

## **EMPLOYER INFORMATION SHEET CONSENT & DECLARATION**

When you refer your employee to ROHS for a Medical Assessment with the Occupational Health Physician, part of the process is to get their signed consent.

### **Consent to Attend Medical Assessment**

This is the responsibility of you as the employer. Essentially you need to get the agreement of the employee to attend the appointment and also explain why they are being referred, and what you hope to achieve by the referral.

### **Consent to Release Report**

When the employee attends Rochdale Occupational Health Service Ltd, prior to their appointment they will be given a Consent & Declaration Form, and an information sheet explaining the referral details. They will be asked to read and then complete the Consent Form.

The completed form will be handed to the OH Physician who will explain further that they will be generating a report for sharing with HR/Management. He will also explain that their informed consent can take three forms:-

- 1. Release of report without seeing it**
- 2. Release of report but receive copy at the same time**
- 3. Release report but only after a copy has been received giving an opportunity to suggest amendments. The report will be released to the employer 2 days after being sent to the employee.**

### **Amendments to Occupational Health Report**

Should an employee wish to amend a report before it is released, then they have the right to suggest amendments regarding “facts” but not the Doctor’s opinion.

### **Consent to obtain GP Report**

At any stage of an Occupational Health referral, either the employer or the Physician may think it prudent to get a report direct from the employee’s GP or other specialist, to maybe add value to the process. If this is the case then a Consent to Access Medical Records Form will need to be completed by the employee. This may result in additional costs charged by the GP/Specialist.

### **Withheld Consent**

An employee can withhold their consent at any stage of the process and cannot be compelled to proceed. If this is the case we advise the employer makes their best endeavour to persuade the employee to proceed. Failing this then the employee should be clearly informed that Management will have to proceed using only their current knowledge and without expert medical opinion