HRConnect
StaffCareServices

Management Referral Work Flow

STAGE 1 (MyCority)   cority

- **Manager** self registers for MyCority (new internal manger), or logs in with provided credentials.
- **Manager** select employee they are referring fro employee picklist and completes Management Referral questionnaire in MyCority.

STAGE 2

- Completed Management Referral questionnaire is received by Occupational Health and auto – posted against the referred employees record.

STAGE 3

- **OH Clinician** triages the new referral for suitability. Categorises if an OHA or OHP appointment is required and requests for an appointment to be booked.
- **OH admin** book appointment.

STAGE 4   cority

- Employee attends appointment and **OH Clinician** completes management Referral Report (MRR).
- Consent is obtained by **OH** from employee to release report to **Manager/HR.**
- System email notifies **Manager** that consented MRR is available on MyCority.
- **Manager** views the MRR in read-only format via MyRecords.