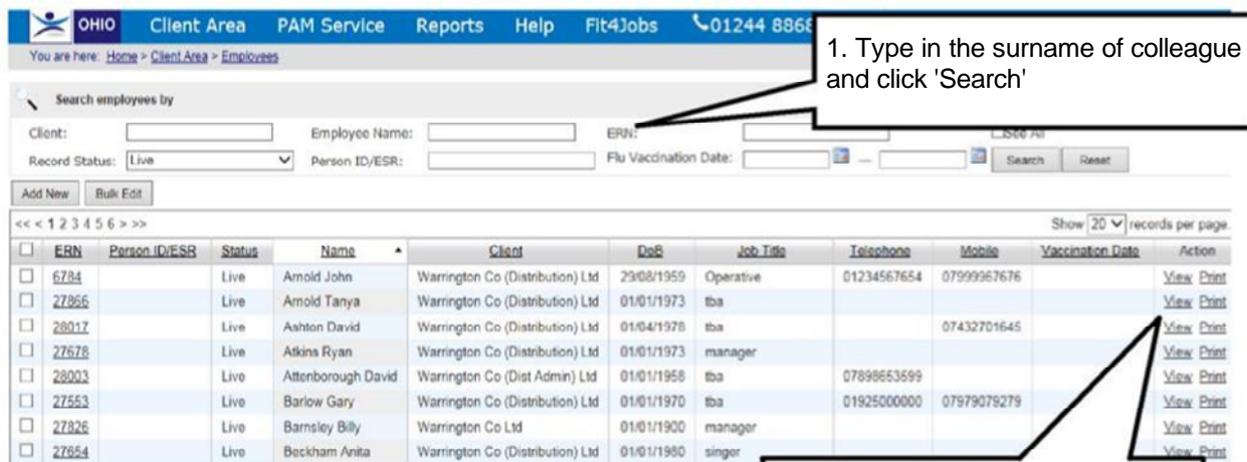


How to View a Consultation Report

Once a consultation has been completed, the clinician will upload the written report onto OHIO. When the booking is completed, the report automatically sits under the 'Consultation Report' tab in the colleague record. This can only be viewed or printed off by any managers who have been assigned as a Referring Manager. You will need to ensure you change your access from authorised manager to referring manager and save at the bottom of the employee's personal details page. If you do not have access to do this please email HR@PKC.gov.uk.

TIP: You can also view a consultation report, by clicking the link in the email notification which will take you directly to the report

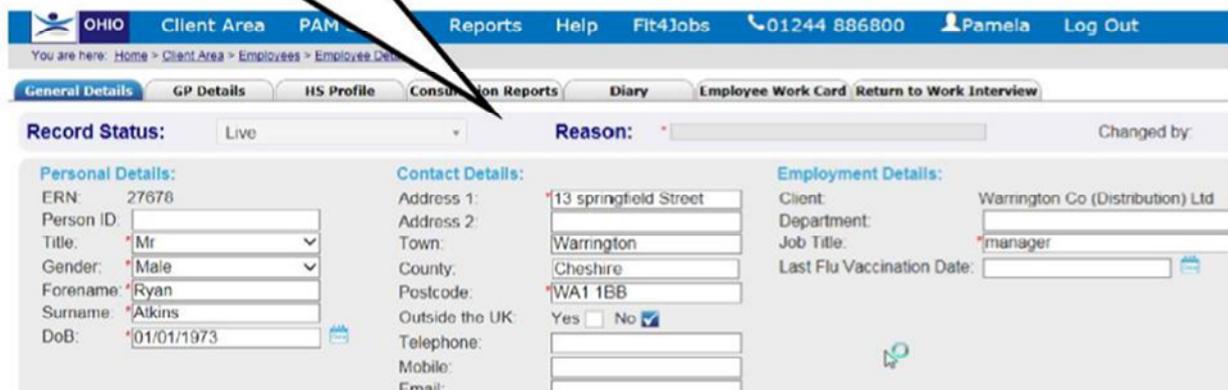
Log onto OHIO and go into the 'Employees Section' on the dashboard.



1. Type in the surname of colleague and click 'Search'

ERN	Person ID/ESR	Status	Name	Client	DoB	Job Title	Telephone	Mobile	Vaccination Date	Action
6784		Live	Arnold John	Warrington Co (Distribution) Ltd	29/08/1959	Operative	01234567654	07999967676		View Print
27866		Live	Arnold Tanya	Warrington Co (Distribution) Ltd	01/01/1973	tba				View Print
28017		Live	Ashton David	Warrington Co (Distribution) Ltd	01/04/1978	tba		07432701645		View Print
27678		Live	Atkins Ryan	Warrington Co (Distribution) Ltd	01/01/1973	manager				View Print
28003		Live	Attenborough David	Warrington Co (Dist Admin) Ltd	01/01/1958	tba	07898653599			View Print
27553		Live	Barlow Gary	Warrington Co (Distribution) Ltd	01/01/1970	tba	01925000000	07979079279		View Print
27826		Live	Barnsley Billy	Warrington Co Ltd	01/01/1900	manager				View Print
27654		Live	Beckham Anita	Warrington Co (Distribution) Ltd	01/01/1980	singer				View Print

3. Click on the 'Consultation Reports' tab



3. Click on the 'Consultation Reports' tab

2. Once you have located the correct colleague, click 'View', this will present the colleague's record

Record Status: Live **Reason:** * **Changed by:**

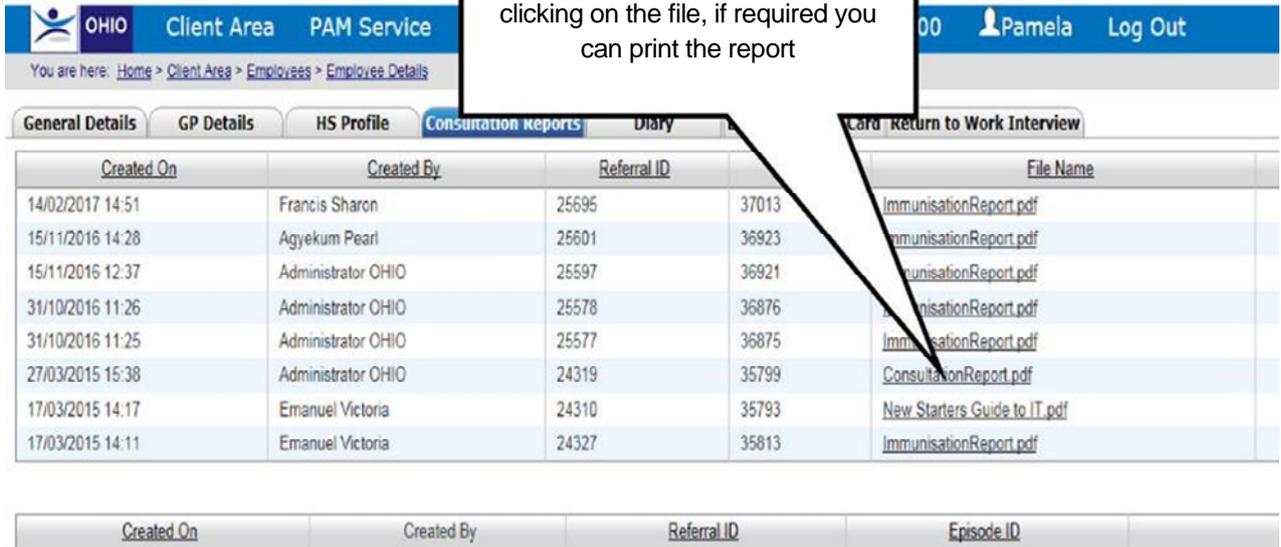
Personal Details:
 ERN: 27678
 Person ID:
 Title: Mr
 Gender: Male
 Forename: Ryan
 Surname: Atkins
 DoB: 01/01/1973

Contact Details:
 Address 1: 13 Springfield Street
 Address 2:
 Town: Warrington
 County: Cheshire
 Postcode: WA1 1BB
 Outside the UK: Yes No
 Telephone:
 Mobile:
 Email:

Employment Details:
 Client: Warrington Co (Distribution) Ltd
 Department:
 Job Title: manager
 Last Flu Vaccination Date:

You will then see:

4. The report can be viewed by clicking on the file, if required you can print the report



The screenshot shows the OHIO system interface. The top navigation bar includes the OHIO logo, 'Client Area', 'PAM Service', and user information for 'Pamela'. The breadcrumb trail is 'Home > Client Area > Employees > Employee Details'. The 'Consultation reports' tab is selected, showing a table with the following data:

Created On	Created By	Referral ID	File Name
14/02/2017 14:51	Francis Sharon	25695	ImmunisationReport.pdf
15/11/2016 14:28	Agyekum Pearl	25601	ImmunisationReport.pdf
15/11/2016 12:37	Administrator OHIO	25597	ImmunisationReport.pdf
31/10/2016 11:26	Administrator OHIO	25578	ImmunisationReport.pdf
31/10/2016 11:25	Administrator OHIO	25577	ImmunisationReport.pdf
27/03/2015 15:38	Administrator OHIO	24319	ConsultationReport.pdf
17/03/2015 14:17	Emanuel Victoria	24310	New Starters Guide to IT.pdf
17/03/2015 14:11	Emanuel Victoria	24327	ImmunisationReport.pdf

Below the table, there is a partial view of another table with columns: Created On, Created By, Referral ID, Episode ID.