Head of Department or Principal Investigator Guidance for Generating a Health Assessment Questionnaire for a Research Passport

2015
Getting Started

You can access the HML Online portal at https://portal.healthmanagement.org.uk.

Before using the system you must register for an account.

To register for an account, open Internet Explorer and type the following address into the address bar at the top of the screen.

https://portal.healthmanagement.org.uk

Press Enter – you will be taken to the log in screen below.

If you don’t see this screen then please check the address carefully, it must be typed into the address bar at the top of your web browser exactly as it appears here.

Click the Register button.
You will be taken to the registration screen shown below. Please complete the registration form using your own details and corporate email address. Enter the validation code **Lanc2237100** and then tab or click out of the validation codes box.

If everything has been entered correctly the screen should show ‘<Your Company Name>’ next to ‘Company Name’ and two further drop down boxes will appear; ‘Select your manager’ which in this case is **HR Contracts** and ‘Location’ which will be **Lancaster**. If you receive a message stating ‘Invalid Verification Code’ please check your code and try again.

Please make an appropriate selection. Your email address must be your work email address. We can accept registrations only from email domains that have been previously registered with us for your organisation.
Note: Your password should be at least 8 characters long and contain a mixture of upper & lower case letters and at least one number or special character (*, !, %, $, @, # etc). For example, *L3tMe1n!* (do not use this!!)

Once you have completed the form click the Register Now button. You will receive an email from online@healthmanltd.com. This contains a link which you must click to activate your account. You will not be able to log into your new account until you activate it like this.

If you do not receive an email please check your junk mail box. There have been instances where the email has found its way into junk.

Once your account is activated please visit https://portal.healthmanagement.org.uk or follow the link on the activation screen to log on.
At the logon screen enter your username and password as per your registration and click the Logon button.
First things First - Share Your Account

The My Account feature allows you to edit your details and allow other users in your group to have sight of your cases in the case tracking screens. Select the My Account menu option from the blue navigation bar at the top of the screen.

For the purpose of the Research Passport process you will need to "share" your case with "HR Contracts".

If you click on the Shared Users tab a list of names will drop down. You must choose HR Contracts so that when the Occupational Health Service send an alert regarding the health questionnaire certificate not only will you receive this information but so will HR who are processing things at their end.

By sharing with HR Contracts you will not have to send any documentation to them. They will be aware that the health questionnaire process is complete.

Click the Save Details button to save your changes.
Requesting a Questionnaire

When you are ready to start the process Click on the ‘Request Questionnaire’ link from the blue drop down menu along the upper section of the screen.

Select the "Health Assessment Questionnaire" [HAQ]. This is the only type of questionnaire available so there is no chance of getting it wrong.

You will be taken to the questionnaire form. The form is split into several tabs.

Please work through the form completing all required fields. You will be required to enter the employees email address at the last step. Please check this carefully.

The tab that asks about applicant activity needs to be completed carefully. If you are not sure about answering some of the questions ask the applicant.

Further details of health conditions of the applicant will form part of their engagement with the completion of the questionnaire which you cannot see.

The first page of the questionnaire with your details will not be visible to the applicant.

Once you have completed the details required the final tab requires an email address of the applicant. Please make sure that you enter the correct email address.

You can track the progress of the questionnaire if you wish by accessing the track questionnaires section in the dark blue bar at the top of the screen.