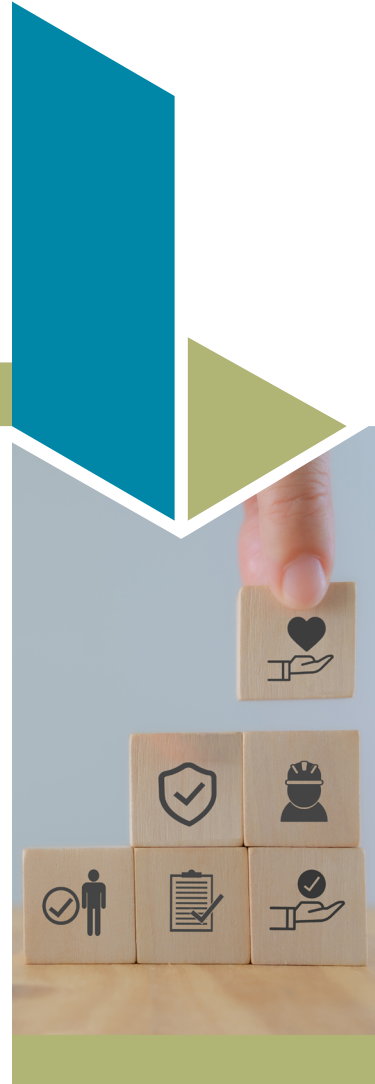


How to get the most out of your Occupational Health referral

At Lincoln Occupational Health we take pride in ensuring that we provide the Employer with detailed OH reports that make meaningful recommendations, tailored specifically to each individual case. However, to enable us to produce helpful reports we do need correctly completed and detailed management referral forms. Once you have the person's consent to proceed with the referral, follow our tips below to get the best out of the process:



1

Under 'reason for referral', provide us with **as much information as possible**.

Any **background information and details** you can give will help our Occupational Health Specialists explore more deeply the specific concern(s) to make sure the report is as insightful as possible.

2

Explain to us what the **management concerns** are – is the condition or symptoms affecting the employee's **attendance, performance or behaviour**? If so, how? We

need to understand how the health concern affects their work (or vice versa) so that the report can suggest effective workplace adjustments.

3

Inform us of any **measures that have already been put in place**. Examples may

include a completed risk assessment, Wellness Action Plan, EAP, regular management meetings, alterations to normal work activities. If these have been done already, how have they gone so far?

4

If applicable, provide us with an **informative absence record** that does not simply list the dates the employee has been absent but instead states what the nature of each absence was.

Also – tick clearly, or add, the **questions** you would like us to answer.

5

Include **any additional documents** you think may be useful e.g. meeting notes, images of workplace set-up and GP letters. Remember that the employee must be aware of, and consent to, all the information being included.

Keep the whole process open, honest and transparent, with full consent.

Please do not hesitate to contact a member of the LOH team **if you have any questions about the referral process**. We would be happy to help!

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