Group Protection

Vocational rehabilitation

You should make a referral if: An employee is absent from work Employer to call us The absence is likely to last four weeks or more 0330 303 9973 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 We'll ask you: Who the employee is Not suitable for vocational rehabilitation When absence started and when it might finish We'll tell you what the next steps are and Nature of the condition how we'll monitor the absence. Current communications with employee For confirmation of employee consent. Vocational rehabilitation referral Within five We'll refer the case to the specialists at working days Proclaim Care. We'll tell them what you told us and they'll begin their assessment. **Proclaim Care contacts the employer Proclaim Care contacts the employee** They'll ask some questions and explain the process. They'll ask some questions and explain the process. Within ten Report sent to Aviva, recommendations discussed and agreed. working days Ongoing communication between the Proclaim Care contacts employer and then employee Proclaim Care specialist, employee and to explain the plan and next steps. employer during return to work plan.

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