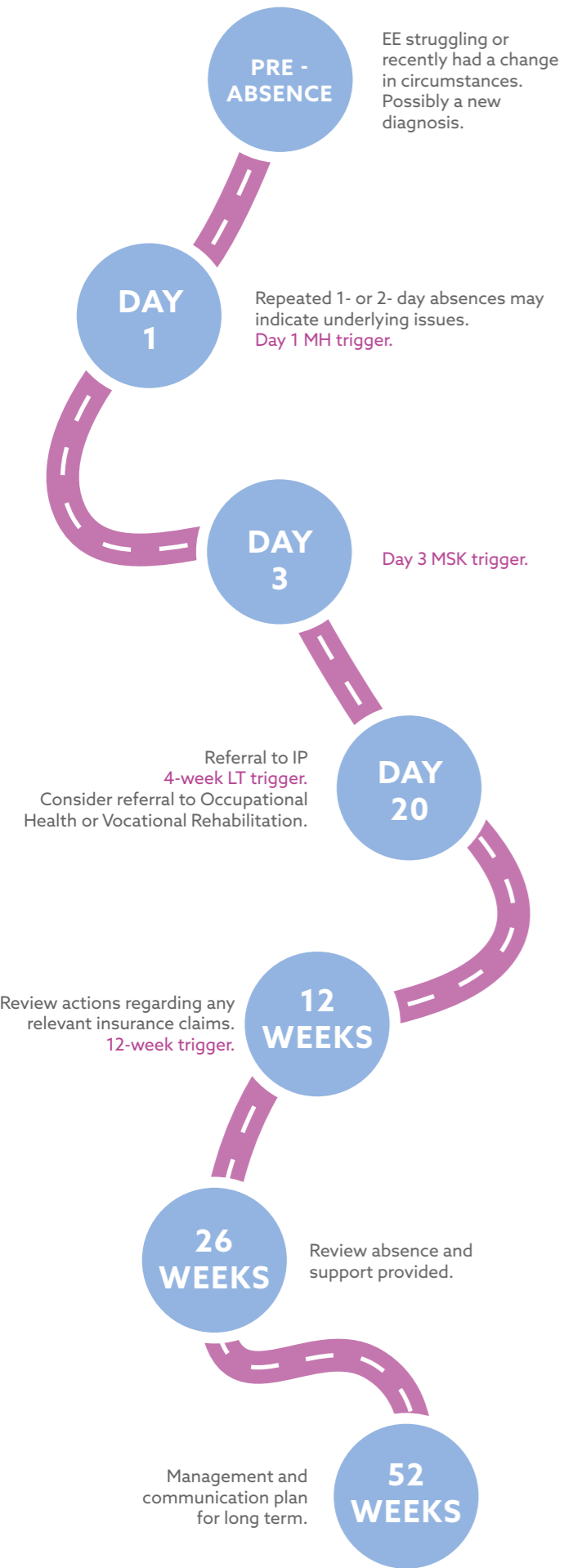


DAY 1 ABSENCE MANAGEMENT



YOUR POLICIES

Details of a company's sickness absence procedures, support organisations and relevant contact details can be placed on the database for access by line managers.



INCOME PROTECTION

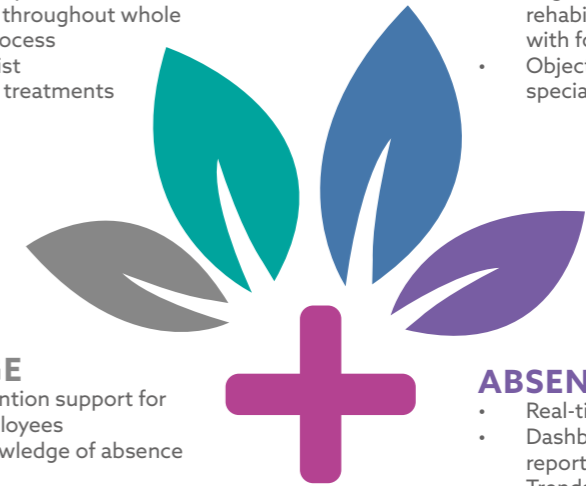
- As part of the automatic notifications of absence triggers, additional organisations such as income protection providers may be notified of absences (subject to consent)
- We are very experienced in working alongside Income Protection provider, enabling objective information for claims assessment and developing co-ordinated return-to-work strategies.

OTHER PROVIDERS

The service offered is designed to be structured and tailored to complement a company's existing health-and-wellbeing service providers.

VOCATIONAL REHABILITATION

- Works with employee and manager
- Solution-focused guidance
- By telephone or in-person
- Ongoing support throughout whole return-to-work process
- Access to specialist assessments and treatments



SPECIALIST INFORMATION

- Regular reports from rehabilitation consultants with focused actions
- Objective reporting from specialist assessments

EARLY KNOWLEDGE

- Absence-prevention support for struggling employees
- Immediate knowledge of absence triggers

ABSENCE DATA

- Real-time data
- Dashboards and comprehensive reports
- Trends, analysis and costs

LINE MANAGER AND/OR HR

- Mental Health
- Cancer at Work
- Sickness Absence Management
- Good Ergonomics at Work
- Stress Awareness & Resilience

TRAINING & EDUCATION

HEALTHCARE & VR PROFESSIONALS

- Functional Capacity Evaluation
- Independent Practice
- Vocational Rehabilitation

EMPLOYEES & INDIVIDUALS

- Stress Awareness & Resilience
- Condition Management Programme
- Pain-Management Programme
- Mental Wellbeing at Work

MEDICO-LEGAL & REPORTING SUPPORT SERVICES

Established relationships with Consultants and Providers across UK and Europe

- Quality Control
- Efficient Admin and Turnaround
- Cost Control
- Shaping of instructions to ensure correct results
- Integration with other services, joint opinions and liaison

- Interventions, Procedures and Surgery
- Peer Review of Medico- Legal Reports
- Desktop Reviews
- Second Opinions
- Independent Medical Examinations
- FRMRs and Medical Records Review
- Diagnostics, Scans, X-rays and MRI
- Evidence Gathering

ASSESSMENT

MHA, TSA, CPAD, VR, EA, FCCE, FCE, FRPR, JDA, WAVI, WAHI, WCE, INA, OHP, IME

TREATMENTS & INTERVENTIONS

TALKING THERAPY, WAT, AWS, CMP, CBT, PRIVATE REFERRALS, PMP, PHYSIO, SCANS X-RAYS MRI

ABSENCE-MANAGEMENT PROGRAMME

Full end-to-end absence-management programmes, from tracking and triaging absences through to case management. This can also involve use of our specialist assessment, treatment provision and conflict-resolutions team.

DAY 1 ABSENCE REPORTING AND TRACKING

A 24/7 UK contact centre to receive calls from employees reporting absence from work. Information is immediately fed into a web-based absence and holiday management tool. From this system, both we and our clients are able to triage cases for further support, as well as trigger automated tasks, alerts and reminders. We and our clients are also able to access real-time dashboards and detailed reports regarding sickness absence data. This is a great support for absence management.

VOCATIONAL REHABILITATION (VR)

An assessment and case-management service to facilitate sustaining employees working or expedite their return to work. Consultants will explore the reported medical and non-medical challenges from an employee and employer perspective then, in conjunction with all parties, design and implement a programme to achieve the optimum outcome in a timely manner.

ACTIVE WORK SOLUTION (AWS)

A solution-focused service conducted by professionals trained to a high level in HR. Their independent perspective to a situation enables them to progress and resolve employee/employer conflict situations including both mediation and negotiation strategies to seek out and achieve mutually agreeable resolutions from a commercial standpoint. Outcomes typically include employee return-to-work or settlement agreements.

OCCUPATIONAL HEALTH PHYSICIAN ASSESSMENT (OHP)

A nationwide accredited network of Occupational Health Practitioners across many different specialities in addition to an in-house Company Medical Officer to independently medically review cases.

ERGONOMIC ASSESSMENT (EA)

A tailored review of an individual's workstation, worksite or vehicle(s). We look at the environment and equipment used, focusing particularly on their relative positions and adjustability. We then provide recommendations on how reasonable adjustments can be implemented, and details of any cost involved.

FUNCTIONAL CAPACITY EVALUATION (FCE)

A comprehensive physical evaluation of an individual's current capabilities to perform work-related tasks and determine whether they meet the physical demands required to safely undertake either their own or alternative forms of employment. This can be used for claim assessment purposes or return-to-work planning. Reports provide independent and objective information with comments regarding validity of test results.

WORK CAPACITY EVALUATION (WCE)

An assessment for individuals who are experiencing physical difficulties in undertaking their roles. Used to identify and quantify those areas of the job which are causing these difficulties, and recommend, where appropriate, the most effective ways to overcome them from both a vocational and rehabilitation perspective.

CHRONIC PAIN ABILITIES DETERMINATION (CPAD)

A combined physical and cognitive assessment conducted across two days to determine the working capabilities of individuals. Most commonly used for cases where both cognitive and physical restrictions are stated and functionality is reported to be impacted following a period of exertion (such as Chronic Fatigue Syndrome and Fibromyalgia). This can be used for claim assessment purposes or return-to-work planning. Reports provide independent and objective information with comments regarding validity of test results.

COGNITIVE ASSESSMENT

A comprehensive cognitive evaluation of an individual's current capabilities to perform work-related tasks and determine whether they meet the cognitive demands required to undertake either their own or alternative forms of employment. This can be used for claim assessment purposes or return-to-work planning. Reports provide independent and objective information with comments regarding validity of test results.

CORPORATE TRAINING

Various training sessions available including Manual Handling, Mental Health First Aid, Stress Awareness, and Resilience.

FUNCTIONAL CAPACITY AND COGNITIVE EVALUATION (FCCE)

A combined physical and cognitive assessment conducted over one day to determine the working capabilities of individuals. Most commonly used for cases where both cognitive and physical restrictions are reported, and which are not impacted by exertion or fatigue. This can be used for claim assessment purposes or return-to-work planning. Reports provide independent and objective information with comments regarding validity of test results.

DIAGNOSTICS

MRI, X-ray and ultrasound scans arranged quickly and efficiently across the UK either as a stand-alone service or to complete a set of investigations and recommendations.

formhealth+

strategies for work and life



ABOUT US

Established in 1999, Form Health is an experienced, independent absence-management solutions provider to the insurance, corporate, occupational health and rehabilitation markets. We provide an absence-management package that can be used as an end-to-end service to prevent and intervene with employee absence, or as a self-contained/ad-hoc approach as required.

Our aim is to assist individuals back to work, whilst reducing the financial costs to both insurers and employers.

- ✓ **Reducing absence-management costs**, both direct and indirect (e.g. sick pay, staff cover, insurance premiums and litigation costs).
- ✓ **Proactive, fair and consistent support** for all staff assisting with engagement and motivation.
- ✓ **Accessing the right support at the right time** - earlier intervention leads to earlier and more sustainable returns to work.
- ✓ **Identification of and intervention with problem areas** in order to prevent recurrence.
- ✓ **Building a picture** of an employee's abilities and needs via specialist assessments where necessary.
- ✓ **Robust employee absence files** including documentation of actions and outcomes.

TRANSFERABLE SKILLS ANALYSIS (TSA)

An assessment to determine an individual's skills and ability to conduct alternative roles. This assessment is typically used within situations where the individual's previous role no longer exists or they can no longer perform their normal form of employment due to injury or a medical condition. This can be used for claims-assessment purposes or return-to-work planning. Depending on the needs of the situation it could be conducted as a desktop exercise or may include an in-depth face-to-face assessment with an Occupational Psychologist.

JOB DEMANDS ANALYSIS (JDA)

A detailed assessment of the demands of a particular role that an individual is required to perform in the workplace. The results of this assessment can then be compared to the employee's current functional capabilities as part of a claims assessment or return-to-work facilitation.

IMMEDIATE NEEDS ASSESSMENT (INA)

An in-depth assessment for individuals who have been involved in serious injuries, detailing their requirements from both a medical and vocational perspective. Designed to successfully assist, support and rehabilitate the employee in their change of circumstances.

THERAPY TREATMENT

A fast-track solution for individuals requiring immediate treatment to facilitate a successful return to work. Treatment modalities provided include physiotherapy, acupuncture and CBT delivered through our partner organisations. Our partners who specialise in work-focused treatment whereby treatment plans are specifically designed to target and facilitate a long-term successful return-to-work.

DYSLEXIA/DYSPRAXIA/DYSCALCULIA ASSESSMENT

Conducted by a Psychologist to determine whether an individual has any of these conditions and provide practical recommendations on how any challenges identified may be managed in the workplace.

MENTAL-HEALTH ASSESSMENT (MHA)

A screening assessment conducted by Chartered Occupational Psychologists to determine whether an individual may be impacted by a mental-health condition and recommend the appropriate course of action.

INDEPENDENT MEDICAL EXAMINATION (IME)

Specialist assessment from a practitioner within our nationwide network of Independent Medical Examiners across many different specialities.

FUNCTIONAL RESTORATION & CONDITION MANAGEMENT PROGRAMME (FRP & CMP)

A tailored programme designed to support individuals with long-term health conditions and disabilities, aiming to support and enable them to effectively manage their health, minimising the impact of their condition and enabling optimal independence and wellbeing, including a sustainable retention/return to work. The programme can also be included as part of our functional restoration programme, which is designed to restore an individual's physical capabilities and confidence for returning to work.

PRE-EMPLOYMENT SCREENING

Pre-employment medical screening to provide a baseline of the prospective employee's health prior to starting in the company. Designed to ensure they are fit for specific work and, where appropriate, detailing any reasonable adjustments that require implementation prior to their engagement.

REPORTING, PEER-REVIEW AND ASSOCIATED SERVICE

Provision and full support for medico-legal and all other IME reports including independent peer-review, evidence and records gathering, advice and supply of recommendations.

MINOR SURGERY, INJECTIONS, PAIN MANAGEMENT

Form Health can facilitate these on receipt of a clinical referral or can arrange the appropriate initial referral from a recommendation. Consultants are carefully vetted and the client is fully involved and informed throughout the process. Each stage is monitored and reviewed as part of the Clinical Governance and to ensure effective results.

WORKPLACE ASSESSMENTS FOR VISUALLY IMPAIRED (WAVI)

Specialist workplace assessments for individuals with visual impairments, to identify potential risks and challenges and provide solutions.

SPECIAL WORKPLACE ASSESSMENTS FOR HEARING IMPAIRED (WAHI)

Specialist workplace assessments for individuals with hearing impairments, to identify potential risks and challenges and provide solutions.

WORKPLACE ASSISTIVE TECHNOLOGY (WAT)

Specialist service providing assessment, software, equipment, training and coaching for individuals requiring support with neurodiverse conditions, visual or hearing impairments, or difficulties using a mouse or keyboard.