

## Valentine Occupational Health GP/Specialist Consent Form

### Access To Medical Reports Act 1988 Consent Form

The Access to Medical Reports Act 1988 Consent form - allows the independent Occupational Practitioner on behalf of Valentine Occupational Health to write to your GP and/or Consultant to obtain medical information about your condition, with your consent.

### Access To Medical Reports Act 1988 And The Data Protection Act 1998

I hereby consent to a medical report or full medical records being supplied in confidence by my Doctor and/or my Consultant Specialist (if applicable) to the Occupational Health Practitioner on behalf of Valentine Occupational Health. (not to employer)  
I have been informed of my statutory rights under the Access to Medical Reports Act 1988 and the Data Protection Act 1998 having read the summary of my principal rights under the Acts as set out below.

I do not / do wish to see the medical report supplied by my GP or Consultant before it is issued. (Please delete as necessary)

My doctor's name and full postal address is: .....

Tel: .....

The name and full postal address of my Consultant Specialist, if applicable, is:

Tel: ..... Hospital number: .....

**Signature:** .. X.....Name (Printed).....

**Date:** .X.....

### Access To Medical Reports Act 1988

#### Summary of your rights under the Act

1. You can withhold your consent to the report being provided.
2. You have 21 days in which to arrange with your GP to view the report. If these arrangements are not requested within 21 days, the GP can then send the report to our Corporate Medical Adviser (and you may pay for a copy if you wish).
3. You can ask the doctor 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 that time.
4. There are certain circumstances under which the doctor may withhold the report or part of the report from you if such action is felt to be in your best interests. Your doctor will inform you in writing that access is being denied but that access may still be allowed to any part of the report not covered by the exemptions
5. If you decide at the moment not to see the report you will still have six months in which to change your mind and to contact your doctor for a copy of the report. If you indicate on the Consent Form below that you do not wish to see the report then your doctor can send it to our Corporate Medical Advisor immediately.

### Data Protection Act 1998

1. General information that identifies an individual is known as personal data.
2. Information regarding health, medical history and any treatment you have received is known as sensitive personal data.
3. Your explicit written consent is required to obtain and process any sensitive personal data about you.
4. You have the right of access to information we hold about you. This information is subject to medical confidentiality guidance which aims to protect you from physical or mental harm when reading about your state of health and means the doctor acting for your company will review the information before it is sent to you.
5. If you believe the information is inaccurate or misleading you can request an amendment is attached to the information.
6. If you want to have access to any information we hold about you, your request must be made in writing to us. A check will be made to verify you are the person seeking the information. In certain circumstances a charge may be made for the release of information. You will be informed of any charge in writing.
7. If a report reveals information about a person other than yourself, that part of the report may be kept from you.
8. All enquiries should be made (in writing) to your HR Manager or Department