

health  assured

# Work Health Assessment

Online Training Guide



# Who we are



Health Assured helps both employers and employees live healthier lives. We are the UK and the Republic of Ireland's largest, award-winning Employee Assistance Programme (EAP) provider, with a range of dedicated online and telephone services. These are available 24/7, 365 days a year.

Our staff are experienced in dealing with employee health and wellbeing. We specialise in Employee Assistance Programmes, mental health services and trauma management.

Health Assured are here to support you, so you can support your employees. The benefits we provide help to reduce absence, increase productivity and support you in your duty of care to your staff. We put clients—you—at the very heart of what we do.

## Work health assessments

Health Assured offers a range of online health assessment services. Our advisors and nurses provide qualified medical opinion on fitness and capacity to work.

The Health Assured work health assessment process ensures that the employer is informed of any reasonable adjustments required to support an employee undertake their role. It also assists in forming a decision in regards to the employment of the individual if the condition(s) pose a risk to the employee, or others in the workplace. This process aims to help both the employer and employee, by supporting with legal guidance and practical information, while always maintaining the employee's privacy and avoiding discrimination.

### We provide:

- Work health assessments
- Night-worker questionnaires
- Teacher assessments
- Food handling assessments

## Process

**It is an employer's duty of care to protect the health, safety and welfare of their employees.**

Health Assured offer a health assessment that takes the form of a questionnaire, designed to assess and offer opinion on an employee's fitness for work. It assesses any health conditions or disabilities that may affect an employee's ability to perform a task, or cause a workplace risk.

Our Occupational Health team provides an effective screening of this questionnaire. We ensure compliance with the Equality Act 2010. Answers given are confidential; visible only to the occupational health team.

The assessment of the completed questionnaire is undertaken by a team of experienced clinicians. If a condition is disclosed or if the clinician requires more information to provide a final opinion on fitness to work, then we will recommend a follow up call.

The follow up call involves a detailed discussion between the clinician and employee to obtain medical facts, as well as protecting the employee's privacy. This ensures that the employer is only provided with the necessary information to consider any reasonable adjustments to support or facilitate the employee in the role. There is an additional charge for a follow up call but we will not proceed until the employer has accepted the fee.

Following the assessment, a fit for work certificate will be provided. Advice in the report is given in terms of fitness to work, rather than personal medical information.

We may recommend adjustments because of this assessment. If we need further information or clarification, our team will contact you. Your employee may need to speak further with an occupational health nurse.

Contact us:

0161 836 9481

healthassuredeap.com

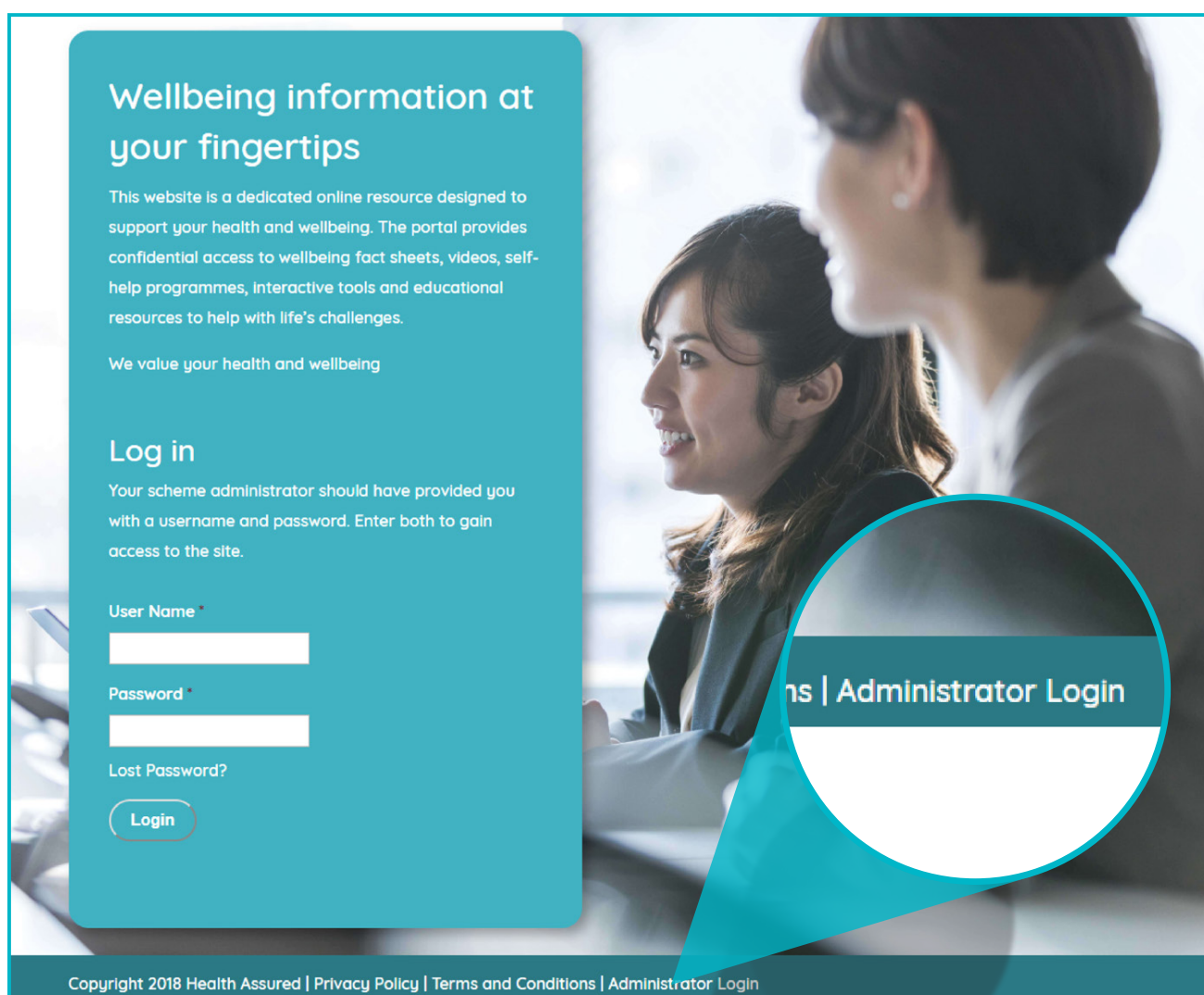
## Referring manager

Health Assured will set up your referring manager on our system. They should have line management responsibility, or be in charge of your organisation's recruitment process.

Referring managers will be able to administer questionnaires. Using our online portal, they can send questionnaires to employees, and check their progress.

## Logging in

Visit [healthassuredeap.com](http://healthassuredeap.com) in your computer's internet browser. You will see the page in the below image—click 'Administrator Login' at the bottom-right, and enter the credentials provided in your welcome pack.



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[healthassuredeap.com](http://healthassuredeap.com)

## Issuing an assessment

After logging in to the administrator's area, you'll see the page in the below image.

1. Fill in the employee's details and the email address you want to send the questionnaire to, then select the appropriate assessment type from the four options. Once these are filled in, select the types of activity undertaken by your employee.
2. After this page is completed and saved, your employee will receive a link to the questionnaire and a candidate code. It is important that they keep this code secure.

The screenshot shows the 'Issuing an assessment' form in the health assured administrator area. The form includes the following fields and options:

- Name \***: Two text input fields for 'First' and 'Last' names.
- Email \***: A text input field for the email address.
- Site/Location \***: A dropdown menu with the placeholder text '-- PLEASE SELECT A SITE/LOCATION --'.
- Which Assessment \***: Four radio button options: 'Standard Assessment', 'Food Handling Assessment', 'Night Worker', and 'Teacher Assessment'.
- Types of Activity Undertaken by the Employee**: A text input field.

## Your assessments

Here your referring manager can track the progress of assessments they have sent.

1. To do so, search for the employee's name or candidate code; or click 'Show all' to bring up all assessments sent to date.
2. You can sort the results by alphabetical order, status or date by clicking the arrows to the right of each column.
3. The results can also be filtered by various criteria—click the desired filter below the search fields.

The screenshot shows the 'Your assessments' page in the health assured administrator area. The page includes the following elements:

- Search**: Three text input fields for 'Surname', 'Forename', and 'Candidate Code', followed by a 'Search (\*)' button and a 'Show all' link.
- Filter By**: A row of filter options: 'All', 'Issued', 'Awaiting Review', 'Follow Up Needed', 'Full Consult Needed', 'Full Consult Approved', 'Full Consult Declined', and 'Completed'.
- Table**: A table with columns: 'Ref Code', 'Site', 'Name', 'Type', 'Issued On', 'Completed On', 'Status', and 'Actions'. Each column has a small arrow icon next to it, indicating it can be sorted.
- Footer**: Copyright 2018 Health Assured | Privacy Policy | Terms and Conditions | Sitemap


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## Fit note

Once the assessment is complete, you'll be able to log in to the administrator's area and view your employee's completed fit note. An example is given below.

		Health Assured Limited The Peninsula, Victoria Place, Manchester M4 4FB Tel: 0844 8922 493 Fax: 0870 238 7426	
<b>WORK HEALTH ADVICE NOTICE</b> <b>Confidential Information</b>			
Employee Details			
Name:		Candidate Code:	
Site:		Company:	
Details of Assessment			
Work Health Assessment	The above named individual has undergone a screening of their online Work Health Assessment Questionnaire.		
Opinion and Recommendations			
<b>Fit</b>			
Recommendations:			
Assessed By:			
Position:			
Assessment Type:			
Completed Date			

For further support and guidance, contact us on [0161 836 9481](tel:01618369481).

Contact us:

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