

**Occupational Health Referral  
STRICTLY CONFIDENTIAL**

**CONSENT FORM**

ECC uses [Innovate Healthcare Ltd](#) for independent Occupational Health advice. Employees referred to Occupational Health by their manager must be aware of the referral and the reasons for the referral.

Employees should sign this form to indicate they have given their informed consent to the referral. You do have the right to withhold consent. If we do not have your consent, we may need to make decisions around any support or future actions based on the information available without the benefit of a clinical opinion and advice.

**REFERER / MANAGER:**

FULL Name (in capitals):..... (Mr/Ms/Miss/Other)

**EMPLOYEE:**

FULL Name (in capitals):..... (Mr/Ms/Miss/Other)

Home Address: .....  
.....

For further information on how your data will be used and your rights under the Access to Medical Records Act 1988 please read the [Employee Referral Frequently Asked Questions which is linked, and the Summary of Employee Rights under AMRA which can be found in the appendix to this form below.](#)

Once the referral has been discussed with your manager, please confirm below:

- I do consent to being referred to Occupational Health
- I do not consent to being referred to Occupational Health
- I give my consent for the OH management report to be shared with ECC (including HR)

**ECC**

I do not wish to see a copy of the occupational health report before it is supplied to

I wish to see a copy of the occupational health report before it is supplied to ECC

Please note Innovate Healthcare will also confirm consent with you at the start of any consultation and before they share the management report. This includes confirming whether you wish to see the report before it is sent to ECC.

You should also be aware that the wellbeing team have access to the OH portal for administrative purposes.

By signing this consent form you confirm that you have been informed of the reasons why ECC wishes to process information about your health from Occupational Health/Innovate Healthcare and the legal basis for doing so under data protection legislation.

Signed: ..... Date: .....

## Appendix

### Summary of Employee rights under AMRA

This is a summary of your principal rights under the Access to Medical Reports Act 1988 (also referred to as “AMRA”) which sets out the procedure for obtaining medical reports for employment or insurance purposes.

AMRA applies when medical reports are sought from a doctor who has been or is looking after you, such as your General Practitioner (GP) or a specialist consultant responsible for your care. It may in some circumstances include occupational health consultants and advisers.

We are therefore seeking your consent under AMRA to apply for a report on your current state of health.

**Under AMRA you have three options. Once you have read the below, please complete and return the consent form which we have provided to you indicating your decision.**

#### **Option 1**

**You may consent to the referral to occupational health (Innovate Healthcare) and for the report and indicate that you do not wish to see a copy before it is supplied to us.**

If you change your mind after the referral has been made, you will still be able to contact Innovate Healthcare in writing to ask to see a copy of the report. If the report has not yet been sent to us, Innovate Healthcare must delay sending it for 21 days following receipt of your written request, to allow time for you to arrange to see it.

Whether or not you decide to see the report before it is sent, you still have the right to ask Innovate Healthcare for a copy of the report at any time up to six months after it has been supplied to us. They are entitled to make a reasonable charge for this.

#### **Option 2**

**You may consent to the referral to Innovate Healthcare but indicate that you wish to see the report before it is supplied to us. Innovate Healthcare will ask you to confirm at the beginning and end of the OH assessment if you consent and will ask you to confirm whether you wish to see the report before it is sent to us.**

If you wish to see the report before Innovate Healthcare send it to us, Innovate Healthcare will allow 21 days for you to see the report before supplying it to us. You should contact Innovate Healthcare directly to confirm to that you wish to see the report after you return the provided form if you have chosen this option. They are entitled to make a reasonable charge for this. If Innovate Healthcare has not heard from you in writing within 21 days after we have asked them to prepare the report, they will assume you do not wish to see the report and that you consent to it being supplied directly to us.

If you arrange to see the report before it is sent to us and there is anything in it that you consider incorrect or misleading, you can write to Innovate Healthcare to ask them to amend the report. If they refuse to amend it, you may:

- withdraw your consent for the report to be issued to us.
- ask Innovate Healthcare to attach to the report a statement setting out your objections/views; or
- agree to the report being issued to us unchanged.

NOTE: Innovate Healthcare is not obliged to show you any parts of the report that they believe might cause serious harm to your physical or mental health or that of others. Neither do they have to show you information about other people without their permission. If Innovate Healthcare limits your access to the report for any of these reasons, they will tell you.

### **Option 3**

**You may refuse your consent to our referral for a report from Innovate Healthcare.**

Please indicate this decision on the consent form provided and return it to us. You are advised to keep this note for future reference.