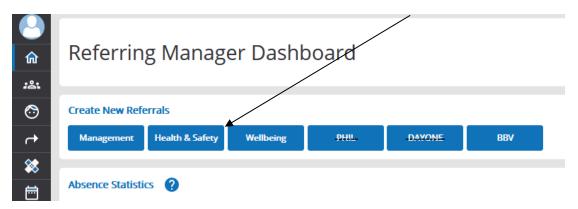


Creating a Health Surveillance Referral

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 |