

REQUEST FOR A MEDICAL REPORT

Guidance Notes

The medical report should normally be requested by the employee's line manager or a member of the personnel department who should complete and sign the first part of the form (sections 1, 2, 3).

The employee should read the "summary of your statutory rights" (overleaf) and then complete the remainder of the form indicating whether or not they wish to see the report before it is sent to the person making the request (sections 4, 5 and 6). When you have signed this form please return to the person identified in Section 3.

REFERRAL DETAILS

1) Employee's Name Mandy Scott-Morgan
Previous Name Mandy Scott
Date of Birth 11.04.1966 Telephone Number 07788 590360
Address 93 Bodenham Road, Northfield
Birmingham Post Code B31 5DR
Proposed Employer
Telephone

2) I propose to apply to your doctor for a full medical report as to the present state of your health. Under the Access to Medical Reports Act 1988, which are summarised overleaf, you have certain rights. Please complete the details below and indicate whether you wish to see the report before it is supplied to me.

You should be aware that if you refuse to give written consent to the supply of a medical report, your employer will base any decisions in relation to employment on the known facts and draw its own conclusions from the available information.

3) Referrer's Signature Date
Print Name Position

4) Name of GP Dr. Lawrence
Address Hollymoor Medical Centre, Manor Park Grove
Birmingham Post Code B31 5ER

EMPLOYEE CONSENT

5) I have read the reverse of this form summarising my statutory rights under the Access to Medical Reports Act 1988. I hereby consent to the referring officer receiving a medical report from my GP: please tick one box only

6) I do not wish to see the report before it is supplied.

I wish to see the report before it is supplied.

7) Employee's signature.......... Date.....22/5/15.....