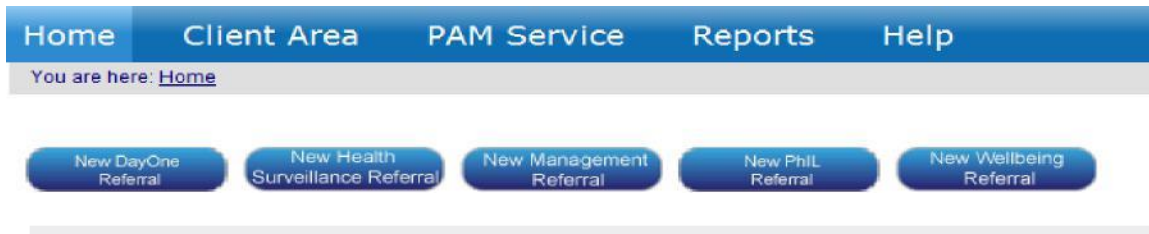
If you do not have a password or have forgotten it, click on "Forgotten Password", enter your email address and the system will automatically generate a new one and email it to you. Password must be a minimum of 7 characters and contain at least 1 capital letter and 1 number.

TIP : When you first log in using a temporary password the system will allow you to change your password to one of your own choosing. This password must be a minimum of 7 characters and contain at least 1 capital letter and 1 number.

Home Page

Once you have successfully set your own password you will be taken to your HOME Page. This is the Blue Main Menu bar which provides the first level of navigation through the system and holds links to the major sections of the site.

There is also a series of shortcut buttons for making new referrals.



Immediately underneath is the managers 'dashboard' which summarises information and provides alerts so the Referring Manager can see at a glance what is happening regarding referrals and health surveillance needs for their employees.

You have 2 master appointments scheduled within the next 30 days

Appointment ID	Date-Time	Clinic	Clinician	Duration	Referrals booked in	Action
35532	18/07/2014 09:00	Warrington Co	Pam Newton	Full Day	3	View
35533	25/07/2014 09:00	Warrington Co	Pam Newton	Full Day	0	View
						Total: 2

Show All Master Appointments

Shows what Clinic dates are scheduled within 30 days & how many appointments are currently booked in.

Click on view to see what time slots are available

Health Surveillance Dashboard

You have 9 employees due for assessment within the next 3 month. [View Health Surveillance Recall Report](#)

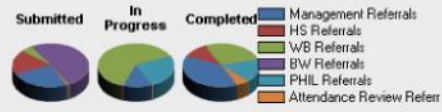
Health Surveillance Recalls

Location	Employee Name	Employee Job Title	ERN	Date Of Birth	Health Surveillance Type	Status	Date Last Medical	Recall Weeks	Due Date	Traffic Light	Action
Warrington Co (Dist Admin) Ltd	Hatton Gail	tba	27554	10/02/1970	FLT/Vocational Driver Medical (HS)	Outstanding		0	24/03/2014		Refer
Warrington Co (Distribution) Ltd	Seed Sidney	Warehouse Operative	3977	28/02/1961	Vision Screening HS	Outstanding	23/04/2013	0	22/04/2014		Refer
Warrington Co Ltd	Flowerpots Fifi	Gardener	27074	23/09/1972	FLT/Vocational Driver Medical (HS)	Outstanding		0	24/04/2014		Refer
Warrington Co (Distribution) Ltd	Benn Tony	driver	27566	01/01/1960	Night Workers Questionnaire	Outstanding		0	12/05/2014		Refer
Warrington Co Ltd	Mouse Micky	entertainer	27588	01/01/1960	FLT/Vocational Driver Medical (HS)	Outstanding		0	09/06/2014		Refer

Ability to refer for appointment

OHIO Referral Statistics for your Employees - May, June and July

Submitted	In Progress	Completed
26 Management Referrals	1 Management Referrals	7 Management Referrals
19 HS Referrals	0 HS Referrals	2 HS Referrals
5 WB Referrals	5 WB Referrals	5 WB Referrals
52 PHIL Referrals	0 PHIL Referrals	0 PHIL Referrals
0 BW Referrals	2 BW Referrals	3 BW Referrals
1 Attendance Review Referrals	0 Attendance Review Referrals	1 Attendance Review Referrals



- [New Management Referral](#)
- [New Health Surveillance Referral](#)
- [New Wellbeing Referral](#)

Quick Links to Add New Referrals

2 How Can I see what Employees I have access to?

Depending on how your organisation has been set up, referring managers can be given access to only the employees they are responsible for, or a variety of employees in various departments to cover annual leave etc.

The quickest way to see what employees you have access to is: Log onto OHIO and go into the Client Area, then Employee Section.

The screenshot shows the OHIO system interface. At the top, there is a search bar for employees. Below it, a list of employees is displayed with columns for ERN, Status, Name, Town, DoB, Job Title, Referring Manager, Telephone, Mobile, and Action. A callout box points to the 'View' link in the Action column, stating: "All the employees you have access to will be listed in alphabetical order".

ERN	Status	Name	Town	DoB	Job Title	Referring Manager	Telephone	Mobile	Action
6775	Live	Allsop Stuart	Manchester	27/09/1967	Operative	Trotter Albert	01234567890	07999999999	View Print
6784	Live	Arnold John	Stalybridge	29/08/1959	Operative	Trotter Albert	01234567890	07999999999	View Print
3978	Live	Hill Harry	Warrington	23/11/1981	Warehouse Operative	Trotter Albert	01942407049	07999999999	View Print
6782	Live	Holmes Andrew	Manchester	19/08/1961	Operative	Trotter Albert	01234567890	07999999999	View Print
6785	Live	Jacoby Derek	Manchester	23/01/1959	Operative	Trotter Albert	01234567890	07999999999	View Print
19121	Live	Jeans Terri	o	01/01/1950	test	Trotter Albert	01925222222		View Print
3976	Live	Jones John	Warrington	13/06/1991	FLT Operative	Trotter Albert	01942407049	07999999999	View Print

A second callout box points to the 'View' link for the employee with ERN 19121, stating: "To view any record click on 'view' on the required employee".

The bottom part of the screenshot shows the 'Employee Details' page for ERN 3979. A callout box points to the 'View' link in the Employee List, stating: "This will take you into the Employee Details".

The 'Employee Details' page shows the following information:

- Record Status:** Live
- Reason:** *
- Personal Details:** ERN: 3979, Person ID: [blank], ESR Number: [blank], Title: Miss, Gender: Female, Forename: Pamela, Surname: Ewing, DoB: 15/06/1985
- Contact Details:** Address 1: Unit 126, Address 2: Winwick Ind Est, Town: Warrington, Postcode: WA3 3SP, County: Cheshire, Telephone: 01942407049, Mobile: 07999999999, Email: gail.hatton@people-am.c
- Employment Details:** Client: Warring, Department: Wareh, Job Title: Admin, Last Flu Vaccination Date: [blank]
- Reminder method:** Email SMS
- Does the employee have access to OHIO?**

[Back to Top](#)

3 How to Search for an Employee

To see which employees you have access to, simply follow the steps below: Log onto OHIO and go into the Client Area, then Employee Section.

The names of all the employees that are situated within the departments you have access to will be listed in alphabetical order.

This can be filtered by either by the department, or name of employee.

1. Filter by department

Or employee surname

ERN	Status	Name	Client	DoB	Job Title	Referring Manager	Telephone	Mobile	Vaccination Date	Action
6775	Live	Allsop Stuart	Warrington Co (Dist Admin) Ltd	27/09/1967	Operative	Burman Adam	01234567890	07999999999		View Print
6784	Live	Arnold John	Warrington Co (Dist Admin) Ltd	29/08/1959	Operative	Burman Adam	01234567890	07999999999		View Print
27592	Live	Aspin Steve	Warrington Co (Dist Admin) Ltd	01/01/1970	warehouse	Mackendrick Heather				View Print
27589	Live	Ayres Pam	Warrington Co Ltd	10/01/1970	poet	Frost Jack				View Print
27553	Live	Barlow Gary	Warrington Co (Dist Admin) Ltd	01/01/1970	tba	Burman Adam	01925000000	07987654321		View Print
27115	Live	Beckham David	Warrington Co Ltd	16/02/1967	Driver	Danby Ollie	0192354			View Print
6788	Live	Bedser Alec	Warrington Co Ltd	10/12/1956	FLT Driver	Danby Ollie	01234567890	07999999999		View Print
27566	Live	Benn Tony	Warrington Co (Dist Admin) Ltd	01/01/1980	driver	Burman Adam				View Print
27130	Live	Bloggs Fred	Warrington Co (Dist Admin) Ltd	14/02/1970	FLT Driver	Burman Adam	01925000099	07777777777		View Print

2. Once you have located the correct employee, click View. This will present the employees record.

General Details | GP Details | Managers | HS Profile | Consultation Reports | Clinical Area | Diary

Record Status...

Personal Details:
 ERN: 3976
 Person ID:
 Title: Mr
 Gender: Male
 Forename: John
 Surname: Jones
 DoB: 13/06/1991

Contact Details:
 Address 1: Unit 123
 Address 2: Winwick Ind Est
 Town: Warrington
 Postcode: WA3 3SP
 County: Cheshire
 Telephone: 01942407049
 Mobile: 07999999999
 Email: ohioadmin@people-am.com

Employment Details:
 Client: Warrington Co (Distributi)
 Department: Warehouse
 Job Title: FLT Operative
 Has Access To OHIO:

Referring Manager:
 Name: Trotter Albert
 Title: Mr
 Job Title: Manager
 E-mail: ian.jones@people-am.com
 Telephone: 01925123456
 Mobile:

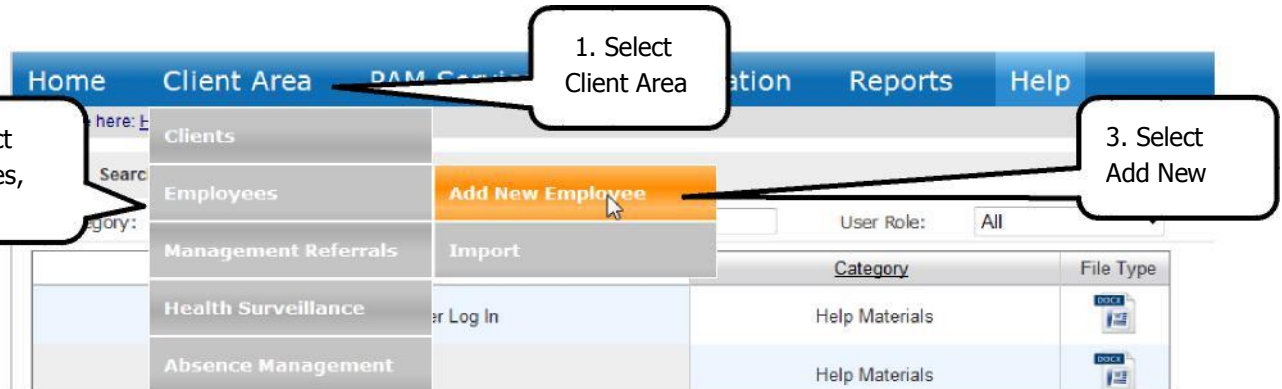
Cancel | Print Report | Save

If any employee doesn't appear on this displayed list, it may be because they are located in a department you do not have access to. If this is the case, one of the designated "superusers" in your Company can reassign the employee to the correct area.

[Back to Top](#)

4. How to Create an Employee

The “Employees” section of OHIO is used to store all the employee records for any client. If you need to create a New Employee follow these steps



You are presented with the “Add New Employee” screen
Fill out the details of the Employee

The screenshot shows the 'Add New Employee' form with the following sections:

- Personal Details:** ERN: ---, Person ID: [text], Title: * Please select, Gender: * Please select, Forename: [text], Surname: [text], DoB: [text].
- Contact Details:** Address 1: [text], Address 2: [text], Town: [text], Postcode: [text], County: [text], Telephone: [text], Mobile: [text], Email: [text].
- Employment Details:** Client: [text], Department: [text], Job Title: [text], Daily Rate, £: [text], Hourly Rate, £: [text], Contracted Daily Hours: [text], Last Flu Vaccination Date: [text].
- Referring Manager:** Please select the client [dropdown].
- Reminder method:** Email SMS
- Does the employee have access to OHIO?**

Callouts include: 'Tip : Fields marked with * are mandatory' pointing to the Title and Gender fields, and 'Do not tick this box unless the employee is to have access to OHIO' pointing to the 'Does the employee have access to OHIO?' checkbox. 'Cancel' and 'Save' buttons are at the bottom right.

Press the “Save” button
The employee has been created.

5 How to Create an Employee Health Surveillance Profile

In order to create an Employee HS Profile follow the steps below:

1. Select Client Area, then drop down onto Employees

2. Enter surname & press Search

3. Click View

ERN	Status	Name	Town	DoB	Job Title	Referring Manager	Telephone	Mobile	Action
6775	Live	Allsop Stuart	Manchester	27/09/1967	Operative	Trotter Albert	01234567890	07999999999	View Print
6784	Live	Arnold John	Stalybridge	29/08/1959	Operative	Trotter Albert	01234567890	07999999999	View Print
6788	Live	Bodser Alec	Manchester	10/12/1956	FLT Driver	Trotter Albert	01234567890	07999999999	View Print
27053	Live	Bloggs Fred	Town	01/12/1975	TEster	Trotter Albert	01925022700		View Print
24652	Live	Bucket Hyacinth	High Hampton	01/10/1952	Lady of the House	Frost Jack	01925999999		View Print
6781	Live	Bunting Jeffery	Tameside	05/03/1962	Operative	Trotter Albert	01234567890	07999999999	View Print
6776	Live	Burke Ted	Manchester	15/03/1967	Operative	Trotter Albert	01234567890	07999999999	View Print

You will then be taken to the "Employee Details" screen

4. Select HS Profile tab

Personal Details:
ERN: 3977
Title: Mr
Gender: Male
Forename: Sidney
Surname: Seed
DoB: 28/02/1961

Contact Details:
Address1: Unit 124
Address2: Winwick Ind Est
Town: Warrington
Postcode: WA3 3SP
County: Cheshire
Telephone: 01942407049
Mobile: 07999999999
Email: ohioadmin@ohiosystems.co.uk

Employment Details:
Client: Warrington Co (Distribution) Lt
Department:
Job Title:
Has Access To OHIO

Referring Manager:
Name: Frost Jack
Title: Mr
Job Title: Owner
E-mail: jim.murphy@people-am.com
Telephone: 01925999999
Mobile: 07770654321

Buttons: Cancel, Print Report, Save

Selecting HS Profile will display existing Health surveillance checks that are set for the colleague.

5. To add New to existing checks Press the "Add HS Checks" button

The screenshot shows a web application interface with a blue header containing 'Home', 'Client Area', 'PAM Service', and 'Reports'. Below the header, a breadcrumb trail reads 'You are here: Home > Client Area > Employees > Employee Details'. A sub-menu is open, showing 'General Details', 'GP Details', 'Managers', 'HS Profile', and 'Consultation'. The 'Add HS Checks' button is highlighted with a callout box.

You are presented with the grid of the available HS checks

6. Select the required Health Assessment type by ticking the checkboxes

7. Specify the date of the last medical if known or set the due date

The screenshot displays a grid of available Health Assessment (HS) checks. Each row includes a checkbox, the assessment type, a date field, a due date field, a guidance value, and a current status. Callout boxes point to the checkboxes and the date/due date fields.

<input type="checkbox"/>	Health Assessment Type	Date	Due Date	Guidance	Current Status
<input checked="" type="checkbox"/>	Cholesterol Screening	22/03/2012	21/03/2013	N/A	Assigned
<input type="checkbox"/>	Vocational Driver Medical (HS)		15/04/2013	N/A	Not assigned
<input checked="" type="checkbox"/>	Freezer Worker Medical		18/04/2013	N/A	Assigned
<input type="checkbox"/>	HEP B Booster		15/04/2013	N/A	Not assigned
<input type="checkbox"/>	Hepatitis B Vaccination (Energbx) HS		15/04/2013	N/A	Not assigned
<input checked="" type="checkbox"/>	Lung Function - Spirometry HS		20/03/2013	N/A	Assigned
<input type="checkbox"/>	Night Workers Questionnaire		15/04/2013	N/A	Not assigned
<input type="checkbox"/>	Urinalysis		15/04/2013	N/A	Not assigned
<input type="checkbox"/>	Vaccination Screening		15/04/2013	N/A	Not assigned
<input type="checkbox"/>	Vision Screening HS		15/04/2013	N/A	Not assigned
<input type="checkbox"/>	Workplace Medical		15/04/2013	N/A	Not assigned

Total: 11

Buttons: Cancel, Save

Press SAVE

6. How to Create a Health Surveillance Referral

Health Surveillance (HS) assessments are those which involve obtaining information about Employees' health and which helps protect Employees from health risks at work. For example: Audiometry (Hearing Tests), Lung Function and Lone Worker assessments. These assessments assist you to determine if an Employee is suitable to carry on in the job they are employed to do.

To create a new referral select NEW HS Referral from the Home Page

OHIO Occupational Health Information Online
Welcome to OHIO!

Home Client Area PAM Service Reports Help

You are here: [Home](#)

New DayOne Referral New Health Surveillance Referral New Management Referral New PhIL Referral New Wellbeing Referral

Please search for the employee you wish to create the referral for using the search panel below.

Employee Name: DoB: Client Name:

Search Reset

Show 20 records per page

ERN	Name	DoB	Town	County	Telephone	Mobile	Client	Action
27116	Adlington Becky	19/02/1974					Warrington Co (Dist Admin) Ltd	View Select
6775	Allsop Stuart	27/09/1967	Mancheste	Greater Manchester	01234567890	07999999999	Warrington Co (Distribution) Ltd	View Select
6784	Arnold John	29/08/1959	Stalybridge	Cheshire	01234567890	07999999999	Warrington Co (Dist Admin) Ltd	View Select
27115	Beckham David	16/02/1967	Warrington				Warrington Co (Dist Admin) Ltd	View Select
6788	Bedser Alec	10/12/1956	Manchester	Greater Manchester	01234567890	07999999999	Warrington Co (Dist Admin) Ltd	View Select

Search for the employee by typing their surname and press Search

Click the "Select" link in the "Action" column of the required employee You are presented with the details of the selected employee

Step 1. Select the Employee > Step 2. Fill out the referral form > Step 3. Referral Created

Personal Details: ERN: 3977 Person ID: Title: Mr Gender: Male Forename: Sidney Surname: Seed DoB: 28/02/1961	Employment Details: Client: Warrington Co (Distribution) Ltd Department: Warehouse Job Title: Warehouse Operative	Contact Details: Address 1: Unit 124 Address 2: Winwick Ind Est Town: Warrington Postcode: WA3 3SP County: Cheshire Telephone: 01942407049 Mobile: 07999999999 Email: ohioadmin@ohiosystems.co.uk	Referring Manager: Name: Albert Trotter Title: Mr Job Title: Manager E-mail: ian.jones@people-am.com Telephone: 01925123456 Mobile: 07508509262
--	---	--	--

Referral Information:

Employee Name: Seed Sidney
Has employee been advised a Referral is being arranged? Yes No

Assessment Type: * Please select
Please contact Client Services for assistance: 01925 227000

Supporting Documentation: Browse...

Comments:

PO Number:

Specify whether the employee has been advised a referral is being made.

Select the Assessment you require from the drop down

Load any supporting documents and Add comments where necessary

Press Continue, then confirm and the referral will be made.

Step 1. Select the Employee > Step 2. Fill out the referral form > Step 3. Confirmation > Step 4. Referral Created

The referral for **Sidney Seed** has been logged and PAM Client Services have been notified. A confirmation email will be sent to the referring manager email address with details of the referral. The Referral ID for this referral is **23466**, please use it for further reference.

7 How to Create a Management Referral (Online Form)

A Management Referral is made when a Manager wishes to refer a Colleague to PAM due to Long Term Sickness Absence (LTSA), Short Term Sickness Absence (STSA), or Review of an employee at work but not doing the job they are employed to do because of a health reason, or a Review as part of a continuing assessment plan.

The aim is to provide advice regarding the likely duration of sickness absence; the functional effects of any ill health on the Colleague's work, how their health affects their ability to work, and suggested rehabilitation approaches back into the workplace where appropriate.

To create a referral select NEW Mgmt Referral from the Home Page

The screenshot shows the OHIO Occupational Health Information Online interface. The top navigation bar includes 'Home', 'Client Area', 'PAM Service', 'Reports', and 'Help'. Below this, there are buttons for 'New DayOne Referral', 'New Health Surveillance Referral', 'New Management Referral', 'New PHIL Referral', and 'New Wellbeing Referral'. The breadcrumb trail indicates the path: 'Home > Client Area > PHIL Referrals > Add New PHIL Referral'. Below the navigation, there are instructions: 'Step 1. Select the Employee > Step 2. Fill out the referral form > Step 3. Referral Created'. A search panel is visible with fields for 'Employee Name', 'DoB', and 'Client Name', and 'Search' and 'Reset' buttons. Below the search panel is a table of employees with columns for ERN, Name, DoB, Town, County, Telephone, Mobile, Client, and Action. The table contains 6 rows of employee data. Arrows point to the 'Employee Name' field and the 'View Select' link in the 'Action' column of the first row.

ERIN	Name	DoB	Town	County	Telephone	Mobile	Client	Action
6775	Allsop Stuart	27/09/1967	Manchester	Greater Manchester	01234567890	07999999999	Warrington Co (Distribution) Ltd	View Select
6784	Arnold John	29/08/1959	Stalybridge	Cheshire	01234567890	07999999999	Warrington Co (Distribution) Ltd	View Select
6788	Bedser Alec	10/12/1956	Manchester	Greater Manchester	01234567890	07999999999	Warrington Co Ltd	View Select
27053	Bloggs Fred	01/12/1975	Town	Cheshire	01925022700		Warrington Co (Distribution) Ltd	View Select
24652	Bucket Hyacinth	01/10/1952	High Hampton	Cheshire	01925999999		Warrington Co (Dist Admin) Ltd	View Select
6781	Bunting Jeffery	05/03/1962	Tameside	Greater Manchester	01234567890	07999999999	Warrington Co Ltd	View Select

Search for the employee by typing their surname and press Search
Click the "Select" link in the "Action" column of the required employee
You are presented with the details of the selected employee. Press
"Continue" if the displayed employee record is correct.

Fill out the online referral form:

The screenshot shows a web form titled "Referral Form - Allsop Stuart". It is divided into three main sections: "Personal Details", "Contact Details", and "Employment Details".

- Personal Details:** Includes fields for DOB (27/09/1967), address (16 Grange Avenue Levenshulme, Manchester Greater Manchester M19 2FY), telephone (01234567890 / 07999999999), and email (hr@ohiosystems.co.uk). A question "Are the employees personal details correct?" has radio buttons for "Yes" (selected) and "No", and an "Amend" button.
- Contact Details:** Includes a "Referring Manager" section with checkboxes for Albert Trotter (unchecked) and Pamela Ewing (checked).
- Employment Details:** Includes fields for Client (Warrington Co (Distribution) Ltd), Department (Warehouse), and Job Title (Operative).

Below these sections is "Referral Details Step 2.1 About The Employee >". It contains several questions with "Yes" and "No" radio buttons:

- "Has employee been advised a referral is being arranged?" (Yes selected, No unchecked)
- "Is the employee a shift worker?" (Yes selected, No unchecked)
- "First Date of illness:" (text input field)
- "First Date of absence:" (text input field, marked with a red asterisk)
- "...be made?" (Yes selected, No unchecked)

Callout boxes provide instructions:

- "Confirm the referring manager" points to the manager selection area.
- "You have the ability to correct colleagues' records" points to the "Amend" button.
- "Provide details about the colleague's & absence details" points to the date input fields.
- "You must advise colleague a referral has been arranged and click 'yes'" points to the "Has employee been advised..." question.

On this page

- you have the ability to confirm the colleagues details are correct
- make amendments if necessary
- confirm who is the manager making the referral

Step 2.1 About the Employee

- Indicate the colleague has been advised about the referral
- Give details of whether the employee is a shift worker, is in work or not or whether any adjustments can be made to accommodate them
- Indicate the First date of Illness & First date of Absence.

Click "Continue" when all sections are completed.

Tip : Fields marked with * are mandatory

Step 2.2 About the Referral

Referral Details Step 2.2 About The Referral

Reason for Referral:

- Short Term Absence
- Long Term Absence
- Bakery Worker Health Screening
- Presenteeism
- Follow up review
- Other

Frequent or sporadic sickness please provide details below

- 21 days absence - longer than or likely to be longer than
- Bakery worker health screening
- In work not on full duties
- Employee needs a further consultation
- Other management concerns about employee

Employees Reason for Absence:
 Manager add comments
 complains of sickness

Initial Referral:

Service Required:

Do you require a pre consultation briefing with our clinician? *Yes No

Do you require a post consultation briefing with our clinician? *Yes No Managers contact number:

Handy Hips icons:

- At each Step there is a Handy Hips icon to help you.
- Indicate why you are referring them adding any additional comments in the box below.
- We actively encourage you to discuss referrals with our clinicians.
- Tell us the best phone number to contact you on

Step 2.3 About the Referral

Referral Details Step 2.3 Management Information

Employees Absence History:
 has been off sick for 2 days

Advice Required from Occupational Health:

- What is the employees current fitness for work?
- Likely date of return to work?
- What effect will this condition have on the employees ability to carry out his/her duties?
- Are there any modifications / adjustments which would alleviate the condition or aid rehabilitation?
- Are there any particular duties the employee cannot do?
- What duties can the employee perform?
- Is the condition likely to re-occur in the future?

Please provide any supporting documents that are relevant to the referral:

Handy Hips icon:

- Help us to provide answers to your questions regarding the referral

The referral is now complete

Help

The referral for **Stuart Allsop** has been logged and PAM Client Services have been notified.
A confirmation email will be sent to your email address with details of the referral.
The Referral ID for this referral is **23532**, please use it for further reference.

[To Referral List](#)

[Create New](#)

[Book Appointment](#)

8 How to View a Consultation Report

Once a consultation has been completed, the clinician will upload the written report onto OHIO. When the booking is completed, the report automatically sits under the “Consultation Report” tab in the Employee record. This can then be view or printed off by the referring manager.

To view a consultation report, you can click the link in the email notification which will take you direct to the report, or simply follow the steps below:

Log onto OHIO and go into the Client Area, then Employees Section.

1 Type in surname of Employee and click search

ER	Status	Name	Town	DoB	Job Title	Referring Manager	Telephone	Mobile	Action
6775	Live	Ailsop Stuart	Manchester	27/09/1967	Operative	Trotter Albert	01234567890	07999999999	View Print
6784	Live	Arnold John	Stalybridge	29/06/1959	Operative	Trotter Albert	01234567890	07999999999	View Print
3978	Live	Hill Harry	Warrington	23/11/1981	Warehouse Operative	Trotter Albert	01942407049	07999999999	View Print
6782	Live	Holmes Andrew	Manchester	19/08/1961	Operative	Trotter Albert	01234567890	07999999999	View Print
6785	Live	Jacoby Derek	Manchester	23/01/1959	Operative	Trotter Albert	01234567890	07999999999	View Print
19121	Live	Jeans Terri	o	01/01/1950	test	Trotter Albert	01925222222		View Print
3976	Live	Jones John	Warrington	13/06/1991	FLT Operative	Trotter Albert	01942407049	07999999999	View Print

2 Once you have located the correct Employee, click View. This will present the Employees record

3 Click on 'Consultation reports'

General Details | GP Details | Managers | HS Profile | **Consultation Reports** | Clinical Area | Diary

Record Status...

Personal Details:
 ERN: 3976
 Person ID:
 Title: Mr
 Gender: Male
 Forename: John
 Surname: Jones
 DoB: 13/06/1991

Contact Details:
 Address 1: Unit 123
 Address 2: Winwick Ind Est
 Town: Warrington
 Postcode: WA3 3SP
 County: Cheshire
 Telephone: 01942407049
 Mobile: 07999999999
 Email: ohioadmin@people-am.com

Employment Details:
 Client: Warrington Co (Distributi
 Department: Warehouse
 Job Title: FLT Operative
 Has Access To OHIO:

Referring Manager:
 Name: Trotter Albert
 Title: Mr
 Job Title: Manager
 E-mail: ian.jones@people-am.com
 Telephone: 01925123456
 Mobile:

Cancel | Print Report | Save

You will then see a list of all consultation reports for this employee:

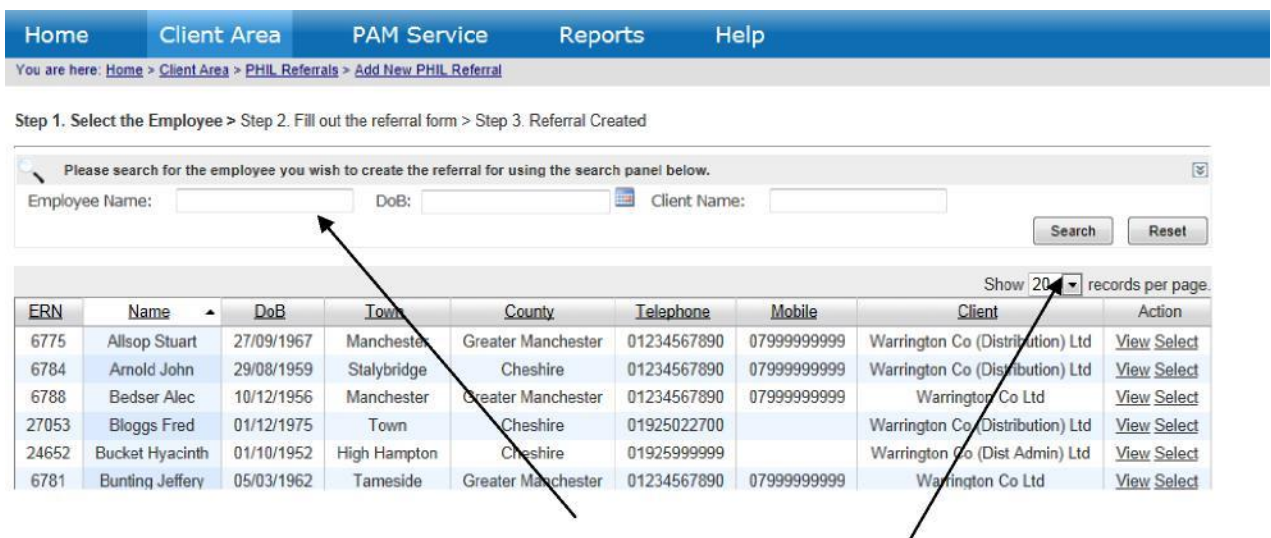
<u>Created On</u>	<u>Created By</u>	<u>Referral ID</u>	<u>Appt ID</u>	<u>File Name</u>
05/04/2012 16:32	Jones Ian	6017	13873	pam_oh_logo.jpg

4 The report can be viewed by clicking on the file. If required you can also print the report off

9 How to Create a Physiotherapy Referral

A Physiotherapy Referral is made when a Manager wishes to refer a Colleague to PAM for Physiotherapy.

To create a referral select New Wellbeing Referral from the Home Page



Search for the employee by typing their surname and press Search Click the "Select" link in the "Action" column of the required employee

Fill out the online referral form:

On this page

- you have the ability to confirm the colleagues details are correct
- make amendments if necessary
- confirm who is the manager making the referral

Home Client Area PAM Service Administration Reports Help

You are here: Home > Client Area > Wellbeing Referrals > Add New WR Referral

Referral Form - Hill Harry

Personal Details **Contact Details** **Employment Details**

Hill Harry
DOB: 23/11/1981

Unit 125 Winwick Ind Est
Warrington Cheshire WA3 3SP

Tel: 01942407049 / 07999999999
Email:

Are the employees personal details correct? Yes No Amend

Client: Warrington Co (Distribution) Ltd
Department: Warehouse
Job Title: Warehouse Operative

Referral Details Step 2.1 About The Referral >

Reason for Referral:

Physiotherapy Assessment Physiotherapy assessment to provide advice
Counselling Access to therapy treatment and assessment services

Has a stress risk assessment been carried out? * Yes No *

Service Required: Wellbeing F2F Assessment

Manager add comments
add any further information here

Leave blank

Is Initial Assessment Available?

Do you require a pre consultation briefing with our clinician? * Yes No

Do you require a post consultation briefing with our clinician? * Yes No Managers contact number: *215

We actively encourage you to discuss referrals with our clinicians.

Tell us the best phone number to contact you on

X Cancel < Back Continue >

You have the ability to correct colleagues' records

Select service required, Counselling or Physiotherapy

We actively encourage you to discuss referrals with our clinicians.

Tell us the best phone number to contact you on

Click "Continue" when all sections are completed.

Tip : Fields marked with * are mandatory

Step 2.2 About the Referral



At each Step there is a Handy Hips icon to help you.

Home Client Area PAM Service Administration Reports Help

You are here: Home > Client Area > Wellbeing Referrals > Add New WB Referral

Referral Details Step 2.2 Management Information >

Employees Absence History:

Constantly off sick with depression

Required from Occupational Health:

- What is the employees current fitness for work?
- Likely date of return to work?
- What effect will this condition have on the employees ability to carry out his/her duties?
- Are there any modifications / adjustments which would alleviate the condition or aid rehabilitation?
- Are there any particular duties the employee cannot do?
- What duties can the employee perform?
- Is the condition likely to re-occur in the future?

Please provide any supporting documents that are relevant to the referral:

Purchase Order Number: Client Reference Number:

Provide details about the colleague's & absence details

Help us to provide answers to your questions regarding the referral

Upload any further documents here

Once all fields have been completed click on Submit.

Home Client Area PAM Service Administration Reports Help

You are here: Home > Client Area > Wellbeing Referrals > Add New WB Referral

Step 1. Select the Employee > Step 2. Fill out the referral form > Step 3. Referral Created

The referral for **Harry Hill** has been logged and PAM Client Services have been notified. A confirmation email will be sent to your email address with details of the referral. The Referral ID for this referral is **47706**, please use it for further reference.

[Back to Top](#)

