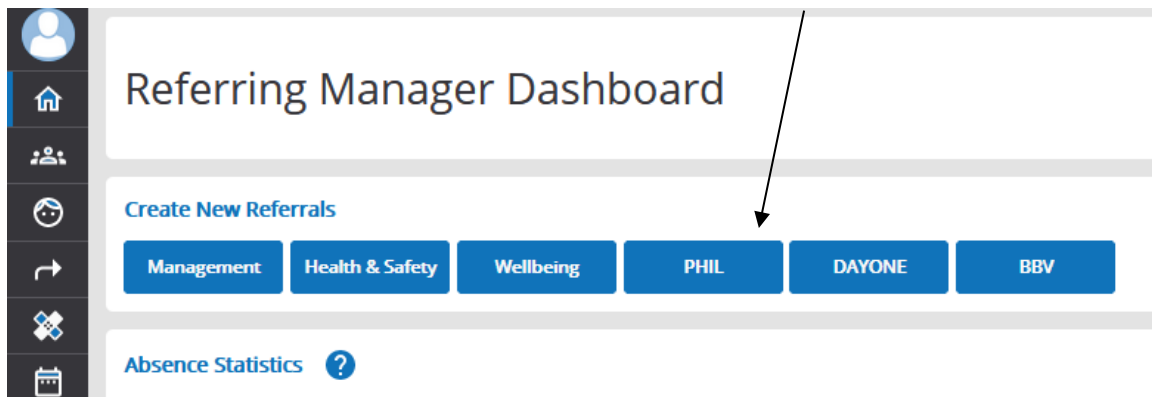


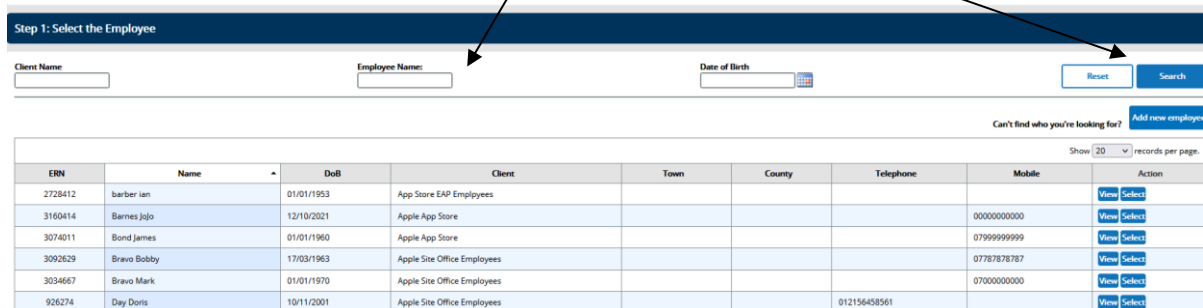
Creating a PHIL Referral

PHIL – Physiotherapy Information Line is our first day telephone service providing support and advice for colleagues with muscular skeletal injuries. Providing fast, effective musculoskeletal intervention designed to keep your employees fit and reduce absence.

To create a new referral select PHIL Referral from the Dashboard



Search for the employee by typing their surname and press Search



Before a referral can be made, the employee must have a manager assigned to them. These employees can be identified on this page, they have no Select option in the Action column.

Click the “Select” link in the “Action” column of the required employee OR click View to assign a manager.

You are presented with the details of the selected employee.

Step 1. Select the Employee > **Step 2. Fill out the referral form** > Step 3. Referral Created

Employee Details

Personal Details

ERN	3034667
Person ID	
Title	Mr
Sex at Birth	Male
First Name	Mark
Surname	Bravo
Date of Birth	01/01/1970

Employment Details

Client	Apple Site Office Employees
Department	
Job Title	Spy Manager

Contact Details

Address 1	Holly House
Address 2	
City/Town	
County	
Postcode	WA1 1SL
Telephone	
Mobile	07000000000
Email	devtest@pamgroup.co.uk

Referring Manager Details

Name	James Bond
Title	Capt
Job Title	Spy
Telephone	
Mobile	07999999999
Email	james.bond@pamgroup.co.uk


Referral Form

Has employee been advised a Referral is being arranged?
 Yes No *

OHIO Service
PHIL - (Physiotherapy Information Line) v *

Price
£0.00

Comments

Customer Order Ref 

Enter as much information as possible as to why the employee is being referred.

Press Continue to complete the referral.