APPENDIX 19B – EMPLOYERS’ HANDBOOK *(Remove comments in red and insert details for individual employee in areas highlighted in grey.)*

**EXAMPLE LETTER TO EMPLOYEE SEEKING CONSENT TO MEDICAL REPORT FROM EMPLOYEE’S GP**

Insert Employer name & Address

Employee name

Address

Medical practitioner address

Date

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*(a) Thank you for replying to my letter dated \_\_\_\_\_\_\_\_\_\_\_\_

\*(b) I was disappointed that you did not reply to my letter dated \_\_\_\_\_\_\_\_\_\_\_

\*(c) As agreed at our meeting on \_\_\_\_\_\_\_\_\_\_\_\_I need to obtain certain information regarding your current medical condition.

In order to assess your current medical condition I need to seek information from your own Doctor. In accordance with Part III of the Access to Personal Files and Medical Reports (NI) Order 1991 I cannot ask your Doctor to supply a report on your state of health without your written consent.

I am also required to inform you of your rights under the Order before you give your consent. A statement of your rights under the Order is attached.

I would be grateful if you would give consent to me to approach your Doctor for a medical report by completing the consent form attached.

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Employer/Manager name)

Enclosed:

* Consent Form (see appendix 19C for sample form)
* Statement of rights (see appendix 19D for statement)

*\*Delete as appropriate*