NHS Greater Glasgow and Clyde Occupational Health Service (OHS)

A step by step guide to:

- Completing and submitting an electronic management referral to OHS
- Receiving the completed report from OHS

**Completing the Combined Management Referral/Report Form**

**GENERAL GUIDANCE**

- All sections of the referral form must be fully completed. Incomplete forms will be returned without being processed.
- All referrals must be submitted as word documents only. Referrals submitted in any other format will be returned without being processed.
- Use your tab key to navigate around the form.
- Use your mouse to mark any required boxes.
- Free-text into areas highlighted as a small black box.
- Ensure you save and re-name the document before submitting.

**EMPLOYEE DETAILS**

- All information relating to the employee must be provided.

**REFERRING MANAGER/HR DETAILS**

- All information relating to the referring manager and HR (if applicable) must be provided.
- For the safe and secure return of correspondence, the full and accurate e-mail address for the referring manager and HR (if applicable) must be provided.
- Date the form is completed must be populated.
- Referral must be discussed with the staff member before it is submitted to OHS and the relevant box must be marked to show this.
- There is no requirement for the referring manager to sign the referral form.

**SELF REFERRAL SUPPORT AVAILABLE**

The undernoted self referral support options are available to all NHS Greater Glasgow & Clyde staff without submitting a management referral form:

- Self referral to OHS (via telephone number 0141 201 0600)
- Employee Counselling Service (via telephone number 0141 201 0600)
- Physiotherapy Treatment (completion of self-referral form available at HRConnect)

**Submitting the Combined Referral/Report Form**

- Completed forms should be e-mailed to OccHealth@ggc.scot.nhs.uk only. Referrals sent to any other Occupational Health mailbox will be returned without being processed.
- An automated delivery receipt will be issued upon receipt of the referral e-mail. We are unable to respond to specific requests for confirmation of receipt. This will be received as an “Out of Office” message indicating that the referral has been received and reminding the sender that OccHealth@ggc.scot.nhs.uk is for the submission of management referrals only and should not be used for any other purpose.
- Each referral should be e-mailed separately. We are unable to process e-mails containing multiple referral forms.
Receiving the Report from the Occupational Health Service

- Once the consultation has taken place, the completed referral/report form will be e-mailed to the referring manager, and HR if noted, from OccHealth@ggc.scot.nhs.uk only as a scanned TIF document.
- If you are unable to open the document, please contact the IT Department who will install the relevant software onto your PC. This is a quick process and IT will carry out the installation remotely.
- OHS is unable to send report forms as word document.
- Queries regarding the content of the OHS report should be made directly to the OHS Clinician who carried out the consultation and not via the Occupational Health mailbox.