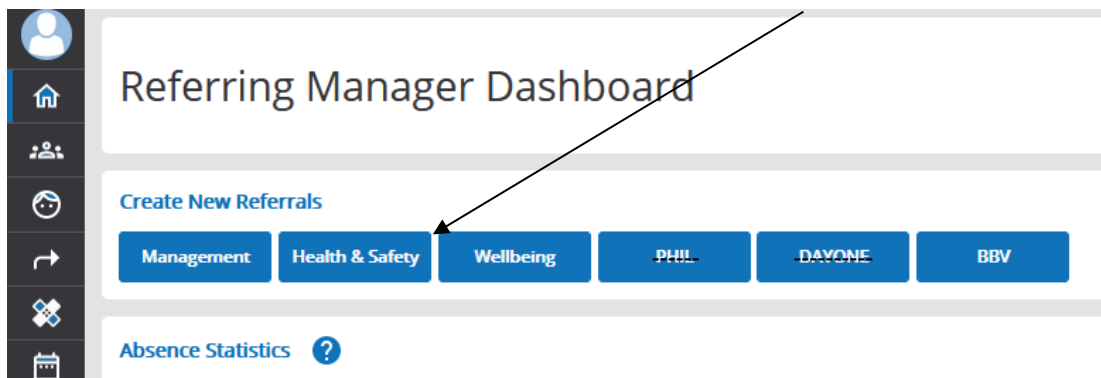


Creating a Health Surveillance Referral

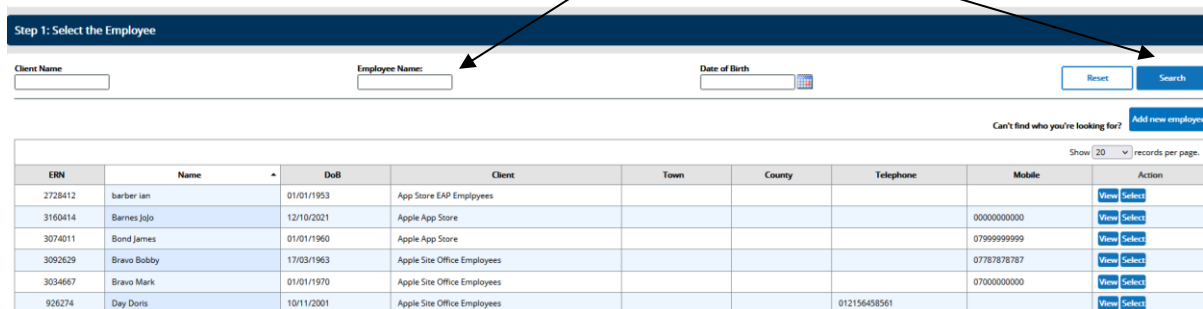
Health Surveillance

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



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.

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

Employee Details

Personal Details	
ERN	3034667
Person ID	
Title	Mr
Sex at Birth	Male
First Name	Mark
Surname	Bravo
Date of Birth	01/01/1970

Employment Details	
Client	Apple Site Office Employees
Department	
Job Title	Spy Manager

Contact Details	
Address 1	Holly House
Address 2	
City/Town	
County	
Postcode	WA1 1SL
Telephone	
Mobile	07000000000
Email	devtest@pamgroup.co.uk

Referring Manager

Bond James

Select which referring manager you want to receive the notifications

Referral Details

Employee Name
Bravo Mark

Has employee been advised a Referral is being arranged?
 Yes No *

Assessment Type
Please select ▾ *

Supporting Documentation

Comments

Customer Order Ref ?

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 to complete the referral.