

ACCESS TO MEDICAL REPORTS ACT 1988

Summary of the Individual's Principle Rights and Consent Form

In Summary, your principle rights under the Act are:-

- a) To withhold your consent for an application to be made to your doctor
- b) To see a medical report before it is supplied to the College Occupational Health Advisor
- c) To ask your doctor to amend any part of the report which you consider to be inaccurate or misleading ; or
- d) If your doctor declines to amend the report, to attach a written statement giving your views on its content; or
- e) To withhold your consent to the report being supplied to the College Occupational Health Advisor

NOTE: Your doctor may withhold from you sections of the report if he or she thinks that you would be seriously harmed by seeing them.

The attached notes of guidance set out in detail your rights under the Act, and there procedures for applying them. Please read the whole of the guidance notes before signing below.

Consent form

Please return this form once completed to the College Occupational Health Advisor, Kirklees College, New North Road, Huddersfield, HD1 5NN.

- 1 I have been informed of my statutory right under the Access to Medical Reports Act 1988 and hereby give my consent for the College Occupational Advisor to apply for a medical report giving medical information from the doctor who has been responsible for my physical or mental care.

I understand that this consent form will be copied to that doctor and shall have the validity of the original.

- 2 I do / do not* wish to see the medical report before it is sent to the College Occupational Advisor.

FULL NAME

Address

Signed **Date**

- Delete as appropriate

Explanatory notes for employees – Access to Medical Reports Act 1988

This note sets out your statutory rights under the Access to Medical Reports Act 1988, and this explains the procedure for applying these rights. Under the Act no one can apply for a medical report from a doctor, who has been responsible for your physical or mental health care, without your consent. The consent form attached to these notes asks, in accordance with the Act, whether you wish to see the medical report before it is sent to the College Occupational Health Advisor.

If you have decided that you would like to see the report first, then the College Occupational Health Advisor, will inform your doctor of your wish and will notify you of the date that the application for the medical record is actually made. You will then have 21 days in which to make arrangements yourself to see the report, the College Occupational Health Advisor cannot make them for you. Whilst there is no charge for reading the report, if you arrange with your doctor to have the report photocopied and, if necessary, posted to you, the doctor may charge a reasonable fee to cover cost of doing so.

If you do not indicate on the consent form that you wish to see the report but later change your mind, on your own initiative, you will be able to notify your doctor that you wish to see the report before it is sent to the College Occupational Health Advisor. You will then have 21 days from the date of your notification to your doctor to make arrangements to see the report. Please note, however, that your doctor is not obliged to delay supplying the report to the College Occupational Health Advisor in case you changed your mind. By the time you have decided that you would rather see the report, your doctor may have already supplied it to the College Occupational Health Advisor.

If, following notification to the doctor you have seen the report, your doctor will not be able to supply the report to the College Occupational Health Advisor without your consent. Having seen the report, you will be entitled to request that your doctor amend any part of the report which you consider inaccurate or misleading. If your doctor does not agree to amend the report as requested, you will be able to attach a written statement to the report giving your views on its contents.

Whether or not you do not decide to see the report before it is supplied to the College Occupational Health Advisor, your doctor will be obliged to keep a copy of the report for at least six months after the date it was supplied and you will be entitled to have access to that report.

Please note that your doctor is not obliged to let you see any parts of the medical reports that he/she believes will be likely to cause serious harm to your physical or mental health or that of others, or which would reveal information about another person, or the identity of a person who has supplied the doctor with information about your health, unless that person also consents. In those circumstances your doctor will notify you and you will be limited to seeing any remaining parts of the report.

You would be advised to keep this explanatory note for further reference.