



Duradiamond offer employees the opportunity to register for an account on our secure portal. This portal allows employees to complete health questionnaires, see upcoming appointment details, access outcome documents and gives access to a range of support materials associated to Occupational Health.

When to Register

You will be invited to register for an account on the online portal, Gateway 2, on your first interaction with the OH service. Duradiamond need an email address from you to enable this and ideally this would be a personal rather than work account so that you can access the portal even when you are not in the workplace.

Your invitation email will be triggered either by the People Directorate sending you a questionnaire to complete or when a manager makes a referral for you to the OH service.

How to Register

To register, click on the link in the email you have been sent.

Dear Gracie Young,

Further to your recent referral to the Occupational Health Service, please copy and paste the link below into a web browser where you can create an account in our employee portal to view information about the referral process and to track your case once we have assessed it.

<https://employeedemo.duradiamondhealth.com/#/signup/ReEsoESWExslVTNkFKmS2H6bklACm6amKIPHz%2BErpovd4dWs44e5luR3lUG4FOy0D6%2FSk6sQ1MK6d56Vc6zUQ%63D%63D>

Please note that any information you provide is returned directly to the Occupational Health service and not your employer. The Occupational Health service will only ever release summarised medical information to your employer, or future employer if you are going through pre-placement screening, with your consent.

Kind Regards,

The Occupational Health Service

Confirm your email address and date of birth. Next, create a password.

The password must be more than 8 characters in length and contain upper case, lower case, numbers and symbols.

The screenshot shows a 'User Registration' form with the following elements:

- Title: User Registration
- Text: Please enter your email address and date of birth to begin the account registration process
- Field: Email Address: gyoung@mailinator.com
- Field: Date of Birth: dd/mm/yyyy (with a calendar icon)
- Text: Please enter a valid date of birth
- Button: Continue

The screenshot shows a 'User Registration' form with the following elements:

- Title: User Registration
- Text: Please enter a password that you will use to log into this site.
- Field: Password: Password
- Field: Confirm Password: Password
- Button: Back
- Button: Continue

Once you have done this you will be sent a verification email. To complete the registration process, you need to click on the link in the email. You will then be able to log into your portal account.

How to Log In

To log into the portal, you can either follow the links provided in the update emails from Duradiamond or you can go to the following web address <https://portal.duradiamondhealth.com/#/>

Click 'Login' in the top right of the screen and enter your details.

If you have forgotten your password, you can also request a reset from here using the 'Forgot Password' button.

Notifications

Once you log in, this section gives you a list of the most recent activity relating to your case. This includes questionnaires to complete, outcomes being published, and appointments being booked.

The screenshot shows a list of notifications with the following details:

- Notification 1:** 27/12/2018 @ 10:28. Text: "Face to Face IMA' booked for case CFG/PP/18/1-C1 with Dr Cameron Bond on 02/01/2019 at 10:00." There is a "View" link below.
- Notification 2:** 27/12/2018 @ 09:30. Text: "A new outcome report has been published for your case - CFG/PP/18/1". There is a "View" link below.
- Notification 3:** 27/12/2018 @ 09:27. Text: "You have successfully completed the Screening Questionnaire, it's now with our clinical team for review." There is an "Open" link below.
- Notification 4:** 24/12/2018 @ 14:42. Text: "A new screening questionnaire has been started which requires your input to complete." There is an "Open" link below.

Guides and Information

Here, Duradiamond has added a range of support guides on key topics including consent, ethics, OH assessments and health conditions.

The screenshot shows a list of guides with the following details:

- [Guide to Consent and Medical Ethics](#)
- [Guide to Data Protection, Privacy and Subject Access Requests](#)
- [Guide to Your Occupational Health Referral](#)

Appointment Details

This section displays the details of any pending appointments you have with the OH service.

The screenshot shows an appointment card with the following details:

- Date and Time:** 02/01/2019, 10:00 to 10:00
- Appointment Type:** Face to Face IMA

This is an additional reminder only as you will be sent an email booking confirmation for each appointment and, if we have a mobile number for you, SMS reminders.

Consent

Duradiamond operates on the basis of informed consent. This means our clinical staff will explain clearly what we are doing and why, obtaining your consent to provide information to your employer. We will only share information with your employer which is relevant to your management in the workplace. Please see our 'Guide to Consent and Medical Ethics' for more information.

Outcome Documents

This section shows a list of all outcomes which have published about you.

The screenshot shows an outcome document card with the following details:

- Title:** Outcome Documents
- Text:** Outcome report finalised on 27th December, 2018 9:30am click on link to view document
- Action:** View

Click on the 'View' link to open the document. You can either print this or save a copy.

If you request to view a report in advance of your employer, you will be able to accept or reject it from here. For these outcomes you will see the 'Review' option.

The screenshot shows an outcome document card with the following details:

- Title:** Outcome Documents
- Text:** This outcome report has been sent to you for your review please click on review link
- Action:** Review

Clicking on this opens the following screen:

The screenshot shows the "Review Outcome Report" screen with the following details:

- Title:** Review Outcome Report
- Text:** Please review your outcome report for factual accuracy prior to its publication to your employer. You can view the outcome report by clicking [here](#). If there is anything incorrect with the report, please let us know using the comments box below and click the "Do Not Share With My Employer" button.
- Form:** A text input field for comments.
- Buttons:** "Do Not Share With My Employer" and "Share With My Employer"

If you have comments for Duradiamond, type them in the comments box and click on 'Do Not Share with My Employer'. Duradiamond will then review and respond to you directly.

If you are happy with the report, you can share this by clicking 'Share with My Employer'.

Please note; reports generated before Duradiamond became your OH provider will not be visible here.