

New Occupational Health Provider from 1 March 2015



From 1st March 2015 Occupational Health (OH) services will be provided by People Asset Management (PAM) who will be on site at the Wellbeing Unit, Brewery Park, Haddington, from Monday to Thursday each week.

To achieve best value the new contractor will utilise a bespoke IT system to facilitate the referral process. This negates the need for on-site administration and so reception cover will no longer be provided within the OH unit. The IT system will eventually allow direct access by managers to make referrals and receive reports, however, to ensure a seamless transition to the new provider, processes will initially continue, in the main, as they do currently eg completed referrals will continue to be sent to occupationalhealthreferrals@eastlothian.gov.uk.

The OH Service will migrate to the new provider between 23rd – 26th February. As a result there will be no appointments available at Occupational Health during this time.

The Occupational Health Nurse Adviser will remain the same and ongoing referrals will continue as they are. A new Occupational Health Physician will be appointed and existing referrals will migrate to the new Physician.

New [referral forms](#) for PAM are now available on ELnet and should be used with immediate effect. Sterling Healthcare referral forms will not be accepted by the new provider.

Notification of an OH appointment will be made to referred staff via a text message. Managers will also be emailed these details. Managers are required to confirm these details with their team member as no other correspondence will be issued.

Midlothian Physiotherapy and Workplace Options retain the contracts for the provision of Physiotherapy and Employee Assistance Programme and referrals to these services remain as they do currently.

There is no change to Absence Management process.

For further information of these services please refer to [Elnet](#) or contact [HR](#).