



bright wellbeing & counselling

Active Care Referral Form

We don't know when you might need us.
That's why we're here **24 hours a day**.

Referral process

- 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 Bright Wellbeing & Counselling 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.

Referral form

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?	Yes No
Has verbal consent been obtained from the employee?	Yes No

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

F: **0800 023 4742**



