



Occupational Health Assessment

Medical Records / Report / General Practitioner / Specialist Consent Form

The employee must complete the following information below in **BLOCK CAPITALS** using black ink. Telephone - 0844 8922 493

Full Name	
Address	
Postcode	
Home / Mobile Telephone Number	
Email Address	
Date of Birth	

Section 1 — Consent for Occupational Health to obtain information from my Doctor

I do / do not* consent to a medical report and/or medical records being supplied in confidence by my General Practitioner and/or treating Specialist to Health Assured Limited, Occupational Health providers to my employer and any supporting HR function **only**. I have read the attached summary of my rights under both the Access to Medical Reports Act 1988 and the Data Protection Act 1998.

I do / do not* wish to view the medical reports/records held by my General Practitioner or treating Specialist before it is sent to Health Assured Ltd. If I have not viewed my records within 10 working days of the request I hereby consent to the medical reports/records being issued directly to Health Assured.

*** (Please delete as required)**

Registered or treating **General Practitioner's** name and full postal address:

Telephone Number: Email address:

Treating **Specialist's** name and full postal address:

Telephone Number: Email address:

Section 2 — Consent for Occupational Health to provide a report to my employer and their HR function. Please tick 1 box only.

- ☐ I would like to see a copy of the Occupational Health Doctors report **before** it is sent to my employer. I understand I cannot ask for the report to be amended unless it contains factual inaccuracies.
- ☐ Please send me a copy of the Occupational Health Doctors report **after** it has been sent to my employer.
- ☐ At the same time as it is supplied to my employer (only available if you have provided your email address above).
- ☐ I do not wish to see a copy of my report.

By signing below, I confirm I have read and understood the information contained within the Occupational Health Assessment—Your Legal Rights form.

Signature:

Date:

Guidance Notes

If you wish to see a copy of your report prior to it being sent to your employer we will email or post it to you. If you have comments to make you **MUST** respond to Health Assured within 2 working days of the email or 5 working days for postal requests. If we have not heard from you within the above time frame the report will be issued directly to your employer.



Occupational Health Assessment — Your Legal Rights

Informed consent must be obtained prior to any medical examination, face to face consultation or telephone interview taking place in line with General Medical Council (GMC) guidelines. www.gmc-uk.org

You will have been fully counselled by your employer regarding the purpose of this medical examination, face to face consultation or telephone interview, the reason for and the validity of any investigations, which are undertaken and the possible outcomes. You will also have received a copy of the Guidance Notes for Employees for your perusal.

By signing the consent in Section 2 of this document you have given your consent for the examining / consulting medical professional, doctor or nurse to release your medical information to Health Assured and or Prevent PLC (screening partner) medical personnel for such information to be assessed and for a report to be forwarded to your employer with due consideration for Data Protection.

By signing the consent in Section 2 of this document you give your consent for Health Assured / Prevent PLC to release my medical information from this health assessment to my General Practitioner and / or other medical specialists if deemed necessary.

ACCESS TO MEDICAL REPORTS ACT 1988 – A summary of your rights under the Act

- You can withhold your consent to the GP/Specialist report being provided.
- You have 21 days in which to ask your doctor(s) to show you the report before he/she sends it to Health Assured Ltd.
- You can ask your doctor(s) either to amend any part of the report which you consider to be misleading or, if the doctor does not agree to change it, you may add your own comment to the report. You may also withdraw your consent at this time.
- Although rarely done, your doctor(s) may withhold part or all of the report from you if such action is felt to be in your best interests. Your doctor should inform you in writing to confirm access is being denied but access may still be allowed to any part of the report not covered by such exemptions.
- If you decide you do not wish to see your doctors' report, you still have six months in which to change your mind and to contact your doctor(s) for a copy of the report. If you have indicated in section 1 of this document you do not wish to see the report then your doctor(s) can send it to Health Assured Ltd or your employer immediately.

DATA PROTECTION ACT 1998 – A summary of your rights under the Act

- Your explicit written consent is required to obtain and process any sensitive data about you, including medical information.
- You have the right of access to information held about you and can be obtained by submitting a written request to Health Assured Ltd.
- If you believe the information is inaccurate or misleading you can request an amendment is attached to the information.
- If a report reveals information about a person other than yourself, that part of the report may be kept from you to preserve the other person's sensitive data.
- All enquiries should be made in the first instance to your employer's Human Resources Manager/Department.

Consent for the provision of Occupational Health Report to the employing organisation.

If you wish to see a copy of your report prior to it being sent to your employer we will email or post it to you. If you have comments to make you **MUST** respond to Health Assured within 2 working days of the email or 5 working days for postal requests. If we have not heard from you within 2 or 5 working days our report will be issued directly to your employer.

Should you have any queries regarding the above, please feel free to contact one of the Occupational Health Team at Health Assured on 0844 8922 493 or email activecare@healthassured.co.uk.