



1

Employee informs manager of absence stating stress or submits a fit note for stress.

2

HR call the employee to discuss absence and explain the Active Care call and obtain verbal consent.

3

HR complete the Active Care referral form.

4

HR manager emails the forms to **occhealth@healthassured.co.uk**.

5

Health Assured will confirm receipt by email.

6

An Occupational Health Advisor (OHA) contacts the employee, reconfirms consent and conducts consultation.

7

Signposted to support services such as the EAP and relevant online tools.

8

Written report is collated by the OHA.

9

Report reviewed by Clinical Team.

10

Consent re-checked and issued accordingly to HR and the employee.



Active Care Referral Form

Section 1 - Employee Details

Name of Employee:

Employee Date of Birth:

Employee Address:

Employee Contact Telephone Number:

Employee Email Address:

Start date of absence:

Please note: referral will not be eligible if absence is more than two weeks

Section 2 - Employer Details

Name of referring Manager:

Company Name:

Company Address:

Manager's Contact Telephone Number:

Manager's Email Address:

Is this to do with work, personal or both?

Brief description of absence:

Copy of 'Fit Note' attached?

(please delete as appropriate)

Has explicit consent been obtained from the employee?

(please delete as appropriate)

Please Note: An Active Care referral can only be made if the employee has consented to receiving our call.

It is important the referral is discussed with the individual concerned by the referring Manager. Please send the completed form by email or fax to:

E: [occhealth@healthassured.co.uk](mailto:occhealth@healthassured.co.uk)

F: 0870 2387 426