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OH Physician Referral Information & Procedure

Company Information

If you want to get your staff back to work as quickly and safely as possible, early intervention is essential. Once an employee has been off sick for more than six weeks, the problem is often compounded and the chances of returning to work at all are significantly reduced.

Our skilled and experienced team will work with you, in the context of your business culture and with your business priorities in mind, to resolve even the most difficult and sensitive cases, where fitness to work is an issue.

With sickness and absenteeism costing British business over £11.6 billion each year, according to the Confederation of British Industry, it is not surprising that more and more organisations are taking action to control these costs.

Most organisations aim to promote and maintain a healthy workforce, but there are times when a referral to a Specialist Occupational Health Practitioner is essential to support the management of sickness absenteeism or the identification of work-related health problems.

The management referral medical is appropriate where, in the case of an employee's sickness absence or deteriorating performance, and the need to comply with the Equality Act 2010, you need to know:

- If there is an underlying medical condition
- Whether sickness absence is likely to improve
- When the employee is likely to be fit to return to work
- If there are any health and safety issues
- If there are any recommended work restrictions and their duration
- If a further review is recommended and by whom
- If so, what reasonable adjustments are required and for how long
- If the case is reportable under the Reporting Of Injuries, Diseases And Dangerous Occurrences Regulations (Riddor)

The management of sickness/absence is primarily a management function. Companies should have in place an agreed policy on sickness/absence that is comparable with current legislation and is agreed by unions and/or employee representatives.

It is important that within that policy there are clearly defined steps to be taken should you require the help of Rochdale Occupational Health Service Ltd (ROHS) in assisting you to manage your sickness absence.

ROHS understands that employees who are absent through ill health, or whose health is affecting their performance can lead to extra demands on colleagues or the business.

ROHS also understands that managers would like some help in ascertaining if certain health problems can affect an employee's ability to work, now or in the future.

For these reasons ROHS has developed a process that, when followed by all involved, will ensure medical information is available as soon as possible, and that communication between manager, employee and ROHS meets legal and professional standards.

It is important that management understands that ROHS plays an impartial and objective role in sickness absence management. We act as advisors both to the employer and employee and do not have an enforcing or disciplinary role to play.

Management must also be aware of and have respect for the issues of medical confidentiality and the Code of Professional Conduct that we work with.

Procedure for Referring Employees to ROHS OH Physician

1. You will be asked to complete a Referral Form giving as much information as possible, which will assist the OH Physician in supplying you with a comprehensive report

2. On receipt of the Referral Form, the company will be offered the earliest available appointment date and time, and the company will arrange for the employee to attend for a face-to-face interview with the OH Physician on that date

3. Once the appointment date has been accepted an Appointment Confirmation Letter will be issued along with an Employer Information Sheet on the Declaration & Consent Procedure

4. Once the employees has been seen, a report will then be sent to the Company with the OH Physician's findings and recommendations.

PLEASE NOTE: At any stage of an Occupational Health referral, either the employer or the Physician may think it prudent to get a report direct from the employee's GP or other specialist, to maybe add value to the process. If this is the case then a Consent to Access Medical Records Form will need to be completed by the employee. This will result in additional costs charged by the GP/Specialist.

Cost of Referral

The cost of referral is **£375.00 vat exempt**.

Cancellations/Non-Attendance

Should circumstances mean that the client/company has to cancel the appointment with the OHP the following cancellation charges will apply:

- **75%** Cancellation Fee for cancellation 4 - 1 working days prior to appointment
- **100%** Cancellation Fee for same-day cancellation or non arrival