

**South Gloucestershire Occupational Health Services**

Yate Westgate Centre  
21 West Walk, Yate  
Bristol BS37 4AX

**ACCESS TO MEDICAL REPORTS ACT 1988  
Consent Form**

Surname/Family Name	
Forename	
Address	
Date of Birth	Contact details

Please complete this form to give South Gloucestershire Occupational Health Services access to medical information from your GP and Specialist. You should read the declaration and sign it to give your consent. The completed form should then be sent or given to Occupational Health. You should read your rights on the back of this form and keep a copy for future reference.

1. Do you agree that SGOHS can write to your GP or Specialist for information?

**YES**

**NO**

Under the terms of the Access to Medical Reports Act 1988 do you wish to have access to any information about your medical condition BEFORE it is supplied to SGOHS?

**YES**

**NO**

Please give the **NAME** and **ADDRESS** of your **GENERAL PRACTITIONER**.

DR \_\_\_\_\_  
\_\_\_\_\_

Please give the **NAME** and **ADDRESS** of your **HOSPITAL SPECIALIST**.

\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE**

**DATE**

## Employees guide to giving consent and an explanation of rights under law

This company is concerned with your health and wellbeing and how poor health or disability can affect your performance and attendance; to that end South Gloucestershire Occupational Health Services would like to request more information from your own Doctors or Specialist. The information will be received by medical personnel who will advise management on how best to support you in the workplace.

Medical information is considered sensitive as defined under the Data Protection Act and is protected; the only exception to this rule will be if the OH professional considers that it is necessary to breach medical confidentiality, in line with guidance provided by the General Medical Council and the Nursing Midwifery Council.

When we request a medical report for more clinical advice, you have legal rights as set out below:

1. You can give your consent without asking to see the doctor's report before it is sent to SGOHS and the doctor will send the report directly to us.
2. You can give your consent but ask to see any report before it is sent to SGOHS, in which case you will have 21 days, after we have requested a report from the doctor, to contact your doctor to make arrangements to see the report.

If you fail to contact the doctor within 21 days, he/she will be entitled to send the report direct to SGOHS. If you contact your doctor and ask to see the report, you must give the doctor written consent before he can release it to us.

You may ask your doctor to change the report if you think it is factually wrong. If your doctor refuses, you can insist on adding your own comment to the report before it is sent to us.

You can change your mind about whether you want to see the report or not. In which case you will have the opportunity to see the report and ask the doctor to change the report or add your comments before it is sent to us, or withhold your consent for its release.

3. Whether or not you indicate that you wish to see the report before it is sent, you have the right to ask your doctor to let you see a copy, provided that you ask within six months of the report having been supplied to us.

Your doctor is entitled to withhold some or all of the information contained in the report if:

- a) He or she feels that it may be harmful to you
- b) It would indicate his or her intentions in respect of you
- c) It would reveal the identity of another person without their consent, other than a health professional in relation to your care

4. You can refuse to allow us to write to your GP and/or Specialist, but if you do, please bear in mind that we may be unable to confirm your suitability or fitness for employment or support you with your health needs. Decisions will have to be made without this information being available.