

HML Online Referring Manager Functionality Full Electronic Process of HR1, HR2 & Sharing

Referring Manager	Occupational Health	HML	Referring Manager
<p>REFERRER REGISTERS ON HML ONLINE</p> <p>REFERRAL IS MADE TO HML BY REFERRING MANAGER/ APPROPRIATE CASE WORKER/HR</p> <p>THE REFERRING MANAGER AUTOMATICALLY BECOMES THE 'HR1' THIS IS THE REFERENCE THAT IS IMMEDIATELY RECOGNISED BY THE HML ONLINE PORTAL ON SUBMISSION OF THE REFERRAL</p> <p>THIS BECOMES THE AUTOMATIC APPROVAL WORKFLOW UNTIL THE CASE IS CLOSED</p> <p>ALL CASE UPDATES ARE SENT TO THE HR1, ALL CASE DETAIL CAN BE DISCUSSED WITH THE HR1 – THIS INCLUDES CASE STAUUS AND CASE UPDATES BUT DOES NOT INCLUDE ANY OUTCOME REPORT INFORMATION AT THIS JUNCTURE</p> <p>IF THE CASE NEEDS TO BE SHARED WITH ANOTHER MANAGER OF THE ORGANISATION – THE PERSON THAT NEEDS TO BE PARTY TO THE CASE MUST ALSO BE REGISTERED ON HML ONLINE</p> <p>THE REFERRER USES THE 'SHARE' FUNCTIONALITY AT THE TIME OF RAISING THE REFERRAL</p>	<p>THE OCCUPATIONAL HEALTH PROVIDER ARE REGISTERED ON HML ONLINE PORTAL</p> <p>FOLLOWING NOTIFICATION FROM THE EMPLOYER THAT THE REFERRAL HAS BEEN SUBMITTED - THE OH PROVIDER WILL SEND ALL MEDICAL IN CONFIDENCE INFORMATION REQUIRED (THIS IS ATTACHED TO THE SAME CASE FILES AS PART OF THE ELECTRONIC PATHWAY</p> <p>THE OH PROVIDER IS NOT PARTY TO THE REMAINDER OF THE CASE INFORMATION/ PROGRESS UNLESS THEY HAVE BEEN PURPOSEFULLY SHARED DURING THE APPLICATION SUBMISSION</p>	<p>ALL ADMIN AND CLINICAL ASSESSMENT WORK IS CARRIED OUT</p> <p>ANY CASE UPDATES ARE SENT TO THE HR1 &amp; ANY SHARED MANAGERS</p> <p><b>AN HR2 CAN BE SET UP ON THE CASE FILE BY HML IF THE REFERRER NOMINATES AN INDIVIDUAL TO BE PARTY TO THE CASE – THIS IS NOT AN AUTOMATIC SET UP AS PER A 'SHARE' FUNCTION – THIS IS A MANUAL ADJUSTMENT TO THE CASE FILE</b></p> <p><b>THIS CAN BE CARRIED OUT BY HML FOLLOWING AN APPROVAL EMAIL TO DO SO</b></p> <p><b>AN HR2 CAN ONLY BE SET UP IF THE INDIVIDUAL REQUESTED IS ALSO REGISTERED ON HML ONLINE</b></p> <p>THE REFERRING MANAGER BY SHARING THE CASE GIVES THE REFERRER THE FULL APPROVED CONTROL OVER ALL PEOPLE PARTY TO THE INFORMATION</p> <p>BEING ADDED AS AN HR2 IS A HML ADMIN PROCESS THAT CAN BE FOLLOWED IF THE REFERRER HAS NOT CHOSEN TO SHARE THE CASE AND HAS DECIDED TO DO SO AT A LATER DATE</p>	<p>PEOPLE THAT MAY HAVE BEEN SHARED ON A CASE CAN BE REMOVED DIRECTLY BY THE REFERRER AT ANY TIME</p> <p>ALL INFORMATION PERTAINING TO THE OUTCOME REPORT AND CERTIFICATE ARE PROCESSED BY THE ORGANISATION</p>