MyOH Manager Portal Guide

Contents

Introduction

The online portal is compatible with most modern web browsers including Google Chrome, Firefox, Edge, Safari and Internet Explorer 11. For the best browsing experience we would recommend using Google Chrome, if you do not have Google Chrome you can download this here.

MyOH is compatible with all iOS, Windows and Android mobile devices. If you are using an Apple device, you will need the latest version of Safari iOS. If you are using an Android device, please use Google Chrome.

For mobile devices, users you can create a shortcut on your mobile home screen by following instructions on pages 4 – 5.

Overview of Manager Portal

1. Create New Referral
This icon allows you to create new referrals and upload supporting documentation.

2. Create New PPQ
This icon allows you to create a new Pre-Placement Questionnaire (PPQ) for an employee and state hazards/risks associated with the employees post.

3. Notifications
This will allow you to view notifications on the cases such as additional information required, appointment notifications, reports ready to view, fitness clearances ready to view.

4. My Cases
This will take you to a summary of your cases and you will be able to view any progress made on the case such as triage, appointment booking, appointment notifications, report notifications, any additional information.
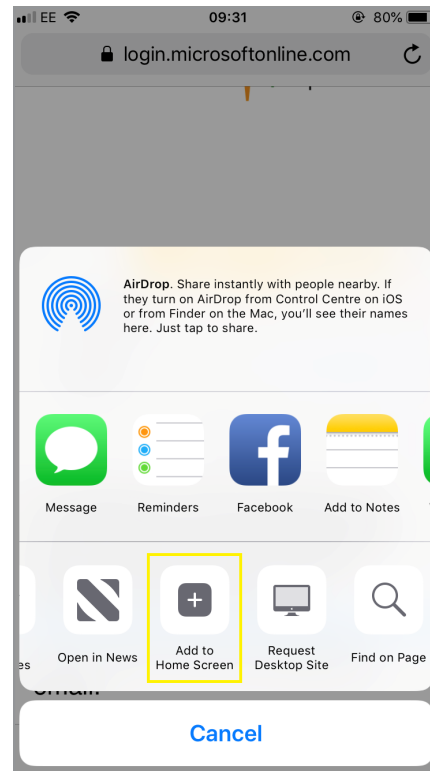
5. Users
This will allow you to allocate managers as users on our system to enable them to register for the manager portal.

Create New Referral

Create New PPQ

Notifications 2
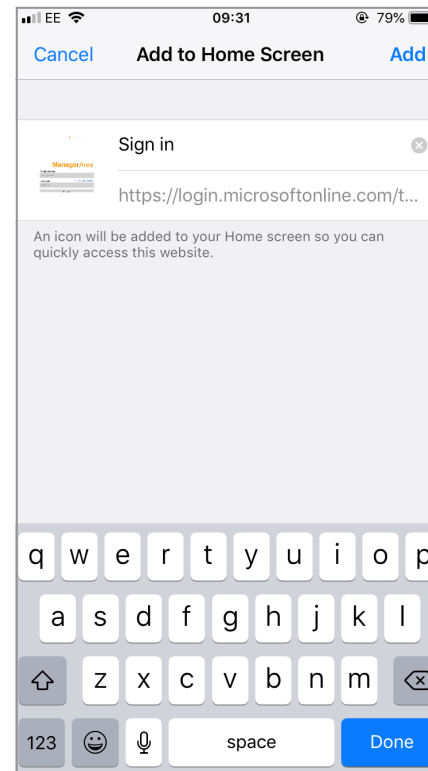
My Cases 27

Users
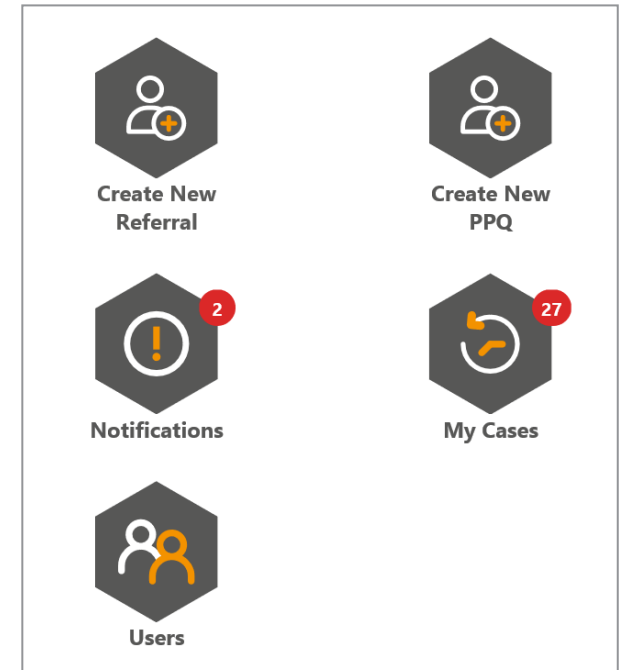
Adding MyOH shortcut to your home screen (Apple Device)
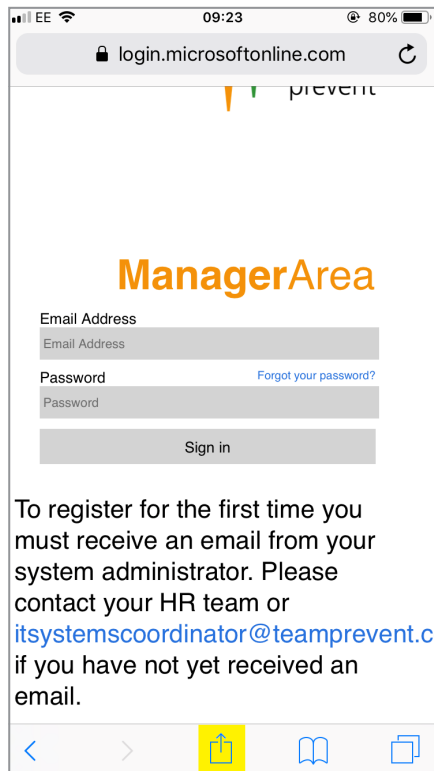
1. Select the icon highlighted

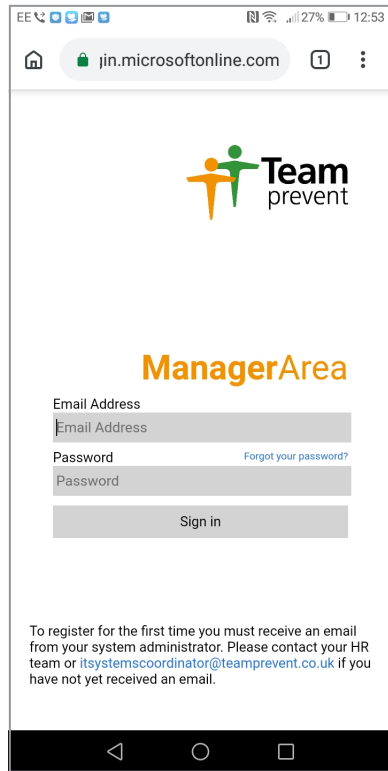2. Scroll across to find the 'Add to Home Screen' icon
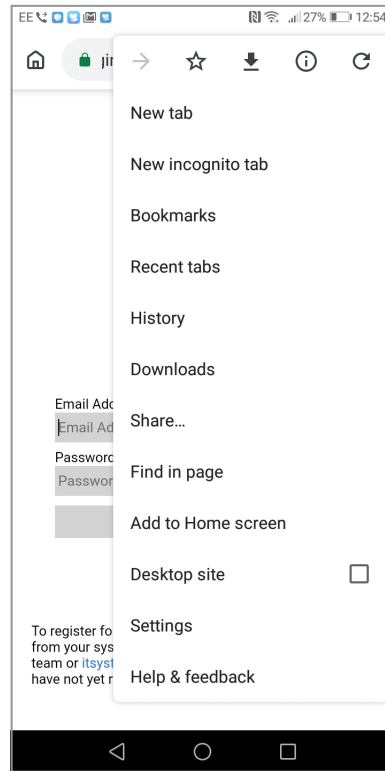

3. Rename if you wish and click 'Add'

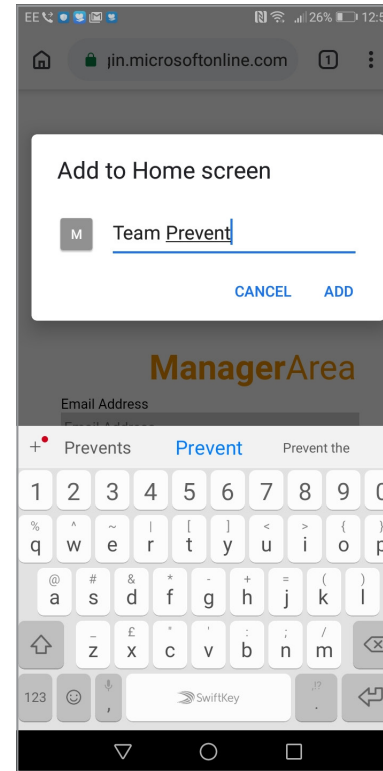4. The icon will now display on your home screen

Adding MyOH shortcut to your home screen (Android Device)

1. Select this icon

2. From the list that appears select 'Add to Home Screen'

3. Rename if you wish and click 'Add'

4. The icon will now display on your home screen

The Registration and Verification Process

To register for the first time, you must receive an email from your system administrator.

Please contact your HR team or itsystemscoordinator@teamprevent.co.uk if you have not yet received an email. The email will look like the opposite:
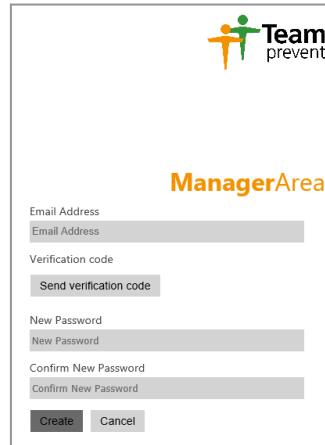
To access MyOH follow the link provided in your email.

You have been provided with access to Gotham City NHS Trust's Occupational Health Portal

Registration will take just a few minutes, please click here to sign up.

The privacy of your data and information is important to us. To read more information about how we store, access and process you data please read our privacy statement

Kind Regards
Team Prevent UK
Tel: 07907070707
Email: portal@teamprevent.co.uk

For support with accessing our online portal please phone 01327 810262 (option 4) or email itsystemscoordinator@teamprevent.co.uk

- Please enter your email address in the 'email address' section.

- Click on the 'Send verification code'.

- Enter your chosen password in the 'New Password' and 'Confirm New Password' sections.

- Your password must have 8 – 16 characters, containing three out of four of the following: lower-case characters, upper-case characters, digits (0-9), and one or more of the following symbols: @ # $ % ^ & * - _ + = [ ] { } | \ : ' , ? / ` ~ " ( ) ; .

ManagerArea

Email Address

Email Address

Verification code

Send verification code

New Password

New Password

Confirm New Password

Confirm New Password

Create   Cancel

Verification

Look out for an email with your verification code. Please note this will expire after 15 mins.

> ### Verify your email address
>
> Thanks for verifying your amy@teamprevent.co.uk account!
>
> **Your code is: 451374**
>
> Sincerely,
> *NO Team Prevent B2C UAT*
>
> ---
>
> This message was sent from an unmonitored email address. Please do not reply to this message.

- Enter your verification code and click on 'Verify code'.

- Please note, if your code has expired click once on 'Send new code'.

- This will take a minute to receive.

- Once you have entered your verification code click on create.

- You will now be registered on the Manager Portal.
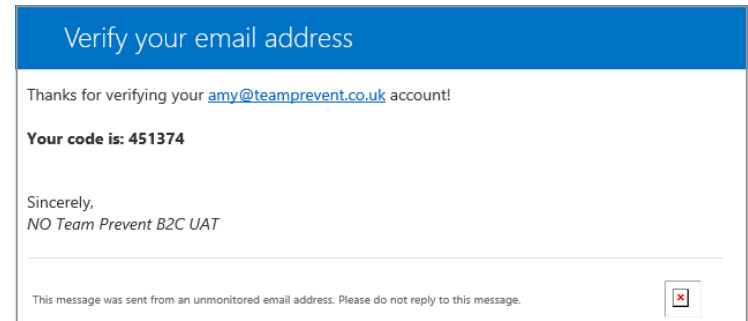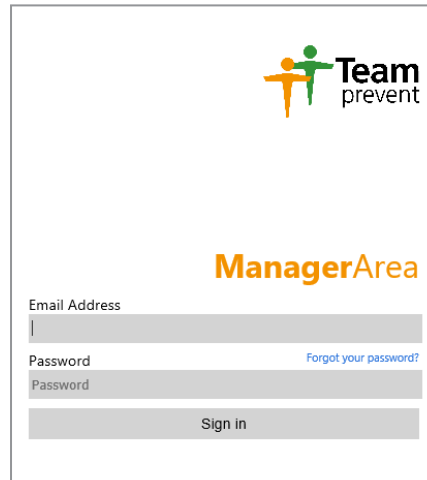
> Verification code
>
> [Verification code]
>
> [Verify code] [Send new code]

Please note, if your code has expired click once on 'Send new code'. This will take a minute to receive.

Once you have entered your verification code click on create.

You will now be registered on the Manager Portal.

Team prevent

ManagerArea

Email Address

Password   Forgot your password?

Password

Sign in

When you are logged on you will see 'Manager Area' in the top left-hand corner of your screen and the main dashboard will show.

Create New Referral

Create New PPQ

Notifications   1

My Cases   34

Users

Referrals

To create a referral, select the 'Create New Referral' icon.

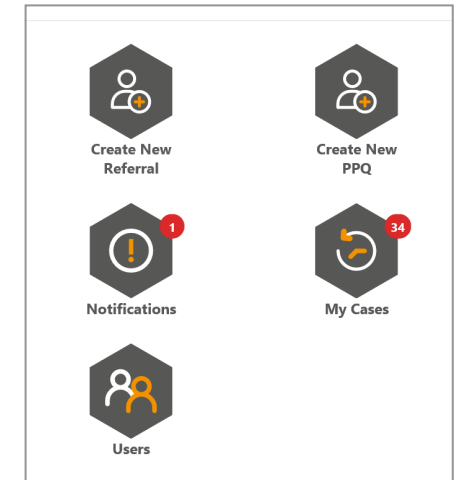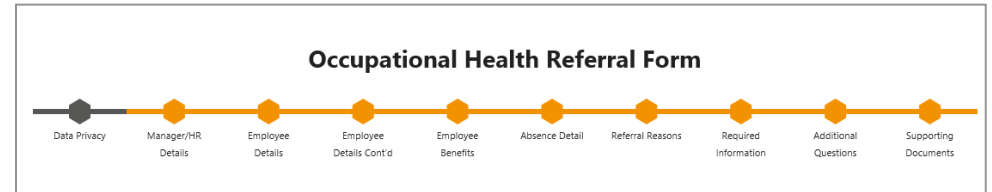The progress bar will show the sections of the referral you have completed/working on.

Occupational Health Referral Form

Data Privacy | Manager/HR Details | Employee Details | Employee Details Cont'd | Employee Benefits | Absence Detail | Referral Reasons | Required Information | Additional Questions | Supporting Documents

Mandatory questions are marked with a astrix (*).

If left blank a red box will appear saying 'This field must be completed' as shown.

HR Representative's Name*

This field must be completed

If you do not complete the mandatory questions this will highlight in red on the progress bar.

The mandatory sections on the referral need to be completed before you can submit the referral.

Press 'next' to continue through each section.
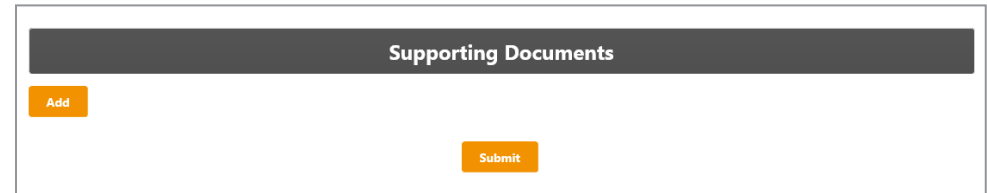

Occupational Health Referral Form

Data Privacy | Manager/HR Details | Employee Details | Employee Details Cont'd | Employee Benefits | Absence Detail | Referral Reasons | Required Information | Additional Questions | Supporting Documents

You can attach documents in the last section 'Supporting Documents'.
Click on 'Add'.

Supporting Documents

Add

Submit

Click 'Select' – this will allow you to browse your computer to find the relevant document. Once selected you can browse your computer to find the relevant document. Once selected this will upload to the referral.

✔ Referral submitted succesfully   ✕
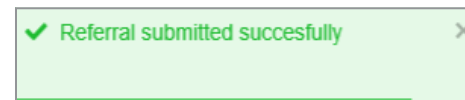
Please repeat this process if you have more than one document to submit.

When you have completed all sections and wish to submit the referral to Team Prevent please click 'submit'.

This box appear in the top right hand corner to confirm it has been submitted.

Referral Cases

To view your cases please select the 'My Cases' icon.

You can search for a case with:
- 'Case Id'
- 'Employee First Name'
- 'Employee Last Name'

Search for a case by typing into the text field and click enter.

To view cases by status, click on the drop down box.

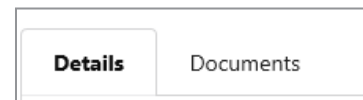Click onto the case to see the progress of the employees' case.

Open Cases

Case Id	Employee First Name	Employee Last Name	Last Updated	Case Type	Case Status
271	Search...	Search...			
271	MgtQuestion	Tester	16 April 2019	Referral	Open

You can view the main details of the case via the 'Details' tab and any documentation via the 'Documents' tab.

Details   Documents

On the 'Details' tab you will see the employees name DOB and job title.

The case summary will show any progress made on the case i.e. triage, appointment booking, appointment notifications, report ready to view notifications, any additional information on the case.

Cases > Phil

Phil

All Cases | **Details**   Documents

Case Summary - 198

Phil Lewington
01/08/1980
Data Analyst

Booking confirmation email sent	**Completed:** 30/01/19	
Initial Telephone OHA (PPQ)	**Completed:**	**Due:** 30/01/19
Book Initial Telephone OHA (PPQ)	**Completed:** 30/01/19	**Due:** 30/01/19
Triage PPQ	**Completed:** 30/01/19	
Employee to complete PPQ form	**Completed:** 30/01/19	

View PPQ

Referral Notifications

To view your notifications, select the 'Notifications' icon.

Any employee reports that are ready to view will appear in the notifications section.

Any feedback from referrals will appear here as well, as shown.

Click on 'view' to see further details.

To view the original referral, click 'View Referral Form'.

To submit the outstanding information as requested you can type into the 'comments' box and select 'Submit Comments'.

Once actioned your notification will clear, and it will move over to cases to be processed.

Outstanding Actions

Phil Lewington **Insufficient Information** on 18/04/19 @ 10:56am

[View]

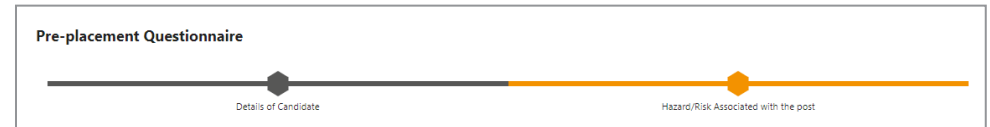|	Actions > **Action**	
Case Id		277
Employee First Name		Phil
Employee Last Name		Lewington
Case Type		Referral
Case Status		Open
Date Referral Submitted		18 April 2019 10:53
[View Referral Form]		
Action		Insufficient Information provided in your referral please re-submit more information
Notes from Clinical Team		Please provide Full Address
Date Further Information Requested		18 April 2019 10:56
Comments		

[Submit Comments]

Pre-Placement Questionnaire (PPQ)

To create a new Pre-Placement Questionnaire (PPQ) for an employee click onto the 'Create New PPQ' icon.

The progress bar will show the sections of the PPQ.

- Mandatory questions are marked with a astrix (*)

- If left blank a red box will appear saying 'This field must be completed'

- Fill out all sections on the 'Details of Candidate' page

- Please ensure you are entering the correct email address in this section as this is the email address we will use to send the employee the PPQ notification

- Press 'next' to continue through to the next section

- Tick all hazards/risks associated with the employees post

- Click 'submit' once finishes. This will now send an email to the employee

Pre-placement Questionnaire

Details of Candidate   Hazard/Risk Associated with the post

PPQ Cases

To view your cases please select the 'My Cases' icon.

You can search for a case with:
- 'Case Id'
- 'Employee First Name'
- 'Employee Last Name'

Search for a case by typing into the text field and click enter.

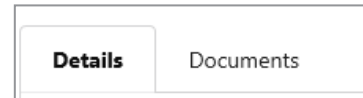To view cases by status, click on the drop-down box.

Click onto the case to see the progress of the employees' case.

You can view the main details of the case via the 'Details' tab and any documentation via the 'Documents' tab.

Details	Documents

On the 'Details' tab you will see the employees name DOB and job title.

The case summary will show any progress made on the case i.e. triage, appointment booking, appointment notifications, PPQ certificates ready to view notifications, any additional information on the case.

When PPQ certificates are ready to be viewed, you will be notified in the 'notifications' section however you can also see this in their case summary under 'Cases'.

Manager View PPQ Report	**Completed:** 30/01/19	Process

To view PPQ certificate please click on 'Process'.

This will show you their Medical Certificate of Fitness to Work as per example:

Medical Certificate of Fitness to Work

Name	Katy
DOB	19/04/1990
Organisation & Directorate	Gotham City NHS Trust / Corporate Directorate
Date of Assessment	05/02/2019

Fitness to Work Outcome

✔	Fit for contracted duties: **adjustments** likely to be required

Comments

Many medical conditions and virtually all minor health problems have minimal implications for work and should not be a bar from employment. For most jobs no agreed advisory medical standards exist and for many jobs there need be no special health requirements. Where questions about health are included on job application forms this should be only to seek information that may be necessary to enable any modifications to the interview process. The reason for the employment health assessment should be confined to fitness for the proposed job and only medical questions relevant to the employment should be asked. Please refer to the employment health assessment procedure in the recruitment guidance on the HR web pages.

Oliver Hook

Occupational Health Advisor

05/02/2019

PPQ Notifications

To view your notifications, select the 'Notifications' icon.

Any employee PPQ certificates that are ready to view will appear in the notifications section.

Once viewed it will move over to the 'Cases' section.

Notes

Team Prevent UK, First Floor Rickyard Barn, Pury Hill Business Park,
Nr Alderton, Towcester, Northamptonshire, NN12 7LS