

Access to Medical Reports Act 1988**CONSENT FORM**

First Name:Surname:

Date of Birth:

Address:

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Telephone No:

Email:.....

I give consent to the Occupational Health (OH) Department at Loughborough University to contact my medical practitioner(s) as listed below. I understand that OH will provide an outline of my case and will ask for a medical report to be supplied back to them. I further understand that the information contained in the medical report is 'medical in confidence' and advice given to management about my health will be in general terms only, following consultation with me.

I understand my rights under the Access to Medical Reports Act 1988 and have read the summary attached.

I do/do not* wish to see the medical report(s) from my GP or Consultant before it is supplied.
(*Delete as appropriate)

Signed

Date

GP name and Address.....

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Consultant name and address.....

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Access to Medical Reports Act 1988
Explanatory Notes for Employees

This is a guide to your principal rights under the Act, which is concerned with certain reports provided for employment or insurance purposes. You should note that before the provisions of the Act apply to a medical report, it must be one which is to be, or has been supplied by a Medical Practitioner, who is or has been responsible for your clinical care. In this context “care” includes examination, investigation or diagnosis for the purposes of, or in connection with, any form of medical treatment. It does not cover reports made by Occupational Physicians and Nurses to Management and HR.

OPTION A

You give your consent and do not wish to see the report before it is provided. You can change your mind about this, but obviously this must be before the report is provided.

OPTION B

You give your consent, but wish to see the report before it is issued.

Your Medical Practitioner will be informed and will not supply the report until you have seen and approved it. If the Medical Practitioner has not heard from you in 21 days, he will assume you approve and provide the report.

When you see the report, if there is anything which you consider incorrect or misleading, you can request in writing that the Medical Practitioner amends the report, but he may not agree to do so. In this situation you can:

- i. withdraw consent for the report to be issued
- ii ask the Medical Practitioner to attach to the report a statement from you giving your views.
- iii agree to the report being issued unchanged.

The above will also apply if the Medical Practitioner declines to show you the report (or part of it) because he considers there are special circumstances which are described in the Act.

OPTION C

You can withhold your consent to a report being provided.

A copy of any medical report which a Medical Practitioner has supplied for employment or insurance purposes and to which the Act applies shall be retained by him for a least six months from the date on which it was supplied.

A Medical Practitioner shall, if so requested by an individual, give the individual access to any medical report relating to him (if the Act applies to it) which the Practitioner has supplied for employment or insurance purposes in the previous six months.

Loughborough University OH confidentiality:

All medical reports will be kept on your Occupational Health file, in confidence, for the duration of your employment with Loughborough University. See also www.lboro.ac.uk/services/health-safety/occupational-health/confidentiality/