

Reviewing Open Management Referrals - MyCority

Manager Guide

16 Steps [View most recent version on Tango.us](#) 

Created by

Viki Myatt

Creation Date

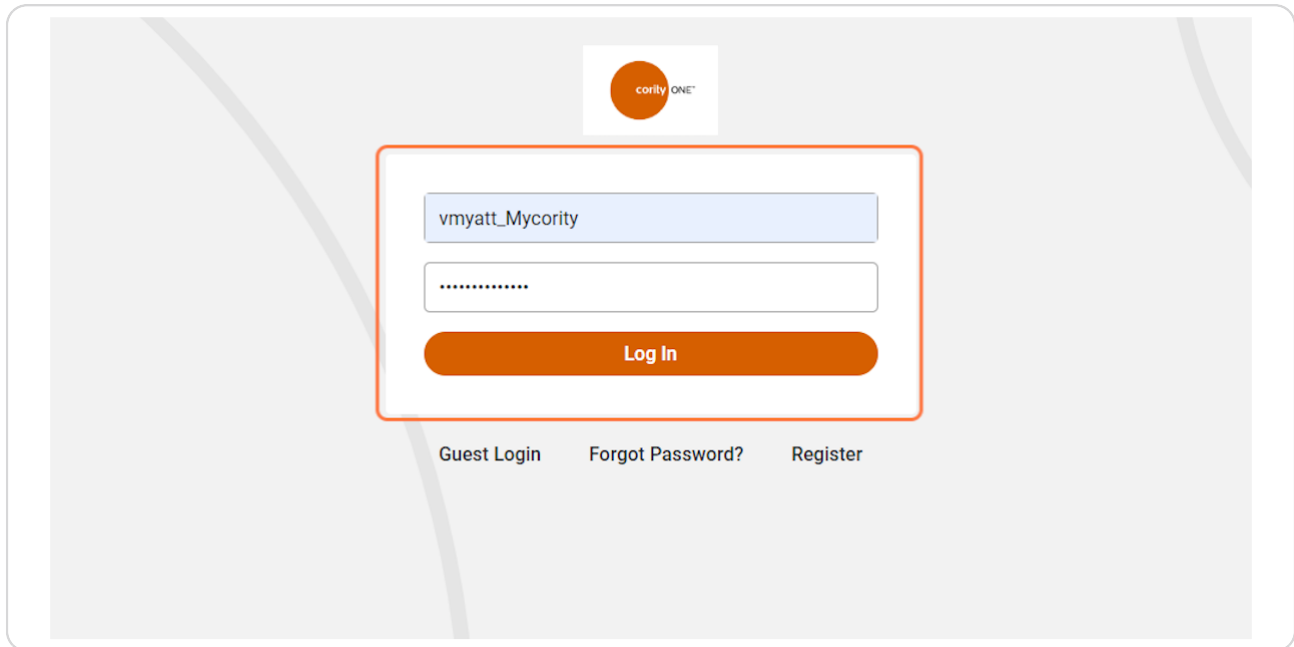
October 31, 2023

Last Updated

October 31, 2023

STEP 1

Log In to MyCority



cority ONE

vmyatt_Mycority

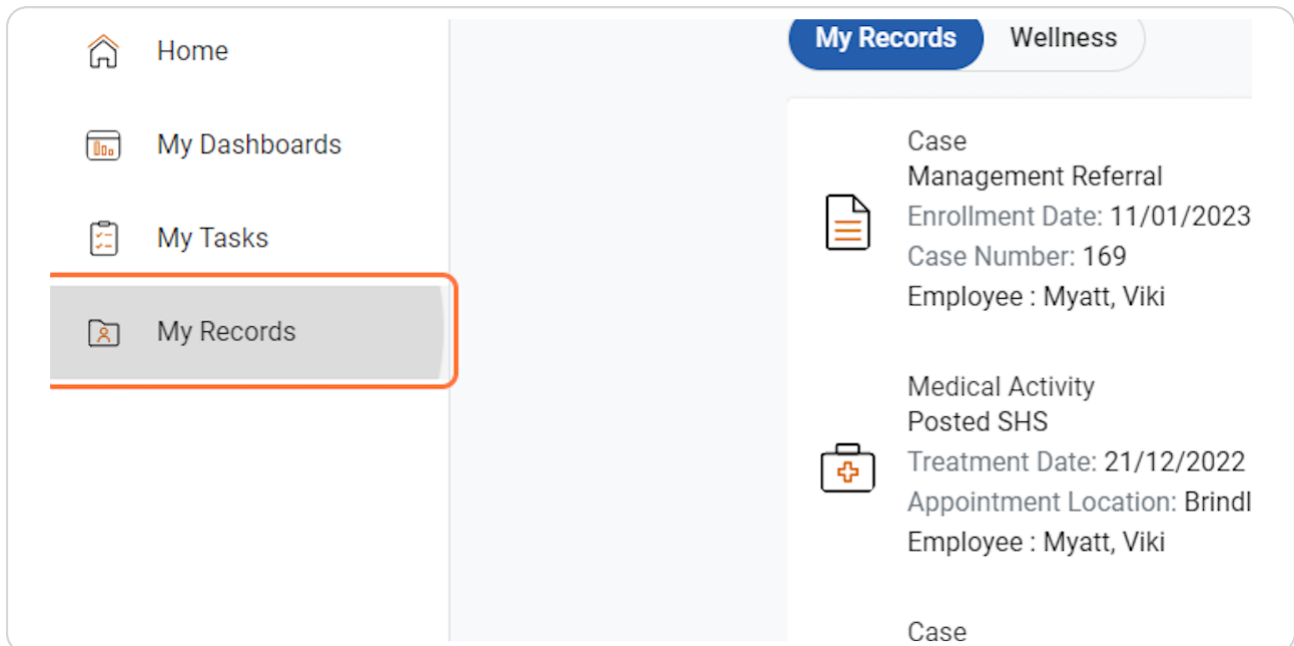
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Log In

[Guest Login](#) [Forgot Password?](#) [Register](#)

STEP 2

When updates are made you may receive notification via email and will be able to view these in "My Records"



Home

My Dashboards

My Tasks

My Records

My Records Wellness

Case Management Referral
Enrollment Date: 11/01/2023
Case Number: 169
Employee : Myatt, Viki

Medical Activity
Posted SHS
Treatment Date: 21/12/2022
Appointment Location: Brindl
Employee : Myatt, Viki

Case

STEP 3

Select the referral Case you wish to view

Case Management Referral
Enrollment Date: 11/01/2023
Case Number: 169
Employee : Myatt, Viki

Medical Activity
Posted SHS
Treatment Date: 21/12/2022
Appointment Location: Brindley Place
Employee : Myatt, Viki

Case Management Referral
Enrollment Date: 06/12/2022
Case Number: 153
Employee : Baker, Scott

Case Management Referral
Enrollment Date: 26/10/2022
Case Number: 144
Employee : Baker, Scott

Immunisation
Covid - 2nd Dose
Dose Date: 11/10/2022
Vaccine: Covid - 2nd Dose
Employee : Myatt, Viki

STEP 4

The case page will update you with activity

Details will show when an OHA/OHP has been assigned and what status the referral is currently in

myCase

Case Questionnaires Messages

Details

Employee Baker, Scott (15422254)	Case Number 144
Case Type Management Referral (COH-MANREF)	Case Status Awaiting Appointment (03)
OHA/OHP OHP (02)	Priority High Priority (03 High)
Practitioner Myatt, Victoria (VMyatt)	

Management Referral

Share with Supervisor

Supervisor
Myatt, Viki (888888)

Manager Name
Rees, Dominic (DRees_HR)

Referral Reason

Case Referred By Group

STEP 5

The Management Referral Section will show dates of triage, appointments, closed etc

myatt, victoria (vmyatt)

Management Referral

Share with Supervisor

Manager Name	Supervisor Myatt, Viki (888888)
Referral Reason Long Term Sickness Absence (02)	HR Manager Rees, Dominic (DRees_HR)
Referred Date 26/10/2022 DD/MM/YYYY	Case Referred By Group Manager (03)
Date Triaged 26/10/2022 DD/MM/YYYY	Date Received 26/10/2022 DD/MM/YYYY
First Attended Date 28/10/2022 DD/MM/YYYY	First Offered Date 28/10/2022 DD/MM/YYYY
Date Closed	First Report Issued Date
	Opinion

Record 4 of 29

STEP 6

Select on the Questionnaire Tab

Records

myCase

Case **Questionnaires** Messages

Details

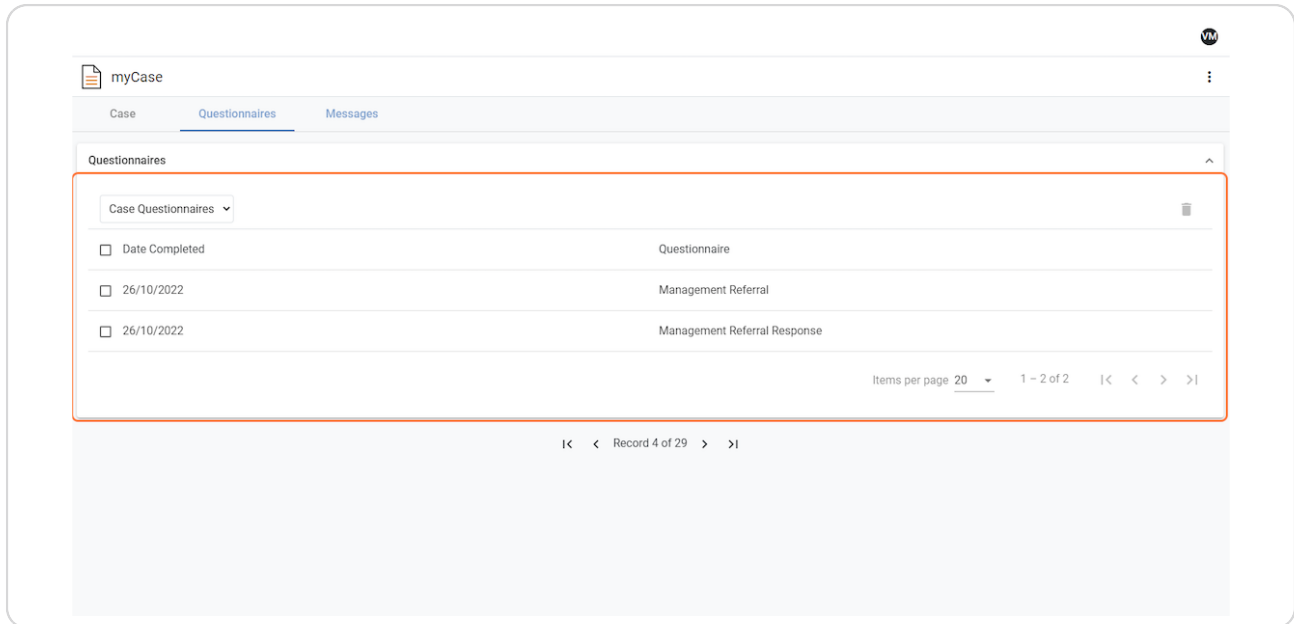
Employee
Baker, Scott (15422254)

Case Type
Management Referral (COL MANDEF)

STEP 7

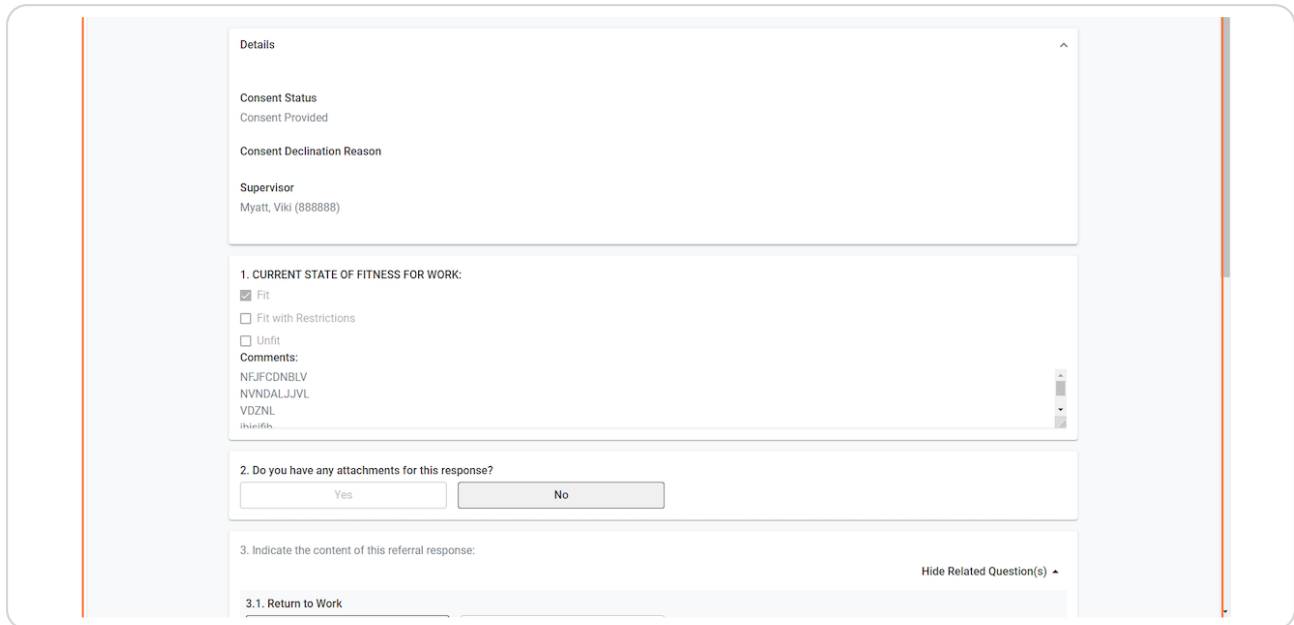
The original Questionnaire and any response/reports issued from OH will be accessible in this section

Select the questionnaire/Report name you wish to view



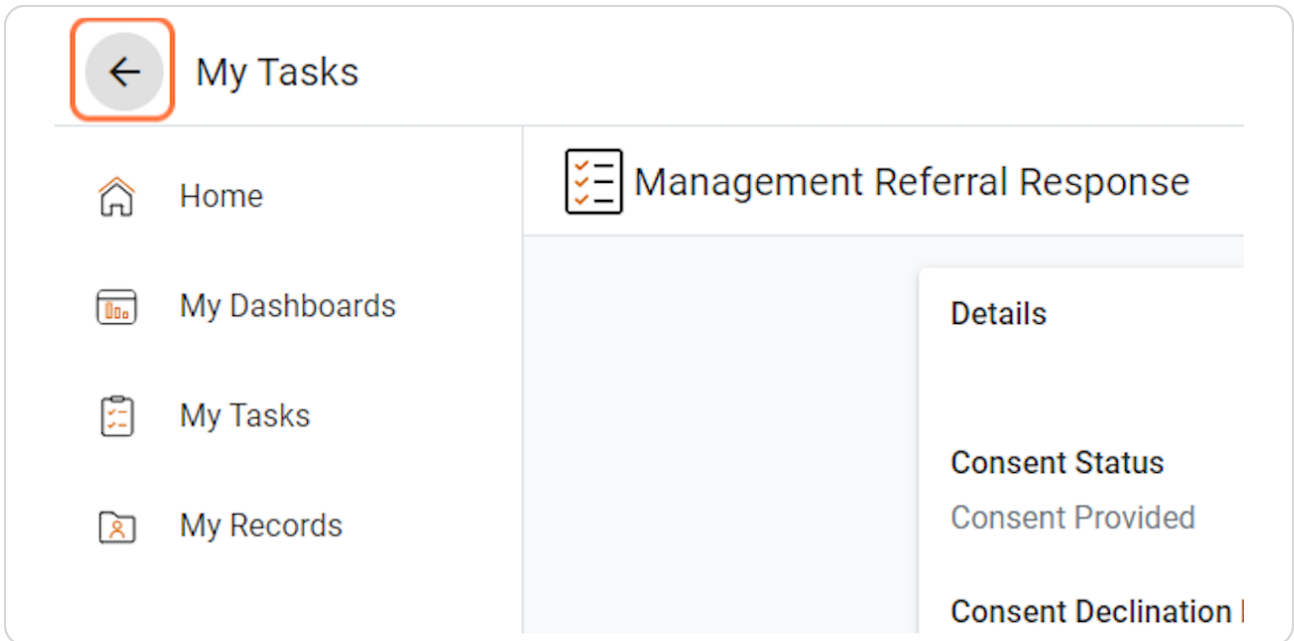
STEP 8

The report will display



STEP 9

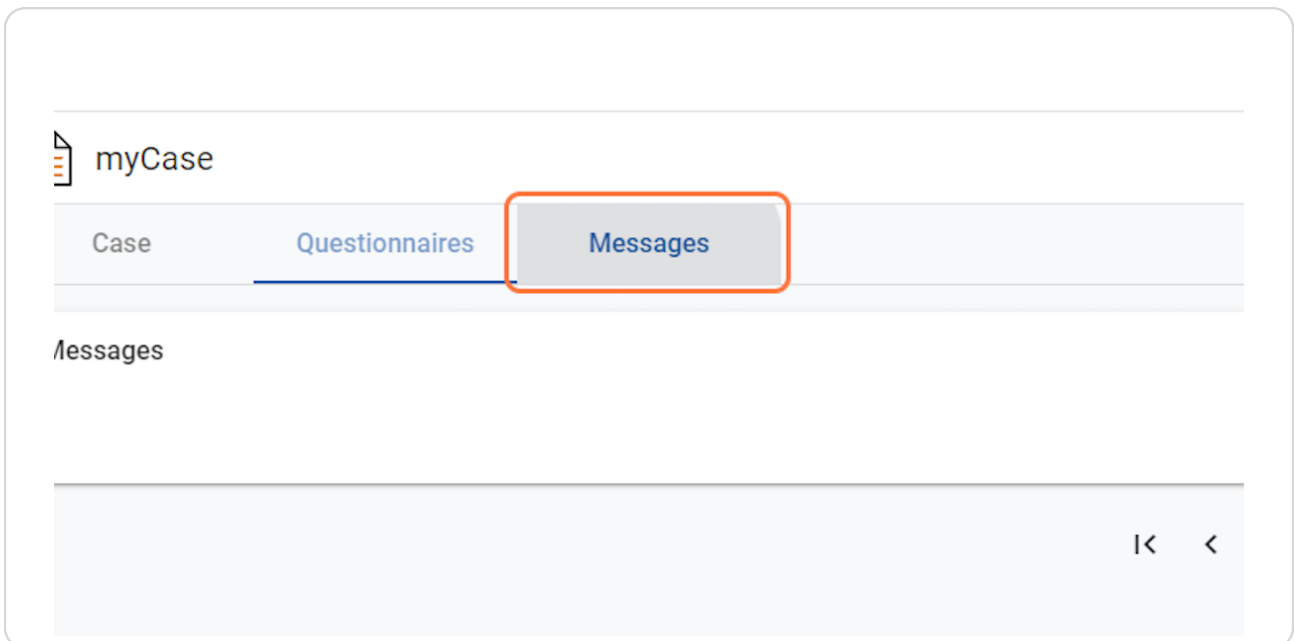
To go back to the previous page, select on "My Tasks"



STEP 10

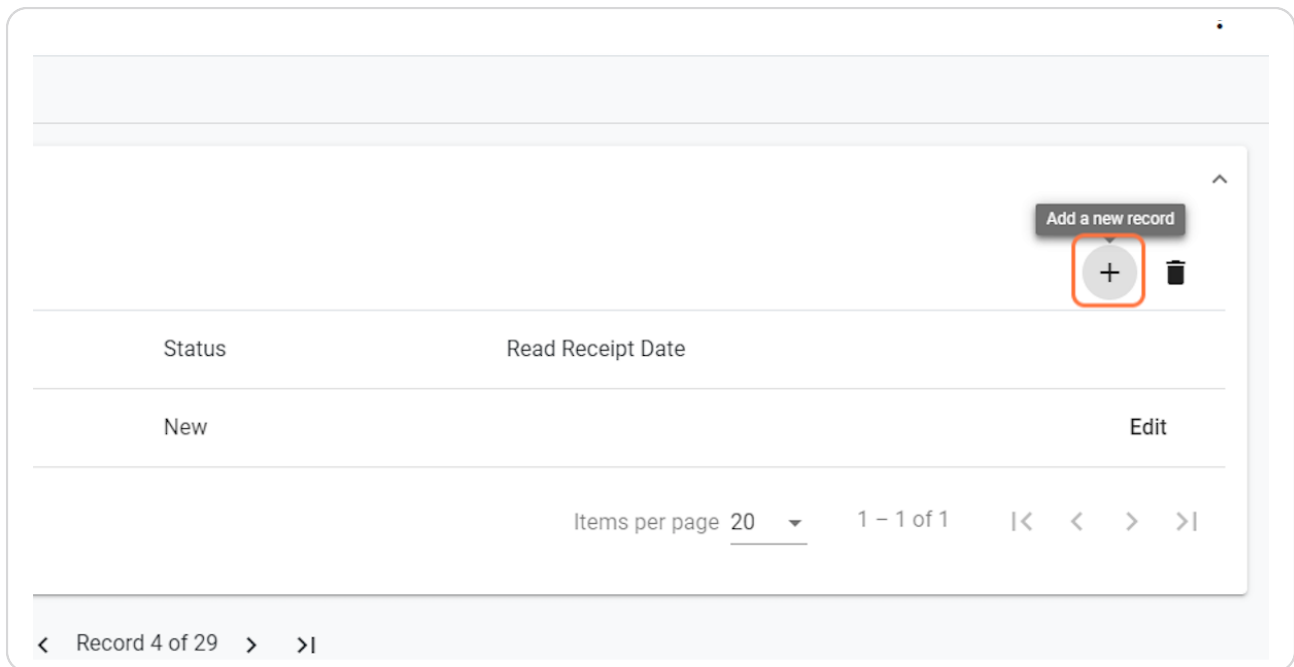
Messages can be sent from the Manager to the OH team and Vice Versa

Select on the messages tab



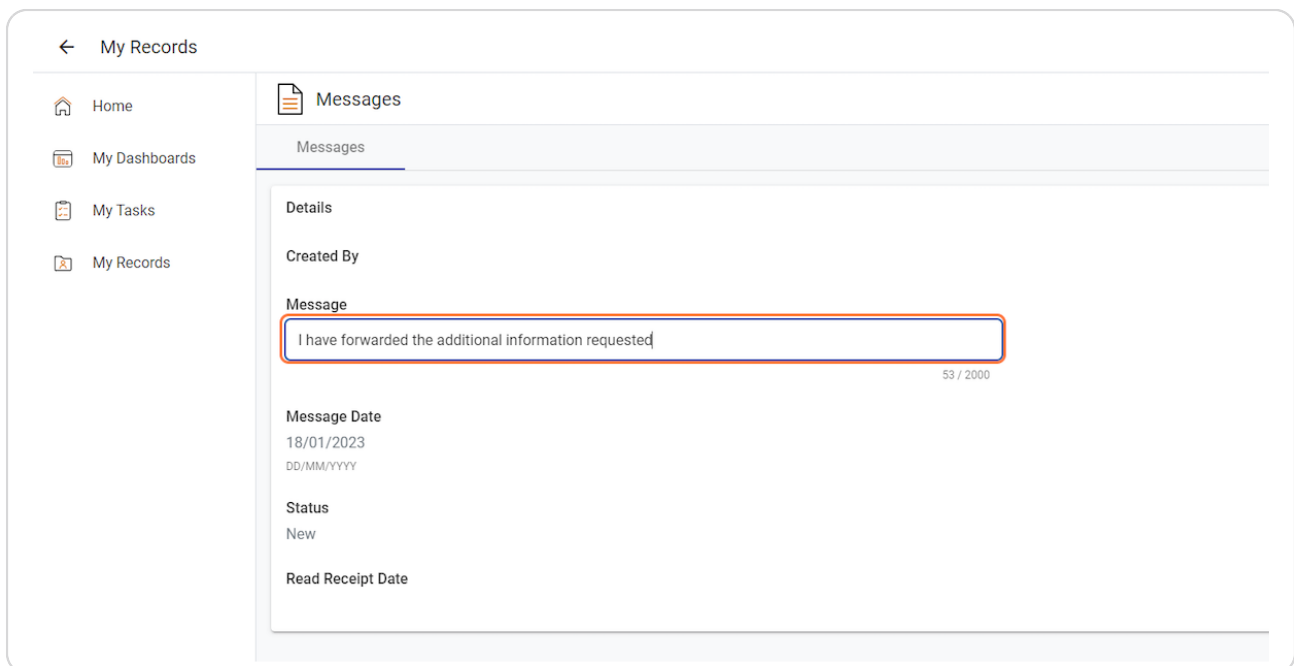
STEP 11

To add a message, select on the + in the top right corner



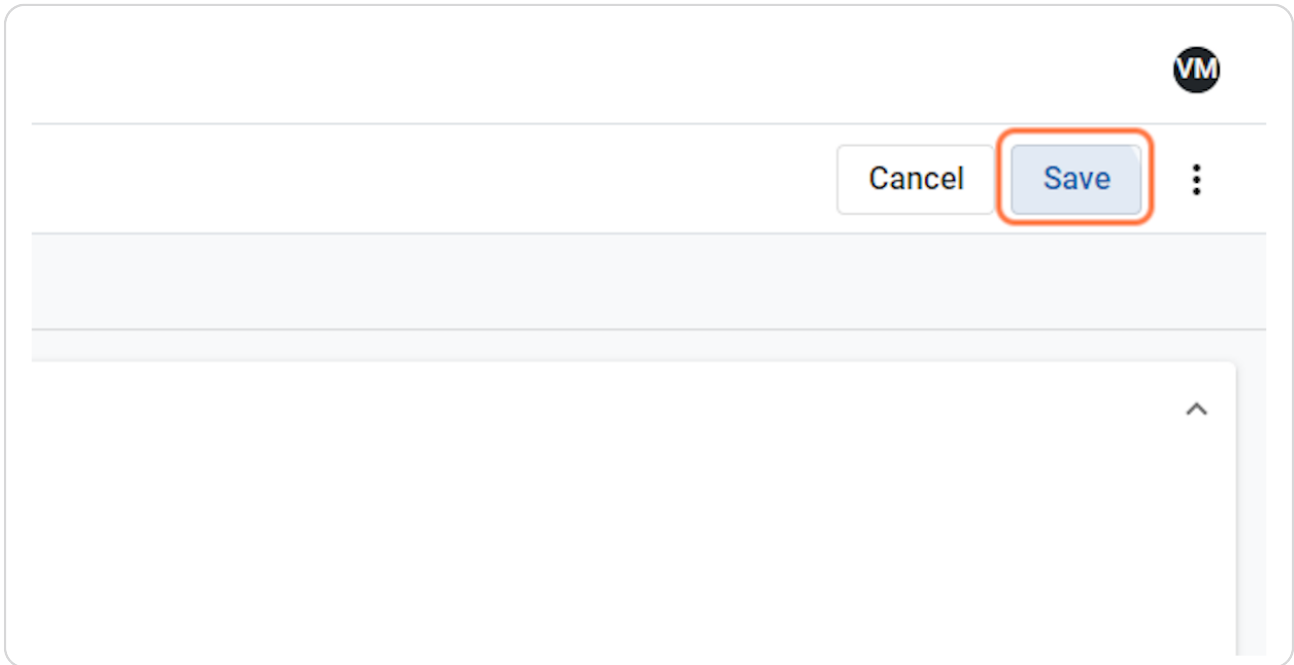
STEP 12

Enter your message



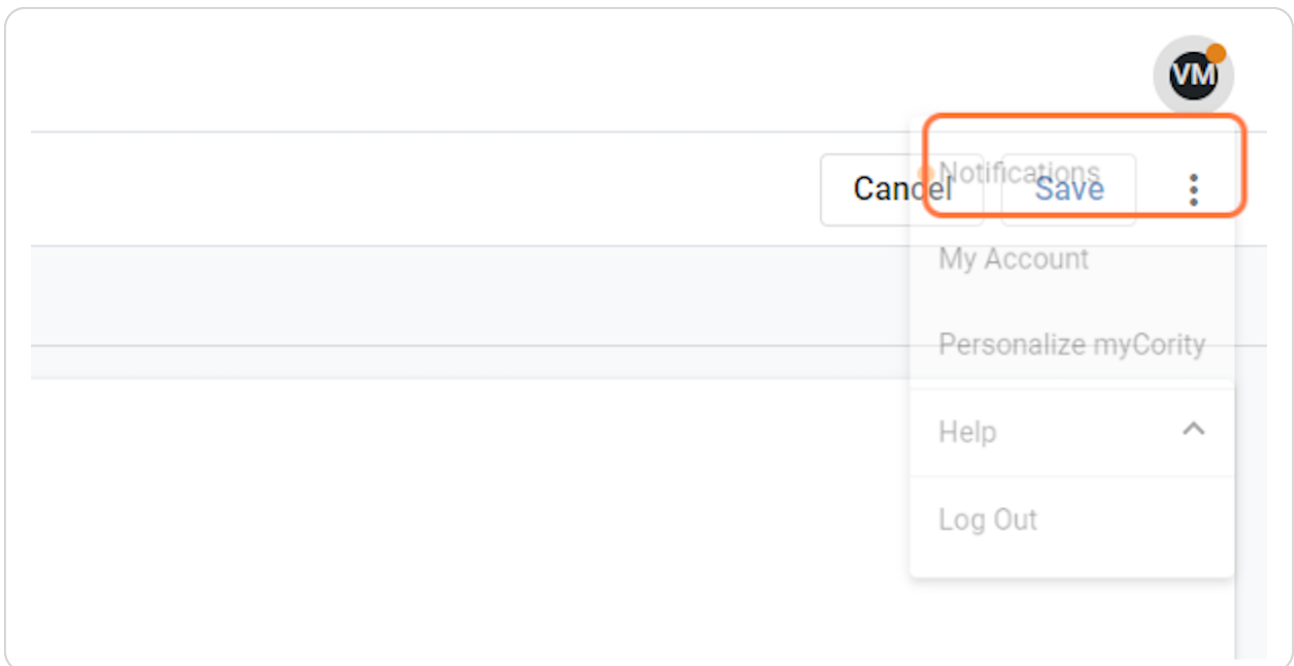
STEP 13

Click on Save



STEP 14

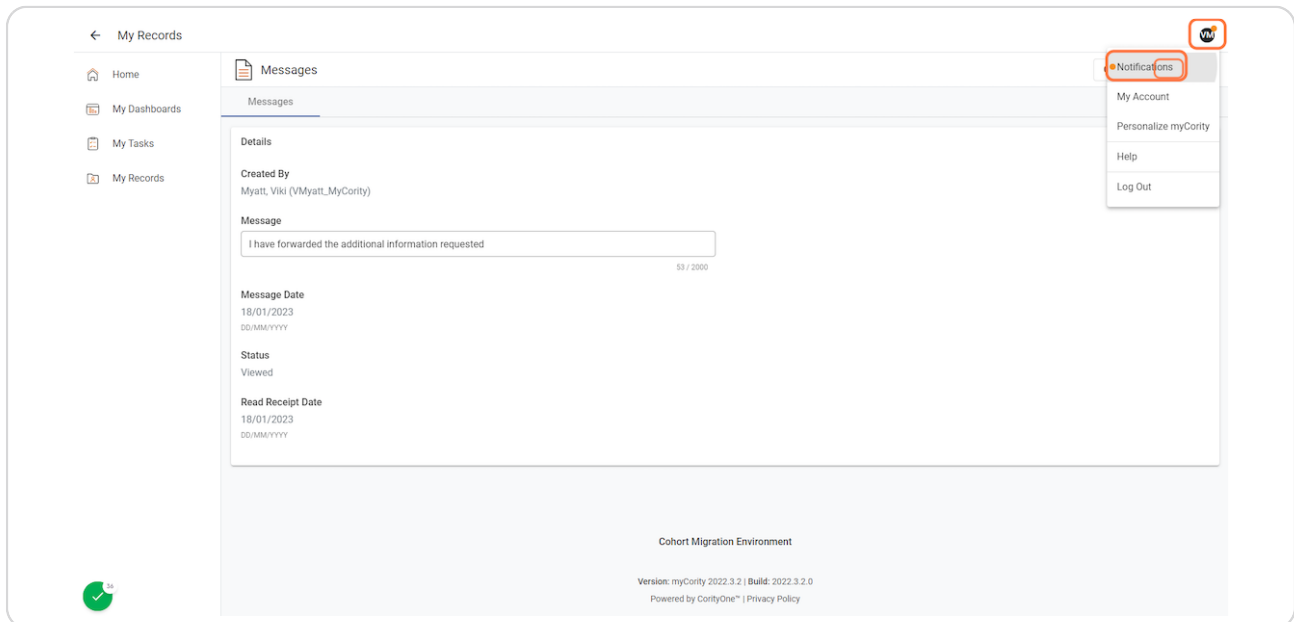
Click on VM



STEP 15

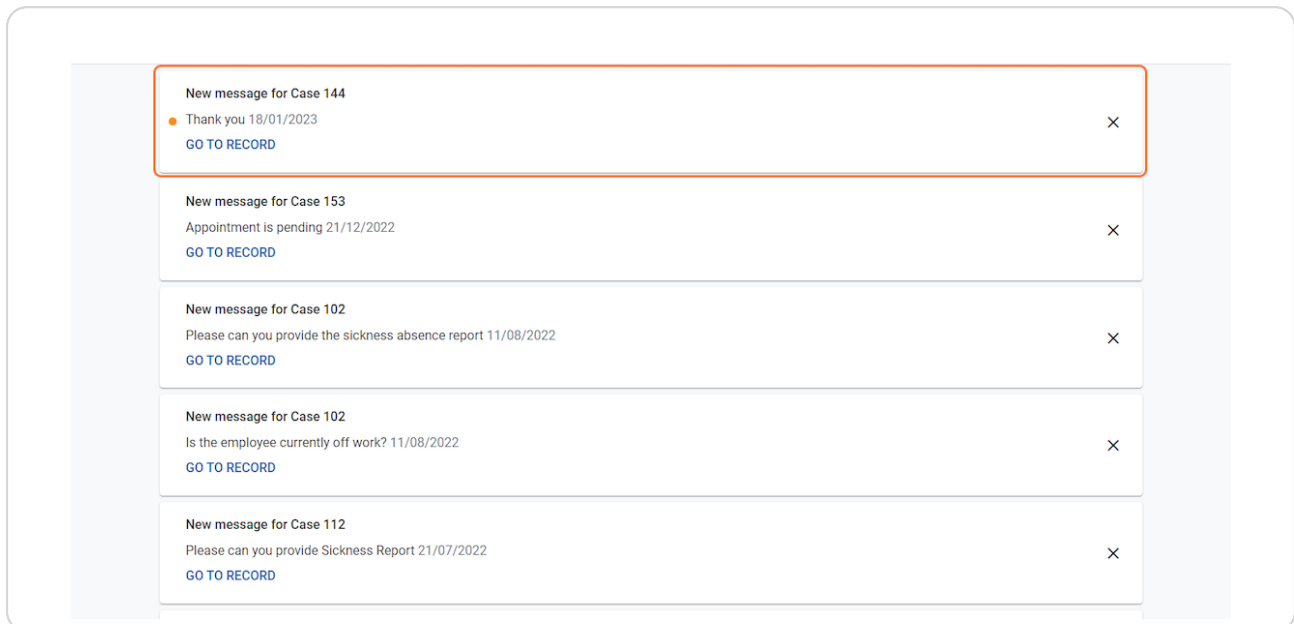
When you receive a message or update to a referral, along with an email, you will see an orange dot on your initials in the top right corner

Open the menu and select "Notifications"



STEP 16

Click on the notification you wish to view



Tango

Never miss a step again. Visit [Tango.us](https://tango.us)