Group Protection

Vocational rehabilitation

You should make a referral if:

- An employee is absent from work
- The absence is likely to last four weeks or more
- The employee is covered by the insurance
- The employee has given consent to share information

Referral must be made by the fifth week of absence

Employer to call us
0330 303 9973

We'll ask you:

- Who the employee is
- When absence started and when it might finish
- Nature of the condition
- Current communications with employee
- For confirmation of employee consent.

Not suitable for vocational rehabilitation
We'll tell you what the next steps are and how we'll monitor the absence.

Vocational rehabilitation referral
We'll refer the case to the specialists at **Proclaim Care**. We'll tell them what you told us and they'll begin their assessment.

Within five working days

Proclaim Care contacts the employer
They'll ask some questions and explain the process.

Proclaim Care contacts the employee
They'll ask some questions and explain the process.

Report sent to Aviva, recommendations discussed and agreed.

Within ten working days

Proclaim Care contacts employer and then employee to explain the plan and next steps.

Ongoing communication between the **Proclaim Care** specialist, **employee** and **employer** during return to work plan.

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