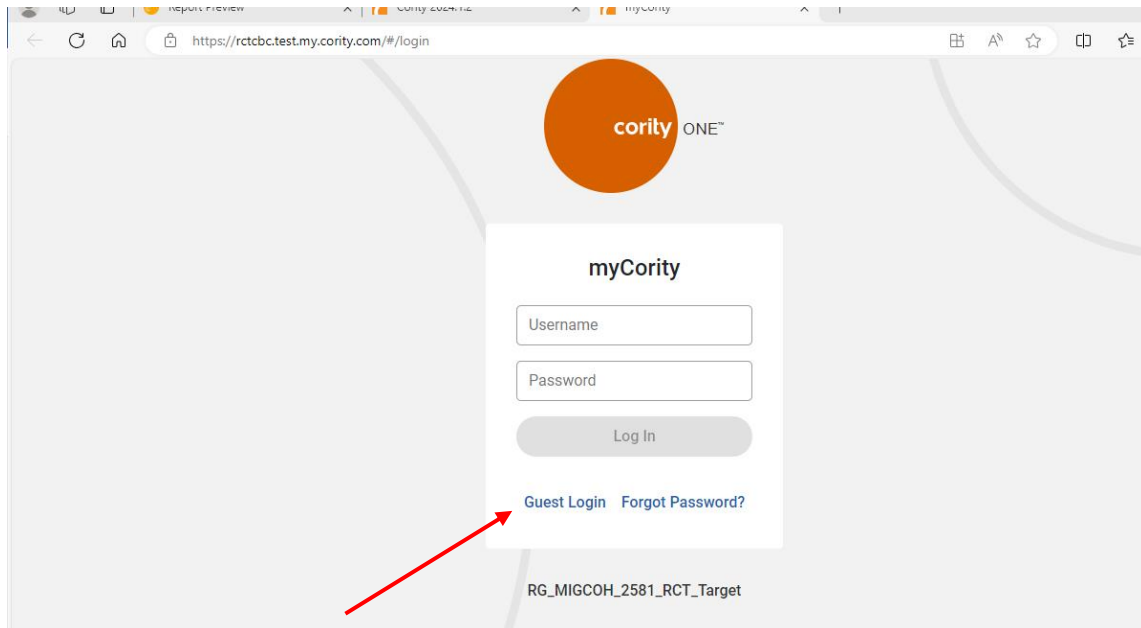


Self-Referral Guide

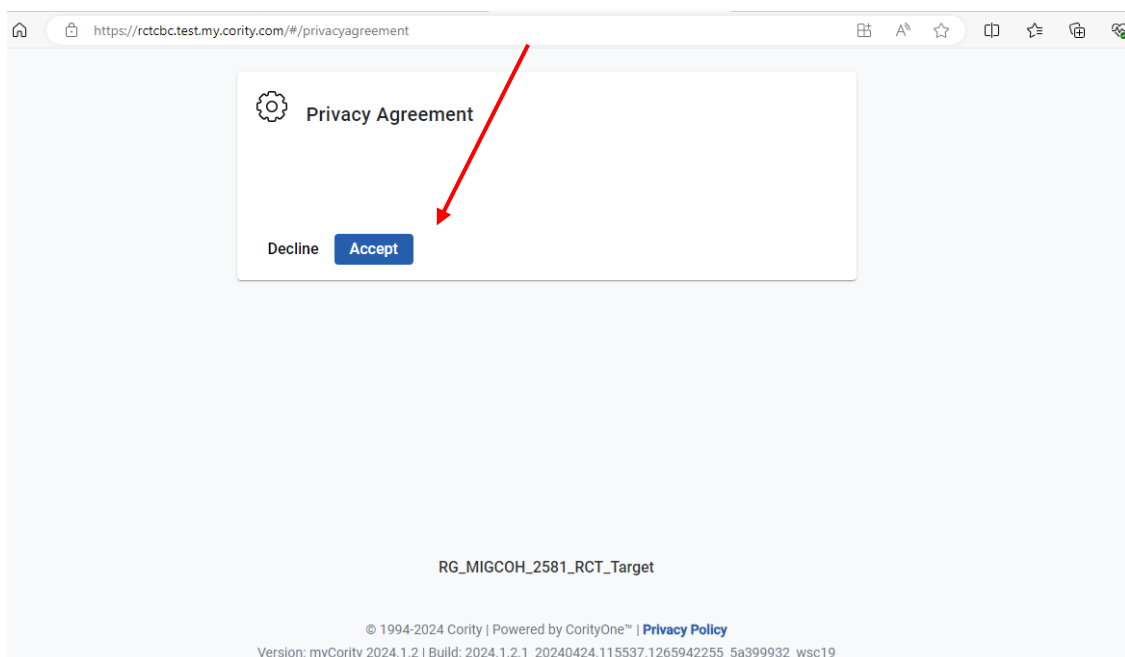
RCT staff can self-refer for either Physiotherapy support or Wellbeing Support (Counselling etc). To do this click on the link below:

URL LINK: <https://rctcbc.my.cority.com/#/login>

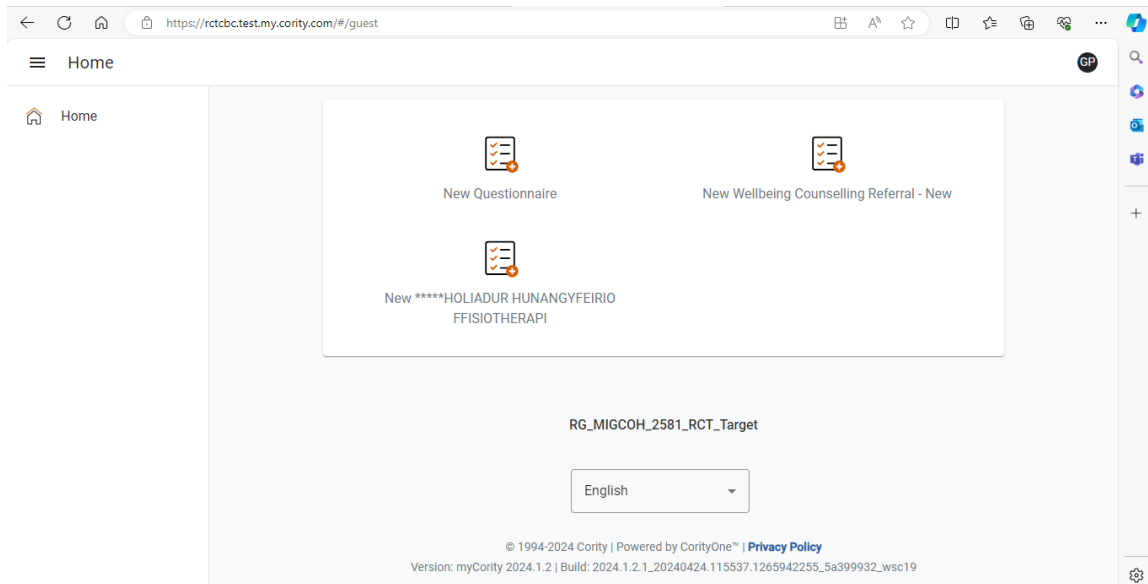
You will then need to click on the 'GUEST LOGIN' tab.



Click on Accept Privacy Agreement



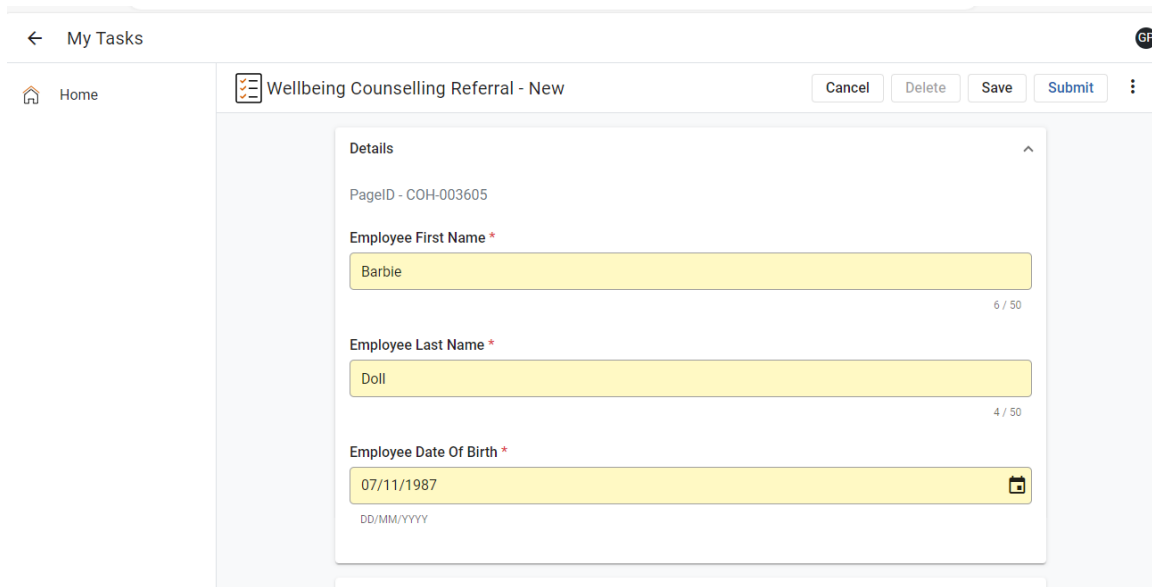
Click on either Physio or Wellbeing Questionnaire depending on the referral need



PLEASE NOTE, THE REFERRAL MUST BE COMPLETED AND SUBMITTED IN ONE SITTING AS IT DOES NOT SAVE. PLEASE ENSURE YOU CLICK SUBMIT ONCE COMPLETED.

Once you have submitted the referral, it will be sent to occupational health and you will no longer be able to see it or edit it. This ensures the referral remains confidential.

Please see below an example of a Wellbeing Self-Referral. Make sure to complete ALL SECTIONS (if highlighted in yellow or have * after it as these questions are mandatory)



Wellbeing Counselling Referral - New

Cancel Delete Save Submit

Self Referral for Counselling

Additional Job Information

Employee Pay Number:

000000

(This is the employee 6 digit number)

Employee Cost Code:

TEST24

6 / 4000

Wellbeing Counselling Referral - New

Cancel Delete Save Submit

Are you currently in work? *

Yes

No

Date Absence began:

01/05/2024

DD/MM/YYYY

Have you attended Occupational Health Unit previously? *

No

Yes

Referral Comments / Update *

Partner seriously ill and having impact on home work due to stress and going back and fore to the hospital.

Wellbeing Counselling Referral - New

Cancel Delete Save Submit

ONLINE APPLICATION DECLARATION (if applicable). Before submitting the referral, please ensure that all details you have provided are correct and that any attachments have been added to section 3. (Please be aware that everything that you submit will be visible to the employee at the time of the appointment). The referral is available for you to review below and please be aware that once you have submitted the form you will not be able to make any amendments. In accordance with GDPR please be aware that personal details will be stored both electronically and manually by the Occupational Health Unit. If I have any concerns about how this information is handled I will contact the Occupational Health Unit. Please type the words 'I Agree' in the box below to acknowledge that the information you are providing in this entire form is true and completed to the best of your knowledge. Please sign the declaration by typing "I AGREE" below

I AGREE

Read Only Section

Show Related Question(s)

RG_MIGCOH_2581_RCT_Target



Once you have completed the referral, click on the **SUBMIT** tab to send the referral to Occupational Health. Occupational Health will then contact you to arrange support.

If you have any queries, please contact the Occupational Health Unit either by:

- Email – OHUQueries@rctcbc.gov.uk
- Phone – 01443 494003