

Online Management Referral Details for Managers

Since our system upgrade we have made changes to the reports template allowing the advisors to provide more detailed reports from within the system.

Please find below details for the New Occupational Health Online Management Referrals.

I have attached below details for the online Tutorial videos for the process of using this new system. Some items in the video will not relate to our system because of confidentiality etc.

Please be prepared when you start your online management referral form.

Your will need the following information –

**Staff members Name,
Date of Birth
Home address,
Contact numbers (they may have changed since we last saw them)
Your HR Contact for your directorate and their Email address
Any documents to upload with the form**

Also you will not be able to continue without this information as the fields are mandatory.

IF NEW TO THIS PLEASE SEE INFO FUTHER DOWN ON HOW TO SET UP.

YOUR FORM WILL BE SENT BACK IF THIS INFORMATION IS NOT ADDED. THIS IS DUE TO NOT BEING ABLE TO MATCH TO AN EXISITING RECORD OR WE NEED TO MAKE A NEW RECORD AND NEED ALL THEIR CONTACT DETAILS.

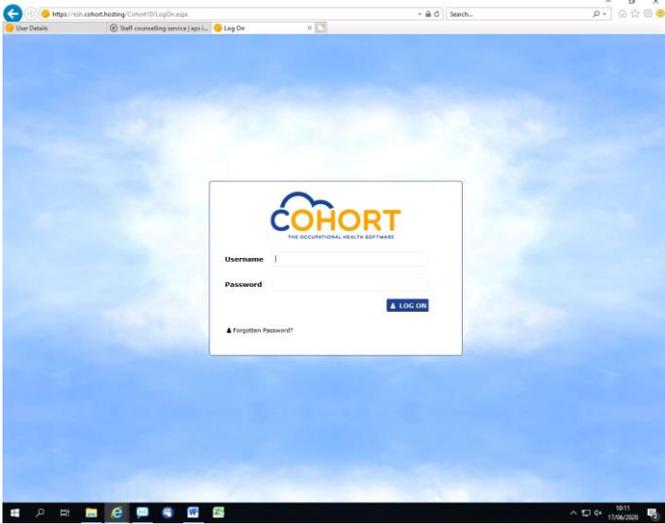
Management Referral Log On Link

For Previous Manager Referral Users – use this link

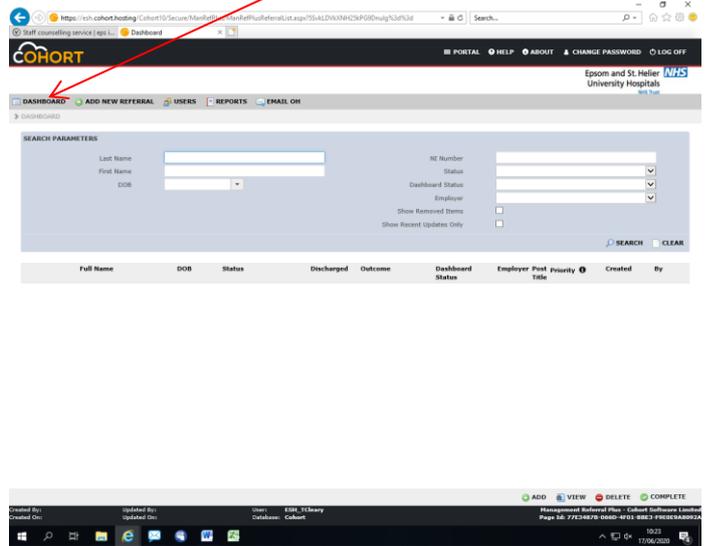
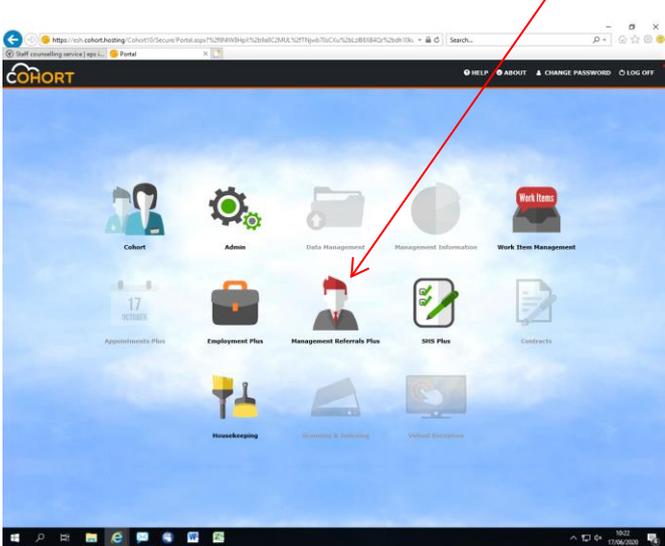
<https://esh.cohort.hosting/cohort10>

Forgotten User name – If you have forgotten your user name please email esth.occhealth@nhs.net and they will forward you your username .

If you have already used the old system you will need to follow the link below and add “ESH_” at the beginning to your username. On your first visit to this new site you will need to press “Forgotten Password” to create a new one.



Then you will need to either click on “Management Referrals Plus” or it will go straight into your “Dashboard”



Once you are on you dashboard you should see all of your old M/R’s you have sent into Occ Health previously.

Please take 10 mins to just watch the Tutorial Videos as this explains all the icons and the process for your forms etc and how to clear up your dashboard.

For New Users Only

Please follow the link to register yourself. Only do this if you have not used this system before. If you have used before please see above.

Link <https://esh.cohort.hosting/cohort10/ManagementReferral/Register.aspx?passcode=4779>

Follow details on the sheet:-



The screenshot shows a registration form for the COHORT Management Referral Self Registration Portal. The form is set against a blue sky background. It includes the following elements:

- COHORT** logo with the tagline "THE OCCUPATIONAL HEALTH SOFTWARE".
- Title: "Management Referral Self Registration Portal".
- Subtitle: "Register to be able to submit Management Referrals".
- Input fields for "First Name", "Last Name", and "Email".
- A CAPTCHA code: "Enter Code: 7 W Q J R 7 7 3".
- A note: "Please enter the code above".
- A blue "REGISTER" button.
- A link at the bottom left: "Already signed up? Log on here".

Please be prepared when you start your online management referral form.

You will need the following information –

- Staff members Name,
- Date of Birth
- Home address,
- Contact numbers (they may have changed since we last saw them)
- Your HR Contact for your directorate and their Email address
- Any documents to upload with the form

YOUR FORM WILL BE SENT BACK IF THIS INFORMATION IS NOT ADDED. THIS IS DUE TO NOT BEING ABLE TO MATCH TO AN EXISTING RECORD.

Management Referrals Tutorial videos:

<https://Cohort.screencasthost.com/ManagementReferralPlus>

Password: RADIO_mouse_144

Videos in this channel:

Dashboard Explained
Manager Process
Self Registration