

## Viewing a Consultation Report

In this guide

Learn how to view a consultation report from a clinician.

### Consultation Process

Once a consultation has been completed, the clinician will upload the written report onto OHIO. When the appointment is complete, the report can be viewed via the Consultation Report tab on the employee's record

From the Dashboard, go into Employees from the side menu.

You will be presented with a list of all employees (alphabetically sorted by surname) that are situated within the departments you have access to.

This list can be filtered using various search criteria, such as **Surname** or **Person ID/ESR** number.

By ticking the **"see all"** box, this will display employees where you are not the referring manager, but still have access to the record.

Employees Add New  
Manage, create & edit employees

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ERN  Person ID/ESR  Flu Vaccination Date  See All   
 Employee Name  Client  Record Status  Reset Search  
 Live

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Bulk Edit

Show 20 records per page.

<input type="checkbox"/>	ERIN	Name	Person ID/ESR	Client	DoB	Job Title	Telephone	Mobile	Vaccination Date	Status	Action
<input type="checkbox"/>	3074011	Bond James		Apple App Store	01/01/1960	Spy		07999999999		Live	<a href="#">View</a> <a href="#">Print</a>
<input type="checkbox"/>	2573440	Nightworker Chloe		Apple App Store	07/02/1991	admin				Live	<a href="#">View</a> <a href="#">Print</a>
<input type="checkbox"/>	3154183	Osmond Donny		Apple App Store	01/01/1960	manager				Live	<a href="#">View</a> <a href="#">Print</a>

Total: 3

Click on View next to the correct employee

Click on the Consultation Report tab

General Details
GP Details
HS Profile
Consultation Reports
Diary
Employee Work Card
Absence History
Return to Work Interview

Record Status

**Status**

**Reason**

**Changed By** Gail Hatton on 22/10/2021 11:19

Personal Details

**ERN** 2573440

**Person ID**

**Title**

**Sex at Birth**

**Forename**

**Surname**

**Date of Birth**

Click on the file name of the report you wish to view (if required you can also print the report)

General Details
GP Details
HS Profile
Consultation Reports
Diary
Managed Locations
Employee Work Card
Absence History
Return to Work Interview

Consultation Reports

Created On	Created By	Referral ID	Appt ID	File Name
09/02/2022 08:22	Povey Wayne	2779345	2710886	<a href="#">Report-Bond-3074011.doc</a>
17/08/2021 13:15	Hatton Gail	2539739	2481749	<a href="#">Report-Bond-3074011.docx</a>