

Health Surveillance Line Manager

September 2019

Version 1.2



Version history

Version	Author(s)	Date	Comments
1.0	TB	September 2019	First version of Client User Manual – Health Surveillance Line Manager
1.1	TB	September 2019	Amendment to page 8 & 11
1.2	TB	September 2019	Updated screenshots and formatting

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Purpose

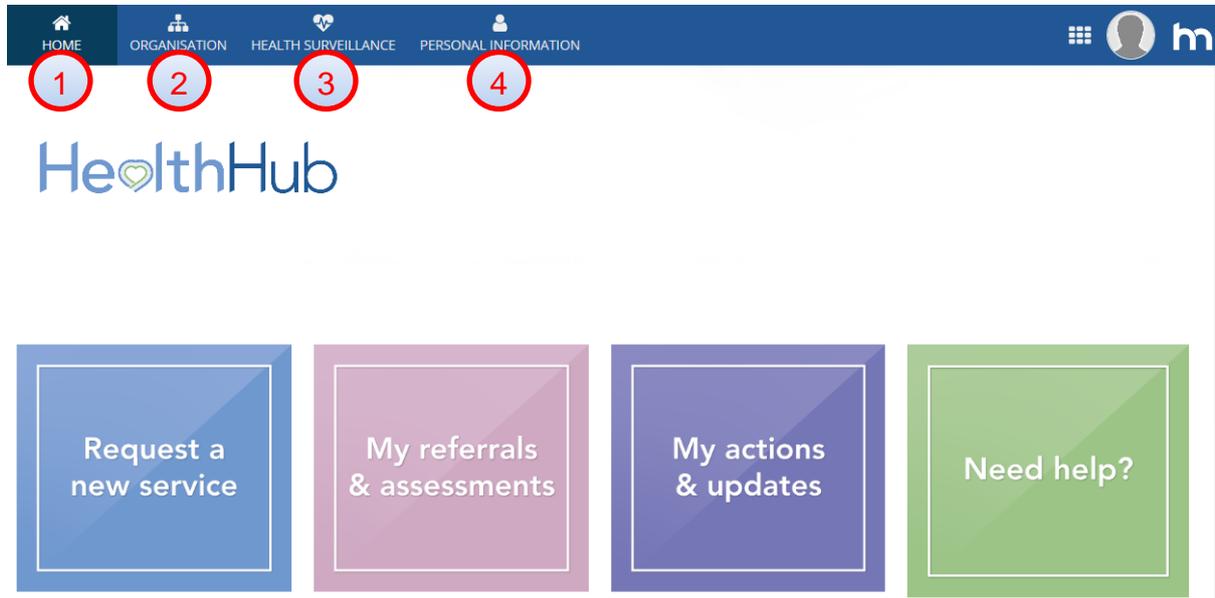
The employee's line manager will be able to track the Health Surveillance record for their employee.

The line manager will be able to work with the Clinical Delivery Administrator (CDA) or Account Manager at Health Management along with the Client role of health surveillance co-ordinator (HSC) to ensure their employees are recorded, where appropriate, within a Health Surveillance program.

HealthHub homepage

HealthHub has been designed to be as simple to use as possible. This section will guide you through your homepage and how to navigate to the key parts of HealthHub for Health Surveillance activities only.

There are several navigation options on your homepage:



#	Area	Purpose
1	Home button	Use this button at any time to return to your homepage
2	Organisation	<p>This button will take you to your organisational set up section. Depending on your access rights (see Page 3), in this section you will be able to:</p> <ul style="list-style-type: none"> • Create new referring managers • See your organisational structure • See a list of your employees that have been referred on HealthHub • Track cases within your hierarchy structure
3	Health Surveillance	<p>This button will take you to the Health Surveillance (HS) page, where you can see:</p> <ul style="list-style-type: none"> • Your employees' HS record • Outcome and Compliance • Outstanding Questionnaires for HS that require completion • Where to create new employees who require HS • Management of HS for employees

4	Personal Information	<p>This button will take you to your <u>own</u> account page where you can see:</p> <ul style="list-style-type: none">• Your tasks• Your referrals• Your personal details
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Viewing Health Surveillance

Within your home page you will be able to access the Health Surveillance record of your employees who are assigned to HealthHub. To load the Health Surveillance page, select the Health Surveillance button.

Within the Health Surveillance page you will be able to view or action the following items:

1. View all employees
2. View Overdue Questionnaires that require employee completion for Health Surveillance
3. View the Outcome and Compliance for your employees
4. Create a new employee record for Health Surveillance
5. Enable or disable Health Surveillance for existing employees
6. View screening locations
7. View Assessment Groups available to your Client

HOME ORGANISATION **HEALTH SURVEILLANCE** PERSONAL INFORMATION

HealthHub

EMPLOYEES OVERDUE QUESTIONNAIRES OUTCOME AND COMPLIANCE

[+ CREATE EMPLOYEE RECORD](#) |
 [☑ ENABLE HEALTH SURVEILLANCE](#) |
 [📍 VIEW SCREENING LOCATIONS](#) |
 [☑ ENABLE SCREENING LOCATION FOR HS COORDINATOR](#)

Health Surveillance Employees

> Show Filters

Name	Job Title	Division	Department	Location	Assessment Group	Screening Location
Mr David Brown	Author	Print House	Printing Press	Devon	Audio & Respiratory	Devon Printing Studio
Mr James Limbson	Print Specialist	Print House	Printing Press	Devon	Audio & Respiratory	Devon Printing Studio

Assessment Groups

Group Name
Audio & Respiratory
Food Handlers
HAVS
Safety Critical

If you hold the role of both a health surveillance co-ordinator and a Line Manager, please review the supporting document for Health Surveillance Co-ordinator functions.

This will cover the following:

1. *Site Visit Management*
2. *Enable screening locations to be applied to a Health Surveillance Co-ordinator*

View all employees

Process Steps

Once logged into the HealthHub portal, the Health Surveillance button can be selected. All your employees enabled for Health Surveillance will be listed.

Health Surveillance Employees

> Show Filters

Name	Job Title	Division	Department	Location	Assessment Group	Screening Location
Mr David Brown	Author	Print House	Printing Press	Devon	Audio & Respiratory	Devon Printing Studio
Mr James Limbson	Print Specialist	Print House	Printing Press	Devon	Audio & Respiratory	Devon Printing Studio

Assessment Groups

- Group Name ↑
- Audio & Respiratory
- Food Handlers
- HAVS
- Safety Critical

A summary of the employee details is displayed within the list. This includes the Division, Department and Location in addition to the Assessment Group and Screening Location assigned.

The Division, Department and Location relates to the Organisation Structure assigned to your employee. This organisation structure is a requirement within HealthHub and would have been uploaded and assigned to Assessment Groups by a Health Management Account Manager or CDA team member.

A more detailed view of the employee's profile can be viewed by selecting an employee from the list using the **blue** named link in column one.

Health Surveillance Employees

> Show Filters

Name	Job Title	Division	Department	Location	Assessment Group	Screening Location
Mr David Brown	Author	Print House	Printing Press	Devon	Audio & Respiratory	Devon Printing Studio
Mr James Limbson	Print Specialist	Print House	Printing Press	Devon	Audio & Respiratory	Devon Printing Studio

The employee's Health Surveillance profile shall load

Health Surveillance Employees

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Mr Brown

SUMMARY ROLES CONTACT DETAILS ORGANISATION INFORMATION HEALTH RECORD

1 2 3 4 5

Name Mr David Brown **Employee ID** N/A
Job Title Author **Gender** Male
Date of Birth 05 August 1965 **Email** demo.demo@healthmanltd.com
Supervisor Leon Kilburn **Phone Number** 08457845696
Address Health Management Ltd
 Ash House
 The Broyle
 Ringmer
 Lewes
 East Sussex
 BN8 5NN
 United Kingdom
Department Printing Press
Division Print House
Location Devon
Health Surveillance Yes
Assessment Group Audio & Respiratory
Screening Location Devon Printing Studio

1. **Summary:** this contains a summary of the employee details
2. **Role:** this area identifies if the employee is a client contact or not
3. **Contact Details:** a record of employee's details
4. **Organisation Information:** the Department, Division and Location of the employee are displayed here
5. **Health Record:** this area will contain a list of previously recorded Health Surveillance record for the selected employee. A PDF version of this record can be generated from this section

Health Surveillance Employees

← Back

Mr Hispania - 988

SUMMARY ROLES CONTACT DETAILS ORGANISATION INFORMATION HEALTH RECORD

GENERATE HEALTH RECORD DOCUMENT

Hide Filters

Test Conducted From Date To Date

Please select dd/mm/yyyy dd/mm/yyyy CLEAR FILTERS

Assessment Type	Assessment Date	Outcome Type	Outcome	Tested By
HAVS-T1	28 August 2019 09:00 am	Satisfactory	Satisfactory	Mr HHTraining OHT1

If there is a need to only view the employee's health record for a certain test type or within a date range, the filters can be applied to adjust the listed record.

To view the list of all employees who are assigned to Health Surveillance, the Back button can be used to leave the particular employee record viewed.

Create a new employee record for Health Surveillance

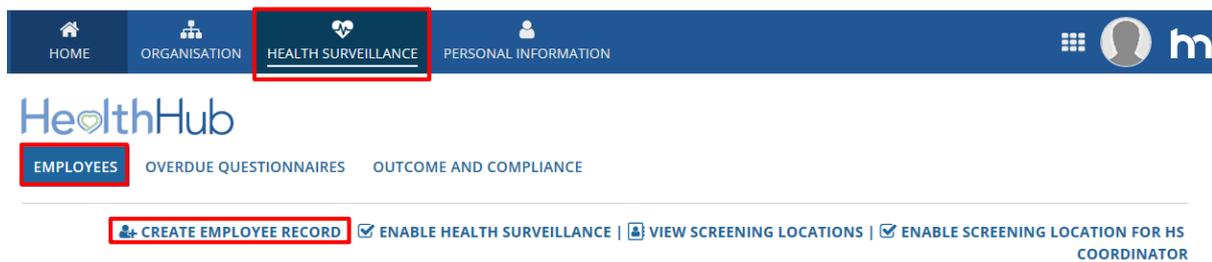
A Line Manager will be able to create an employee for Health Surveillance purposes. It is important to ensure that the employee does not already exist within HealthHub to avoid any duplication. If the employee does exist, refer to section 'Enabling health Surveillance for employees'.

Before an employee record can be created for Health Surveillance, the appropriate Department, Division, Location, Assessment group and screening locations are required to have been formatted for the Client. This will allow these to be selected against the employee when creating.

NB: Upon Client onboarding, the CDA team will be able to work with the Client to bulk upload employees. A spreadsheet CSV will need to be completed as instructed by the CDA team to allow for this to be completed.

Process Steps

Within the Health Surveillance section of the HealthHub portal and within the 'Employees' tab, the Create Employee Record button can be selected.



The Employee Details page will load allowing the line manager to input their employee's details.

Input all of the details ensuring that all mandatory fields have been completed as indicated by a blue * asterisk.

NB: When entering a new employee, it is important to correctly enter the employees ID as HealthHub will use this information to validate whether the ID have previously been used. If you are unaware of the ID number then please discuss with the CDA team to discuss whether Client or Health Management IDs are applied.

The employees Division, Department and Location (1) will need to be selected at the bottom of the form before clicking the 'Check to Enable' Health Surveillance check box (2). Once this has been input, an Assessment Group and Screening Location associated with the Division Department and Location can be selected.

Email addresses should be added for each employee (3) so they can gain access to their own HealthHub portal. This will allow them to action tasks electronically, such as the completion of questionnaires. The employee will also be able to view their own health recorded.

Employee Details

Employee

Employee ID: BOOKY

Title: Select a title

Forename(s) *:

Surname *:

Supervisor: Please select

Job Title:

Status *: Active

Date of Birth: dd/mm/yyyy

Please type or select the date of birth

Gender: Male Female

Health Surveillance: Check to Enable (2)

Location

Country: United Kingdom

Postcode:

Contact details

Primary	Description	Number
<input checked="" type="checkbox"/>	Please select	<input type="text"/>
<input type="button" value="Add Phone"/>		

Primary	Description	Email Address
<input checked="" type="checkbox"/>	Please select	<input type="text"/>
<input type="button" value="Add Email"/> (3)		

Employee Details (1)

Division: -- Select Division --

NB: If you wish to add an email address to the employee's record in future, please contact the Clinical Delivery Coordinator (CDA) or Account Manager to add this.

Once the employee details have been input, this can be submitted. The employee will be created within HealthHub and if an email address for the employee was entered, a user login email will be issued to the employee.

Enable or disable Health Surveillance for existing employees

An existing employee can have Health Surveillance enabled or disabled.

Process Steps

Within the Health Surveillance section of the HealthHub portal and within the 'Employees' tab, the Enable Health Surveillance button can be selected to load the Screening Locations page.



The Enable Health Surveillance page will load. A list of all employees created within HealthHub and linked to the line manager will be displayed including those within a Health Surveillance program and those not yet enabled.

To Enable Health Surveillance

Ensure that the radio button Enable Health Surveillance (1) has been selected. Check the tick boxes (2) against the employees that Health Surveillance is required to be enabled. Select the Division, Department, Location, Assessment Group and Screening Location (3) that is required for the employees being enabled. Then select the Submit button (4).

Enable Health Surveillance

Enable Health Surveillance (1)
 Disable Health Surveillance

Division* (3): Hospitality
 Department*: Relationship Management
 Location*: London
 Assessment Group*: Food Handlers
 Screening Location*: London Printing Studio

Please select one or more employees to enable their Health Surveillance services

Show Filters

<input type="checkbox"/>	Name	Job Title	Division	Department	Location	Assessment Group	Screening Location
<input type="checkbox"/>	Mr Thomas A Baird	Lead Author					
<input type="checkbox"/>	Mr Michael Kilbane	Artist	Publication	Authors	South East		
<input type="checkbox"/>	Mrs Angela Mitchell	Writer	Publication	Readers	South East		
<input type="checkbox"/>	Mr Herbert Desincos	HR Manager					
<input type="checkbox"/>	Mr John Halbert	Artist	Publication	Printing Press	South East	HAVS	London Printing Studio
<input type="checkbox"/>	Mr Kevin Malone	Writer	Publication	Printing Press	South East	HAVS	London Printing Studio
<input type="checkbox"/>	Miss Angela Gilbert	Editor	Hospitality	Relationship Management	London	Food Handlers	London Printing Studio
<input checked="" type="checkbox"/>	Miss Jan Fitzgerald	Administrator					
<input checked="" type="checkbox"/>	Miss Pam Halbert	Administrator					
<input type="checkbox"/>	Mr Mitchell Webb	Artist Support	Publication	Editor	South East		

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CANCEL SUBMIT (4)

It is possible to change an employee's Division, Department, Location, Assessment Group and screening location by selecting an employee who has been enabled for Health Surveillance previously but a change is required.

Once submitted, a message will be displayed informing the line manager of how many employees have been selected. Once the 'Yes' button has been clicked, the 'Provide Last Recall Dates' page will load.

Within this page the line manager can indicate the last seen date for the employee against the type of assessment they last attended for Health Surveillance. These include Health Surveillance assessments, Fitness for work assessments and Audio assessments. The date added should be relevant to the Assessment group applied against the employees. If no date is added then a due date for 15 working days will be applied just to ensure that these employees get picked up as part of the next onsite clinic or MHU visit.

Provide Last Recall Dates

Please provide last assessment dates so that next recall dates can be calculated. A next recall date of 15 working days from today will be applied for any that are left blank.

Last HS Date	Last FFW Date	Last Audio Date
dd/mm/yyyy	dd/mm/yyyy	dd/mm/yyyy

<input type="checkbox"/>	#	Employee Name	Last HS Date	Last FFW Date	Last Audio Date
<input type="checkbox"/>	1	Miss Jan Fitzgerald	27/08/2019	26/08/2019	dd/mm/yyyy
<input type="checkbox"/>	2	Miss Pam Halbert	dd/mm/yyyy	dd/mm/yyyy	dd/mm/yyyy

CANCEL SUBMIT

Once dates have been added or not, the Submit button can be selected to complete. This will enable Health Surveillance for those employees that were selected.

To Disable Health Surveillance

Within the Health Surveillance section of the HealthHub portal, the Enable Health Surveillance button can be selected to load the Screening Locations page.

Ensure that the Disable Health Surveillance (1) radio button has been selected. Click the check boxes (2) against the employees that require Health Surveillance to be disabled. Click the Submit button to proceed (3).

HOME ORGANISATION HEALTH SURVEILLANCE PERSONAL INFORMATION

Disable Health Surveillance

Enable Health Surveillance
 Disable Health Surveillance 1

! Please select one or more employees to disable their Health Surveillance services

[Show Filters](#)

<input type="checkbox"/>	Name	Job Title	Division	Department	Location	Assessment Group	Screening Location
<input type="checkbox"/>	Mr John Halbert	Artist	Publication	Printing Press	South East	HAVS	London Printing Studio
<input checked="" type="checkbox"/>	Mr Kevin Malone	Writer	Publication	Printing Press	South East	HAVS	London Printing Studio
<input checked="" type="checkbox"/>	Miss Angela Gilbert	Editor	Hospitality	Relationship Management	London	Food Handlers	London Printing Studio
<input checked="" type="checkbox"/>	Miss Jan Fitzgerald	Administrator	Hospitality	Relationship Management	London	Food Handlers	London Printing Studio
<input type="checkbox"/>	Miss Pam Halbert	Administrator	Hospitality	Relationship Management	London	Food Handlers	London Printing Studio
<input checked="" type="checkbox"/>	Mr Harold Hisponia	Road Operative	Publication	Printing Press	South East	HAVS	Devon Printing Studio
<input type="checkbox"/>	Mr Jacob Johnson	Road Operative	Publication	Printing Press	South East	HAVS	Devon Printing Studio
<input type="checkbox"/>	Mr Malcom Mattis	Road Operative	Publication	Printing Press	South East	HAVS	Devon Printing Studio
<input type="checkbox"/>	Mr Harold Haragate	Road Operative	Publication	Printing Press	South East	HAVS	Devon Printing Studio
<input type="checkbox"/>	Miss Yuffie Kisaragi	Security	Publication	Printing Press	South East	HAVS	Devon Printing Studio

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CANCEL
3 SUBMIT

Once submitted, a message will be displayed informing the line manager of how many employees have been selected. Once the 'Yes' button has been clicked, the Provide Last recall Dates page will load.

As these employees are being disabled from Health Surveillance the line manager can simply select the Submit button to complete the action. The selected employees will now be disabled from the Health Surveillance program.

This action will not remove their historical record; it will just remove the employee from the need of future Health Surveillance programs.

View screening locations

The screening locations will be displayed as agreed and created by the CDA team.

Process Steps

Within the Health Surveillance section of the HealthHub portal and within the 'Employees' tab, the 'View Screening Locations' button can be selected to load the Screening Locations page.

Within this page a list of the configured screening location for the client will be displayed.

Name	Address	Vehicle Access	Phone	Is Wi-fi Available	Is active?
Devon Printing Studio	The Cathedral Refectory, The Cloisters, Cathedral Close, Exeter, Devon, EX1 1HS, United Kingdom	Lots of onsite parking	1273818000	Yes	Yes
London Printing Studio	Heath Management Ltd, Boston House, 63-64 New Broad Street, London, Greater London, EC2M 1JJ, United Kingdom	Please park in bay C	01273976076	Yes	Yes
Castle Coole	Health Management, 2-3 Home Farm Courtyard, Meriden Road, Berkswell, Coventry, West Midlands, CV7 7SH, United Kingdom	Go to rear of building	07584523035	No	Yes
Plymstock	3 Tamar Villas, Plymstock, Plymouth, Devon, PL9 7PF, United Kingdom	Park in Visitors Bay		Yes	Yes
Plymouth	27 The Broadway, Plymouth, Devon, PL9 7AF, United Kingdom	Park in front of reception		Yes	Yes

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CANCEL

View Assessment Groups available to your Client

The line manager will be able to see a list of any present Assessment groups. This will allow them to establish the Group Name and the Assessment Types that have been configured against the assessment name.

Within the Health Surveillance section of the HealthHub portal and located at the bottom of the site, the assessment groups can be viewed and selected. By selecting an Assessment Group, the Assessment type will be displayed on the right-hand side.

The screenshot shows the HealthHub interface with the 'HEALTH SURVEILLANCE' menu item highlighted. Below the navigation bar, there are tabs for 'EMPLOYEES', 'OVERDUE QUESTIONNAIRES', and 'OUTCOME AND COMPLIANCE'. A toolbar contains links for 'CREATE EMPLOYEE RECORD', 'ENABLE HEALTH SURVEILLANCE', 'VIEW SCREENING LOCATIONS', and 'ENABLE SCREENING LOCATION FOR HS COORDINATOR'. The main content area is titled 'Health Surveillance Employees' and features a table with 7 items. Below the table is an 'Assessment Groups' panel with two columns: 'Group Name' and 'Assessment Types'. The 'Group Name' column lists 'Audio & Respiratory', 'Food Handlers', 'HAVS', and 'Safety Critical'. The 'Assessment Types' column lists 'Audiometry' and 'Respiratory'.

Name	Job Title	Division	Department	Location	Assessment Group	Screening Location
Miss Pam Halbert	Administrator	Hospitality	Relationship Management	London	Food Handlers	London Printing Studio
Mr Barret Wallace	Security	Publication	Printing Press	South East	HAVS	London Printing Studio
Mr David Brown	Author	Print House	Printing Press	Devon	Audio & Respiratory	Devon Printing Studio
Mr Harold Haragate	Road Operative	Publication	Printing Press	South East	HAVS	Devon Printing Studio
Mr Jacob Johnson	Road Operative	Publication	Printing Press	South East	HAVS	Devon Printing Studio
Mr John Halbert	Artist	Publication	Printing Press	South East	HAVS	London Printing Studio
Mr Malcom Mattis	Road Operative	Publication	Printing Press	South East	HAVS	Devon Printing Studio

7 Items

Group Name	Assessment Types
Audio & Respiratory	Audiometry
Food Handlers	Respiratory
HAVS	
Safety Critical	

View Overdue Questionnaires

Before an employee is due to attend an assessment with either an Occupational Health Technician or an Occupational Health Advisor for Health Surveillance, the employee will be required to complete a questionnaire in relation to the assessment.

This questionnaire will automatically be issued to the employee's HealthHub portal 10 working days prior to the assessment taking place. If this is not completed, a system generated chase will be issued to the employee 5, 3 and 1 working day before the assessment due date.

As a line manager, the ability to resend these questionnaires can be actioned. This would be in the event of no response from the employee or if they have withdrawn consent to complete the questionnaire.

Process Steps

Within the Health Surveillance section of the HealthHub portal, the Overdue Questionnaires button can be selected. This will display either the uncompleted or withdrawn consent questionnaires.

NB: An employee may withdraw their consent for the completion of a questionnaire as they do not feel the questionnaire is relevant to the assessment they will be attending

Overdue Questionnaires

This screen allows questionnaires to be re-sent to individuals that have not completed them.

An Overdue reason of 'Consent Withheld' indicates that the individual declined to give consent for the completion of the questionnaire

An Overdue reason of 'No Response' indicates that the individual did not complete the questionnaire in the allotted timeframe

Show Filters

<input type="checkbox"/>	Name	Reference	Sent On	Overdue Reason	Assessment Group	Division	Department	Location
<input checked="" type="checkbox"/>	Mrs Daphne Rogers	MONTY-HSV-6620	06/08/2019 16:35 BST	No Response	HAVS test	St Peters	Finance	Parsons Green
<input checked="" type="checkbox"/>	Mr Cycle Schumacher	MONTY-HSV-6885	21/08/2019 02:00 BST	No Response	Driver Medicals	St Peters	Finance	Parsons Green
<input checked="" type="checkbox"/>	Mr Bob Andrews	MONTY-HSV-6889	21/08/2019 02:00 BST	No Response	Driver Medicals	St Peters	Finance	Parsons Green
<input type="checkbox"/>	James Smith	MONTY-HSV-6884	21/08/2019 02:00 BST	No Response	Driver Medicals	St Peters	Finance	Parsons Green
<input type="checkbox"/>	Mr Henry Saunderson	MONTY-HSV-6882	21/08/2019 02:00 BST	Consent Withheld	Driver Medicals	St Peters	Finance	Parsons Green
<input type="checkbox"/>	Mrs xEmma Martin	MONTY-HSV-6887	21/08/2019 02:00 BST	No Response	Driver Medicals	St Peters	Finance	Parsons Green
<input type="checkbox"/>	Mrs xOlivia Jackson	MONTY-HSV-6890	21/08/2019 02:00 BST	Consent Withheld	Driver Medicals	St Peters	Finance	Parsons Green
<input type="checkbox"/>	mrs Felicity Bentley	MONTY-HSV-6603	06/08/2019 16:35 BST	No Response	Health Surveillance	Chandler's Way	Legislators	Parsons Green
<input type="checkbox"/>	mrs Helen Du Pratt	MONTY-HSV-6600	06/08/2019 16:35 BST	No Response	Health Surveillance	Chandler's Way	Legislators	Parsons Green
<input type="checkbox"/>	Mrs Louise Chiffon	MONTY-HSV-6616	06/08/2019 16:35 BST	No Response	Health Surveillance	Chandler's Way	Legislators	Parsons Green

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RESEND QUESTIONNAIRE

The questionnaires to be resent can be ticked using the check boxes within column one. Once all the appropriate lines have been checked, the Resend Questionnaire button can be used to reissue these to the employee's.

View the Outcome and Compliance

The compliance status of an employee can be viewed within the Outcome and Compliance section. This will allow the tracking of compliance and non-compliance for Health Surveillance employees.

Process Steps

Within the Health Surveillance section of the HealthHub portal the Outcome and Compliance button can be selected. Within this page employee compliance status' can be viewed and tracked.

Outcomes and compliance

Hide Filters

Screening Location: Compliant Status: RAG Status:

Assessment Group: Employee Name: Appointment Booked: CLEAR

Employee Name	Assessment Group	Job title	Date of birth	Date last seen	DNA	Compliance status	Status	Assessment Type	Appointment booked	Screening location
Miss Pam Halbert	HAVS	Administrator	04 July 1977	27 August 2018	No	Non Compliant	✖	HAVS-1	Yes	London Printing Studio
Miss Angela Gilbert	Food Handlers	Editor	14 August 1987	13 August 2019	Yes	Non Compliant	✔	FOOD	Yes	London Printing Studio
Miss Jan Fitzgerald	HAVS	Administrator	04 August 1987	27 August 2019	No	Non Compliant	✔	HAVS-1	Yes	London Printing Studio

Filters can be used to search the listed employees. The column header for the listed employees allows a quick view of employee compliance status and urgency of status.

Employees will become 'Non Compliant' when their review date is overdue; whereas, the status will be 'green' up to 1 month after their due date, 'amber' between 1 month and 3 months after their due date, and 'red' if over 3 months from their due date.

To view the detailed record of an employee's compliance and health record, click on an employee from those listed.

HOME CLINICAL RESOURCES **HEALTH SURVEILLANCE** INTERNAL APPOINTMENTS CLINICIAN DIARY WEEK VIEW

← Back
Mr Rufus Shinra
 Date Of Birth 30 July 1997
 Assessment Group
 Job title Printing Operative

Current View of Assessments 1

Assessment Type	Category	Recall Status	Latest Outcome	Outcome Statement	Next due date	Compliance status	Status	Appointment booked
Audiometry	HS	Appointment Assigned	Satisfactory	HS43 - Increase in hearing threshold >30Db since the last audio test.	04 September 2019	Compliant	😊	Yes
Respiratory	HS	Appointment Assigned	Satisfactory		04 September 2019	Compliant	😊	Yes

 GENERATE HEALTH RECORD DOCUMENT

Health Record 2
 > Show Filters

Assessment Type	Assessment Date	Outcome Type	Outcome	Tested By
Audiometry				
Respiratory				

Recommendations 3

Assessment Type	Outcome	Recommendations
Audiometry	Satisfactory	
Respiratory	Satisfactory	

Next Health Surveillance Appointment 4

Appointment date 29 August 2019 10:00 am
Name of clinician Mr HHTraining OHT1
Screening Location

- 1) The **'Current View of Assessments'** section has a two fold purpose;
 - a. It shows the status of any 'in flight' assessment, which refers to any assessment that is in progress but not yet in a position for a final outcome to be selected by a clinician. So, for example, there may be a clinical review task in progress or an appointment has been booked for an OHP consultation. The 'Recall Status' should indicate where the assessment sits in the process and the next due date will not have been reset at this point
 - b. Where an assessment has been completed and a final outcome selected, details of the new next recall are shown. So, the 'Recall Status' should show as 'new' and the 'Next due date' will show the date the next assessment is due

- 2) The **'Health Record'** section purpose;
 - a. This section shows the historical outcome status for *all* completed assessments, ie. Where a final outcome has been selected by the Clinician. This is the section that will be displayed when the client chooses to generate a health record document.

- 3) The **'Recommendations'** section purpose;
 - a. This section shows any recommendations that have been made during the assessment process against the relevant assessment type. Where a recommendation has been made by different clinicians at different stages in the process, each separate recommendation will be listed. The list will include

recommendations made against historical assessments as well as those that are 'in flight'

- 4) The '**Next Health Surveillance Appointment**' section purpose;
 - a. This section shows details of the next appointment due where one or more assessments in the 'current view of assessments' section is flagged as 'yes' in the 'appointment booked' column