



What to expect during your Management Referral

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Your manager will receive a blank management referral form to fill out with any relevant information.

In order to be booked in for your consultation, you will be asked to sign the consent section on your management referral form.

Once we have received the form, we will source availability with the OHA we find best suited to your specific case. A member of the Occupational Health Team will give you a call to discuss the appointment and book this in.

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Once we have agreed on a time and date for your appointment, we will send you a confirmation email, this will include the date and time of your appointment as well as who will be giving you a call. Please check this email and let us know if there are any problems.

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At the agreed time, our OHA will give you a call on the number provided. The call would be expected to take between 30 to 60 minutes. Our OHA will verify at the start of the call that you give consent for the consultation to take place. The OHA will then discuss your referral with you and ask for some details around your sickness/ absence. The OHA will use the information provided by yourself to write a report and make recommendations to your employer.

Please note, you have the right to see your report before it is released to your employer. Should you choose to see your report prior to it being sent to your employer, you will be sent your report via email by one of our Occupational Health Team. Once the report has been sent, you will have 48 hours to review your report and request any changes to be made, or to discuss any items of the report with the OHA.

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Please be aware, you do have the option to withdraw consent of your report being released to your employer

Once you are happy with the report, the report will be released to your employer to view.

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Your referral form and report will be stored under Kays Medical Records Management Procedures and Data Retention Schedules in line with GDPR requirements.

You are able to request a copy of this information at any time – please contact a member of the Occupational Health Team for more information

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