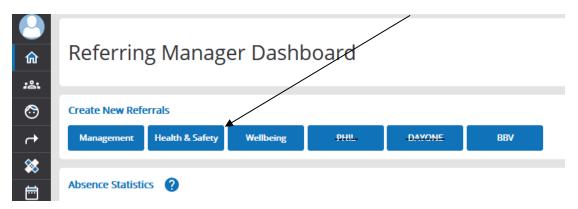


## Creating a Health Surveillance Referral

### **Health Surveillance**

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) and Lung Function 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 Health & Safety from the Dashboard



#### Search for the employee by typing their surname and press Search

Step 1: Select the Employee								<u> </u>
lient Name		Employee Name:		Date of Birth		Reset Search		
							Can't find who you're loo	
ERN	Name	DoB	Client	Town	County	Telephone	Show	v 20 v records per pa
2728412	barber ian	01/01/1953	App Store EAP Employees					View Select
	Barnes Jojo	12/10/2021	Apple App Store				00000000000	View Select
3160414	barries jujo							
3160414 3074011	Bond James	01/01/1960	Apple App Store				07999999999	View Select
							07999999999	
3074011	Bond James	01/01/1960	Apple App Store					View Select

Before a referral can be made, the employee must have a manager assigned to them. These employees can be identified on this page, they have no Select option in the Action column.



Click the "Select" link in the "Action" column of the required employee OR click View to assign a manager.

Step 1. Select the Employee > Step 2. Fill o	ut the referral form > Step 3. Referral Created	
Employee Details		
Personal Details ERN Person ID Title Sex at Birth First Name Surname Date of Birth	3034667 Mr Male Mark Bravo 01/01/1970	
Employment Details Client Department Job Title	Apple Site Office Employees Spy Manager	
Contact Details Address 1 Address 2 City/Town County	Holly House	
Postcode Telephone Mobile Email	WA1 1SL 0700000000 devtest@pamgroup.co.uk	Select which referring manager you want to receive the notifications
Referring Manager Bond James	v]+	~

You are presented with the details of the selected employee.

# Support Guides



Referral Details	
Employee Name	
Bravo Mark	
Has employee been advised a Referral is being arranged?	Specify whether the
()Yes()No*	
Assessment Type	employee has been advised
Please select v*	a referral is being made.
Choose Files Upload	
	Select the Assessment you
	require from the drop down
Customer Order Ref 💡	
	Load any supporting documents
	Load any supporting documents
	and Add comments where
	necessary
ess Continue to complete the referral.	nooosary