

## **GUIDANCE NOTES FOR EMPLOYEES – GIVING CONSENT**

### **What is a Management Referral?**

Your Manager has requested that your health is assessed by an Independent Occupational Health Practitioner. The purpose of any occupational health referral is to review your health status, to establish, if and how this impacts on your performance in your role and to suggest for ways to maximise your attendance at work, this may include exploring possible support and adjustments that could be made.

Independent Occupational Health will provide a factual report, and in a number of instances, a clinical opinion based on the information presented to us, by you and in some cases supported by a report from your GP or specialist.

### **What is Consent?**

Independent Occupational Health Practitioners are regulated and monitored by a number of regulatory authorities – including The General Medical Council. We will only supply information about you to any third party (including your employer), with your consent to do so, which is why we ask you to complete the enclosed form.

Although you can choose not to give your consent you should be aware that:

- As part of your Contract of Employment you may have already agreed to allow your employer to pass on your personal details (such as those included in the management referral and your telephone number, home address etc) in order to obtain an independent medical opinion on any health issues
- If you withhold consent, your employer may make decisions about you, and your continued employment, based on the information that is available to them at the time. You should also be aware that in requesting a copy of your report prior to your employer this will delay the process of your management referral and therefore any suggested occupational health support and adjustments.

If you have concerns or questions relating to the points above you should address them with your manager before making the decision to give or withhold consent.

If you provide consent and then subsequently withdraw your consent, we will **NOT** disclose **employment** information about you to your employer but will inform them that you have taken this course of action.

*It is important that consent is given freely and without any coercion.*

If you have any further questions, please contact your manager or e-mail **Independent Occupational Health Ltd** directly at [info@indocc.co.uk](mailto:info@indocc.co.uk) or call 02890247788



**CONSENT FOR MEDICAL REPORT**

**TO BE COMPLETED BY EMPLOYEE:**

<b>NAME:</b>	<b>EMAIL ADDRESS:</b>
<b>HOME ADDRESS:</b>	
<b>TELEPHONE NUMBER:</b>	<b>DATE OF BIRTH:</b>
<b>COMPANY NAME:</b>	<b>MANAGER:</b>
<b>DOCTOR'S NAME:</b>	<b>DOCTOR'S TELEPHONE NUMBER:</b>
<b>DOCTOR'S ADDRESS:</b>	

**GP/Specialist Report**

I consent to a medical report /records from my GP/specialist being supplied to IOH Ltd

- I do wish to see a copy of the GP/specialist report before it is sent to IOH Ltd
- I do not wish to see a copy of the GP/specialist report before it is sent to IOH Ltd

**Occupational Health Report**

I authorize IOH Ltd to send reports related to my health and fitness for work to my employer\*

- I do not wish to have a copy of the report at this time.
- I wish to be sent a copy of the report when it is sent to my employer.
- I wish to be sent a copy of the report before it is sent to my employer.

<b>EMPLOYEE NAME (CAPITALS)</b>	
<b>SIGNED:</b> .....	
<b>DATE:</b>	