

Summary Guide for Employers

1. Register with QGov.
2. Nominate a **Super User***. The **Super User** will need to verify their identity. This person will be the administrator and control who can access **ResHealth** on the company's behalf.
3. Once the company representative is registered with **ResHealth**, you can begin to book a health assessment for your workers.
4. To start a health assessment, you will need the following information: **Worker's Email Address | Date of Birth | Full Legal Name | Contact Phone Number**.
5. Once you have received a **Health Assessment (HA) Number from ResHealth**, appointments can be booked through **Sonic HealthPlus**.
6. All bookings are made via the booking contact centre or clinic directly.
7. When you contact the booking contact centre or clinics, you will need to provide a **HA Number, Date of Birth, AMA, Candidate Email and Candidate Ph number**. If the employers do not have this information, bookings **cannot be made**.
8. Other information that will be asked when booking an appointment includes: New entrant or previously worked in **Mining, Lung Screen ID Number and Urgent or Routine for Chest – X-ray**.
9. Once the appointment has been made, a booking confirmation will be sent to (you) the employer.

10. Before the booking appointment, the employer will need to complete **Section 1** via **ResHealth Portal**.

11. Once the employer has completed Section 1, an email will be sent to the worker from the employer to complete **Section 2**.

On the day of appointment:

12. When the candidate arrives at the clinic, details they must provide are: **lungscreen referral, Health Surveillance Unit (HSU) form, driver's license and Sonic HealthPlus consent form**.

[***Super User**: An appointed person who will initiate workers' health assessments on your (the employee's) behalf.]

Booking

Important: Please note that **ResHealth** is not a booking platform for your assessment with **Sonic HealthPlus**.

If assessments are cancelled in **ResHealth**, it **does not** cancel the booking at **Sonic HealthPlus**.

To book in for a **Old Coal Mine Workers medical** please contact your preferred [Sonic HealthPlus clinic](#) or our **Contact Centre** on **1300 763 822**, or by emailing bookings@sonichealthplus.com.au.

Assessment in Steps

1	Employer completes Section 1 (Res Health) .
2	Worker receives email & completes Section 2 .
3	EMO (Examining Medical Officer) completes examination section ready for Assessment.
4	AMA (Appointed Medical Adviser) completes Assessment in ResHealth .
5	Alert is sent to Employer and Worker to advise report is available in ResHealth .

Visit sonichealthplus.com.au/services for more information, and to make a booking.