

ACTIVE CARE MANAGER'S GUIDE

EXTERNAL USE

WHAT IS ACTIVE CARE

The Active Care service from Health Assured provides an effective intervention on the very first day an employee reports absence related to stress or anxiety and/or submits a fit note stating stress or anxiety. The referral needs to be submitted within two weeks of the employee's first day of absence. Active Care ensures a far higher degree of pro-activity and engagement with the employee during their absence. The service provides the employee with guidance, and advice on relevant support mechanisms available through Health Assured.

WHAT HAPPENS DURING AN ACTIVE CARE CALL?

- An experienced clinician will contact the employee via telephone or secure web conferencing facility and undertake a 30 minute structured consultation.
- The clinician will engage with the individual in a supportive and impartial manner to obtain an understanding of their specific needs, ascertain triggers, treatment already prescribed and offer recommendations for support. Additional resources and further supporting mechanisms will be discussed and signposted appropriately.
- In the case of work related stress or anxiety, we will obtain an understanding of the issues and identify any barriers preventing a return to work.
- With the employee's consent, a written report will be supplied by email to the employer based on the consultation within two working days.

Clinical studies show that early, proactive intervention positively influences and facilitates an earlier return to work by supporting the individual, whilst also safeguarding the interests of the employer.

HOW TO MAKE AN ACTIVE CARE REFERRAL?

The Active Care Call Request Form is provided alongside this managers guide.

THE REFERRAL PROCESS

1. Employee reports absence with stress or anxiety, or submits a fit note stating stress or anxiety.
2. Employer phones the employee to gain consent to be referred to Health Assured for an Active Care consultation.

3. Employer completes and returns the 'Active Care Call Request Form' to activecare@healthassured.co.uk.
4. Clinician will attempt to make contact as per availability provided on referral form, reconfirms consent and completes the structured consultation. The clinician will make two attempts to make contact.
5. The clinician will signpost to the online stress health portal, and other services available (such as counselling) and discuss the benefits of the support offered by their General Practitioner.
6. Clinician will provide a written report, which the employee can review prior to confirming their consent to release the report to their employer.

Please note:

- Active Care can only be used for absences related to stress or anxiety.
- The employee must be off work and referred to Health Assured within two weeks for an Active Care referral to be eligible.
- Employee must provide consent for the employer to continue the referral.

CONTACT US

Health Assured can be contacted by emailing:

activecare@healthassured.co.uk

or by post at:

**Health Assured Ltd
The Peninsula
Victoria Place
Manchester
M4 4FB**