

The background of the entire page is a close-up photograph of several green leaves, likely from a plant like ivy, with serrated edges and prominent veins. The leaves are set against a dark, almost black, background, which makes the green color stand out. The lighting is soft, highlighting the texture of the leaves.

FCE Referral Checklist

Nelisiwe OT Services

Use this checklist before submitting a professional referral enquiry. Having these details ready helps us confirm suitability and respond faster.

What we need to know

Before submitting a referral, please include the essentials below so we can confirm suitability and respond quickly.

Referral question

What decision should the assessment inform?

Is the need medico-legal, insurance, return-to-work, employability, or workplace accommodation related?

Person and work context

Who is being referred, what is their current role or situation, and what work demands or barriers are relevant?

Consent and permission

Has the person given informed consent for the referral and information sharing?

Before you submit

Please have the following information ready so we can process the enquiry smoothly and avoid delays.

Supporting documents

Medical reports	Legal or insurer instruction letter
Job description or job demands information	Any prior OT, rehab, or assessment records

Logistics & Timing

Assessment location Where the assessment will take place	Accessibility needs Any mobility, sensory, or other support requirements
Deadlines Important dates or turnaround expectations	

Fees & Payment

Who pays Client, employer, insurer, or legal representative	PO requirements Purchase order details, if needed
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Communication

Contact person Main point of contact for the referral	Organisation Company or agency name
Email / phone Best contact details for follow-up	

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Professional referral enquiries:

nelisiweotservices.com/contact?subject=professional-referral&audience=professional

Referral hub:

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