

Meddbase Health Declaration Procedure – Client/Recruitment

How to make a Health Declaration Referral via your portal dashboard

Log in to <u>Meddbase Online Portal</u> and save it as a favourite on your preferred internet browser using the email and personal password you set earlier.



You will land on your dashboard.

Use the menu down the left hand side to navigate through your portal.

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"Create a new case" to make a referral for a Health Declaration Questionnaire (left hand side menu).

Create a new employee by adding some employee details and clicking the Search Button (blue).

If your employee is registered on the system already, select the name and details shown below the search box.

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If your employee is not registered, use the <u>Click Here</u> button (highlighted) to register.

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My Account	->>	No patients found. Sear	th again or Click here t	o redister a new employ	(PP					

Please ensure you complete all relevant fields.



Ensure all fields marked below with a red dot are fully populated. Click Create New Employee Button (blue).

NOTE:

Both Personal email and Work email fields <u>must</u> be populated – the same email can be used in both fields if only one email address is available.

An email will be generated automatically and sent to your employee's Work email address to confirm all appointment details.

Any forms required for the consultation (Pre-Employment Questionnaire, Assessment Consent Form) will be sent automatically to your employee's Personal email address.

If only 1 email is available, please enter it in both Personal and Work email fields.

O Case Management Employee Number: Personal Email Address Create new case > Imployee Number: Conall@Cognate.ie All cases > Title* Sex Work Email Address* Open cases > Mr • Male Conall@Cognate.ie Closed cases > First Name* Date of Birth* All referrals > On Jar Open referrals > Sumame* Address datalit	•
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Mr Male Conall@Cognate.ie Open cases First Name* Date of Birth* All referrals Conall 01 Open referrals Summe* Address details*	•
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Your contracted services will be listed here.

Pick the service for which you wish to refer your employee to Cognate Health. In this case, Health Declaration Questionnaire.

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Closed cases > All referrals >	Please select your required appointment type from the list Health Declaration Questionnaire		>	
Open referrals > Closed referrals >	OHA Case Management Assessment		>	
Employee Management Employee overview >	OHP Assessment Review (follow up) OHP Assessment		>	
Create new employee >	OHP Assessment (follow up on open case) Pre-Employment Medical (Enhanced)		>	
Information library > My Account >	Previous step			

You are now in the Health Declaration Questionnaire referral form, follow the steps to complete and submit.

Click on FINISH button to create your referral.

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				Finish				
	-	Cancel referral						

Health Declaration Questionnaire Referral Form (pg 1/1)



You can easily attach any extra documents here by browsing your own documents library. Relevant document types are Job Description, Supplementary Reports, IH Reports etc.

Once uploaded, click on "Attach Document" button (blue). Your attachment will now appear in the box below (highlighted).

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♡ Other		4. Included all relevant background information in	cluding any employee relations issues which may be releva	ant to the referral or to rehabilitation	n.		
	>	5. Made the individual aware of the reasons for re-	ferral and the nature of the advice sought.				
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You can cancel your referral at any time before you submit it, should you wish to do so. There is a *"Cancel Referral"* option at the bottom of each page of the referral form.

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Once you have finished completing the Health Declaration Referral Form click on "Send Referral" button at the bottom of the screen to submit it to your Occupational Health Department.

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NOTE:

Once your referral has been accepted by your OH Department, an appointment will be scheduled 48/72 hours forward. This action will allow the following:

- Send an email to your new employee outlining the process they are required to follow.
- Send a secure email to your new employee containing a link to the Health Declaration Questionnaire and instructions to complete same.
- Allow your new employee to complete the questionnaire and submit it electronically within a secure system.
- > Post appointment notification to the referring managers portal under "All Referrals" menu.



You can track the progress of your referral via "All Referrals" menu option on the left-hand side.

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Use the left-hand menu to review your referrals. You can review the progress of all your referrals here. In this example you can see that an appointment has been actioned/booked.

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All Referrals Menu – Appointment Booked



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4 U	4			Add new message		

Appointment Notification (pg 1/2)

You can view your referral letter and appointment details in this page.

		Available message feeds	Start new feed	Driscoll, Charlotte 10/11/2022 - 1: The appointment has been booked	I4PM on Cognate Health Cork at 11/	(11/2022 09:05:00 with Test, OHA .	
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Appointment Notification (pg 2/2)



Accessing your report

Once the Health Declaration Questionnaire review appointment has been completed, a fitness certificate will be issued back to the referring manager, via the portal. In this example you can see that the appointment has been completed and your report is available for you on your portal account.

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Open referrals	>	35710	Miss Test, Millie	Test Company, Char	9/11/2022 - 11:58AM	9/11/2022		•	•	٠	SLA met	Referral closed	
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Click on the relevant line to open that referral.

Click on blue links to access your documents.

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		El Referramenter por	Ms Test Company, Char		9/11/2022 - 3:24PM	



Once you click on the blue link from the last step, your report will open in a new browser tab.

Your report will remain on the portal for you to access any time. Alternatively, you can download or print the report (top right hand corner) to save it to your own document library.

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