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

<u>Forgotten User name</u> – If you have forgotten your user name please email <u>esth.occhealth@nhs.net</u> 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"

												-	a ×
	of bottles // short 10// access ile	ed was by MOLEVIE Industry 11	18 KORTAL JAMES V. N. TAL HERVER	Contract of A		o × ⊗ Staff cours	https://esh.cohort.hosting/Cohort1 selling service eps i () Dashboard	D/Secure/ManRefPLot ManRefPl ×	lusReferralList.aspx?55v4LDVkXNH25kPG9D	nulg%3d%3d 🔹 🗎 🖒 Se	srch	6 - م	û 🗙 🖗 😑
Staff councelling service epo	i 🗓 😑 Portal	×		and a company		COH COH	ORT			E PORTAL	O HELP O ABOUT ▲ CH	ANGE PASSWORD	tog off
COHORT				0 не	LP O ABOUT & CHANGE PASSWORD OLO	OG OFF	\checkmark					Epsom and St. Heli University Hospita	ier NHS als
						DASHBO	ARD O ADD NEW REFERRAL	👌 USERS [REPORTS	C EMAIL OH				
						> DISHBON	KD						_
						SEARCH	PARAMETERS			NT Museline			
Sectores 1				1			First Name			Status		2	~
		and a	-				DOB	*		Dashboard Status		2	2
					Wark Items					Employer Show Removed Items		×	4
		0	C .							Show Recent Updates Only			
	Cohort	Admin	Data Hanogement	Management Information	Work Item Management							,O SEARCH	CLEAR
			V				Full Name	DOB Status	Discharged Out	ome Dashboard	Employer Post Priority	Created	By
		-	-							Status	Title		
	17				=								
			V		Ly Col								
	Appointments Plus	Employment Plus	Management Referrals Plus	SHS Plus	Contracts								
		8		6									
		Th											
		Housekeeping											
a second second													
						Created By:	Updated By:		Juni ESH_TCleary		ADD TVIET	e 😄 DELETE 🙄 🕻	COMPLETE
					4631	Created On:	Updated On:		Database: Cohort		Page Id: 77E3	4575-066D-4F01-88E3	1 F9E0E9A8092A
H 🔍 🖽 📻	e 🖂 🖷	W- 20			^ 1□ 4× 17/06/203	an 🐻 👘 🔎	- Ri 👝 😂 🔛	C) 🖬 🔊				ヘ 型 中 17/0	6/2020

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 is you have not used this system before. If you have used before please see above.

Linkhttps://esh.cohort.hosting/cohort10/ManagementReferral/Register.aspx?passcode=4779

Follow details on the sheet:-

Concentration Co	
Enter Code 7 W Q J R 7 7 3 Please enter the code above A Arrandy signed up? Log on here	

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

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

Management Referrals Tutorial videos:

https://Cohort.screencasthost.com/ManagementReferralPlus Password: RADIO_mouse_144

Videos in this channel:

Dashboard Explained	
Manager Process	
Self Registration	