Reviewing Open Management Referrals -MyCority

Manager Guide

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Created by Viki Myatt Creation Date October 31, 2023 Last Updated October 31, 2023

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Log In to MyCority

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vmyatt_Mycority	
Log In	
Guest Login Forgot Password? Register	

STEP 2

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

G Home	My Records Wellness
🔝 My Dashboards	Case Management Referral
🗂 My Tasks	Enrollment Date: 11/01/2023 Case Number: 169
🖹 My Records	Employee : Myatt, Viki
	Medical Activity Posted SHS Treatment Date: 21/12/2022 Appointment Location: Brindl Employee : Myatt, Viki
	Case



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	
ţ	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 (88888)	
Manager Name	HR Manager Rees, Dominic (DRees_HR)	



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

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

STEP 6

Select on the Questionnaire Tab

ecords			
	myCase		
hboards	Case Questionnaires Messages		
(S	Details		
ords	Employee Baker, Scott (15422254)		
	Case Type		

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

Select the questionnaire/Report name you wish to view

Questionnaires		
Case Questionnaires 🐱		Î
Date Completed	Questionnaire	
26/10/2022	Management Referral	
26/10/2022	Management Referral Response	
	Iten	ns per page 20 → 1 - 2 of 2 < < > >
	I < < Record 4 of 29 → →I	

STEP 8

The report will display

Details A	
Consent Status Consent Provided	
Consent Declination Reason	
Supervisor Myatt, Viki (88888)	
1. CURRENT STATE OF FITNESS FOR WORK:	
Fit Fit with Restrictions	
Unfit Comments:	
NFJFCDNBLV ^	
VDZNL -	
2. Do you have any attachments for this response?	
Yes No	
3. Indicate the content of this referral response: Hide Related Question(s) •	
3.1. Return to Work	



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

← My Tasks	
🛱 Home	Service Management Referral Response
My Dashboards	Details
🖾 My Tasks	Consent Status
My Records	Consent Provided
	Consent Declination

STEP 10

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

Select on the messages tab

myCase				
Case	Questionnaires	Messages		
/lessages				
			к	<

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

		•
		Add a new record
Status	Read Receipt Date	
New		Edit
	ltems per page 20 − 1 of 1	$ \langle \langle \rangle \rangle $
Record 4 of 29 > >I		

STEP 12

Enter your message

÷	My Records		
â	Home	Messages	
0.	My Dashboards	Messages	
	My Tasks	Details	
R	My Records	Created By	
		Message I have forwarded the additional information requested	
		53 / 2000	
		Message Date 18/01/2023	
		Status	
		New	
		Read Receipt Date	



Click on Save

VM
Cancel Save :
^

STEP 14

Click on VM

^{cations}
count
nalize myCority
^
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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"

← My Records		@
G Home	Amessages	Notifications
My Dashboards	Messages	My Account
My Tasks	Details	Personalize myCority
X My Records	Created By Myatt, Viki (VMyatt_MyCority)	Help Log Out
	Message Thave forwarded the additional information requested S372000	
	Message Date 18/01/2023 00/M/YYY	
	Viewed Read Receipt Date 18/01/2023 CD/M//YYY	
	Cohort Migration Environment	
3 5	Version: myContly 2022.3.2.1 Build: 2022.3.2.0 Powered by ContryOne** [Privacy Policy	

STEP 16

Click on the notification you wish to view

New message for Case 144 Thank you 18/01/2023 GO TO RECORD	×
New message for Case 153 Appointment is pending 21/12/2022 GO TO RECORD	×
New message for Case 102 Please can you provide the sickness absence report 11/08/2022 GO TO RECORD	×
New message for Case 102 Is the employee currently off work? 11/08/2022 GO TO RECORD	×
New message for Case 112 Please can you provide Sickness Report 21/07/2022 Control Record	×

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