



Occupational Health Service

Self-referral for Counselling Portal Guidance

Introduction

Employee self-referral is for counselling only, any other referral e.g.physiotherapy, must be discussed and submitted by your manager.

Your referral will be treated in confidence unless it is considered that you may be of risk of harm to yourself or others.

The Occupational Health Service operates during normal office hours. If you are completing this referral outside of this time and are in crisis you should contact your GP's surgery in the first instance. A list of other agencies who may be of help can be found on the website below:-

https://www.cumbriapartnership.nhs.uk/our-services/mental-health/help

Please note counselling can be provided to employees as an interim measure of support whilst the employee seeks longer term treatment and support through their GP. Once your referral has been triaged then you will be referred to a counsellor initially for up to four sessions. The counsellor will provide feedback only on whether the sessions have been beneficial and whether you attended. Details discussed during the counselling sessions will not be disclosed.





	Getting Started						
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4	settings	Enter your personal details
-	Personal Details	Click on post
	In order to access the Portal, your User account needs to be linked to a Personnel record held in the system. Please enter your details in the required fields below, and click on Next to continue. Closing the browser or signing out before clicking 'Save Changes' on the last screen will result in all entered data being lost.	Click of flext
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			You can "Save Draft" at any point.
Options	Options Pre-Employment - general Contact details I. Mobile Telephone Number: 07772112828		Once you have finished please ensure you click on the save draft button. You will then be asked if you want to Submit the form. Please press Yes if you are happy to continue
Online Form Main Details Fill Out The Form Attachments (0) Save Draft	2. Telephone number:	07772112828 Message ID (1575)	
Back	Fields marked with * are required	Do you wish to submit this Form? Note: Once submitted, the FormKarfinot be updated in the future. Yes No	

Your form will then be sent to the Occupational Health Service Team and they will triage the form. They may contact you if they need any further details.

If you have any difficulties please call the Occupational Health Service on 01768 812556.