Occupational
HEALTH ASSESSMENT

HR TOOLKIT / 03

What to expect from occupational health.

A straightforward guide to your assessment, confidentiality, consent and the occupational health report.

GUIDANCE FOR EMPLOYEES

What happens. What you can expect.
How your information is handled.



OCCUPATIONAL HEALTH ASSESSMENT

01 / UNDERSTANDING OCCUPATIONAL HEALTH

Your occupational health assessment

Occupational health is an area of healthcare that specialises in the relationship between health and work, specifically the effects of work on health and the effects of ill health or disability on capacity to work. Occupational Health Assessment Ltd provides an independent service to help businesses support their staff and to manage their health risks. The costs of providing our services are borne by your employer.

Before your consultation, the clinician you'll be meeting will have received a referral form from your employer. The referral form states the reason you have been referred for an independent medical assessment, any background to the situation (for example, your sickness absence record) and a brief description of your role and responsibilities.

Your employer usually has specific questions they would like answered about your health, for example, whether an underlying medical condition is present, an indication of when you may be able to return to work (if you're currently absent) and guidance about how best to support you at work.

As in all types of medical practice, occupational health clinicians are bound by medical confidentiality. All medical information given to us is confidential and can only be given to a third party, including your employer, with your permission. Similarly, the records we hold about any discussions are held securely and in the strictest confidence.

02 / CONSENT AND YOUR INFORMATION

Consent & confidentiality

At the start of an assessment your written consent will be required, indicating that you are happy to have the assessment. By signing the consent form, you are giving consent for our business to process your personal information, including recording your personal and medical information, on our computer systems, which is held securely.

You can refuse to be assessed. However, it is important to consider that without your consent to an assessment, the clinician will be unable to give any advice on your condition to your employer, which may ultimately have a bearing on the management of your case.

If you are unhappy with the process, you can withdraw your consent to participate. In such circumstances, we would inform your employer of this. They would consequently then make management decisions without the benefit of advice from an occupational health expert.

In summary, in giving consent you agree for the clinician to hold your records and your personal information on our systems. Only medical practitioners and our team can view your records and your employer will not be allowed to see them.

Should you wish to gain access to your medical information at any time in the future, you can do so by submitting a Subject Access Request in writing to Occupational Health Assessment Ltd, at any time. Please note, you will be required to prove your identity before we can release any information.

You can view our Privacy Notice online.

03 / DURING THE CONSULTATION

What the clinician will discuss

During the assessment, the clinician will take a detailed clinical history addressing:

01 A history of any presenting condition

02 An assessment of your normal daily capabilities

03 An insight into any extenuating factors in your work

04 An overview of any prescriptions, medications or treatment you may be having

05 A summary of the different treatment options you may have available

06 An assessment of any lifestyle factors which may affect your ability to work

From the information covered during the consultation, the clinician will be able to conclude their opinions and suggest recommendations to you and your employer. To confirm their advice it may be necessary, with your consent, to write to your GP or treating specialist to obtain further information.

In these circumstances, your rights under the Access to Medical Records Act 1988 will be discussed with you. You have a right to see any report from your GP or treating specialist before it is sent to the assessing occupational health clinician. You have 21 days to do so, after which time the GP or specialist will normally release the information. You will be asked to complete a separate consent form.

04 / YOUR OCCUPATIONAL HEALTH REPORT

The occupational health report

A report summarising the assessment and answering any specific questions from your employer will be sent to the referring manager following the assessment.

Towards the end of the assessment the clinician will give you a clear indication of what information will be included in the report.

Your consent will be confirmed again, stating you are happy with the likely content of the report. You can indicate one of the following:

01 You do not wish to see the report before it is sent

02 You wish to see the report at the same time as your employer

03 You wish to see the report before it is sent to your employer

If you wish to suggest amendments to the report it is important to note that only factual information can be changed and not the opinion of the clinician. The report will then be sent to your employer 2 working days later. The report will not have any unnecessary medical or social information. It will be clear, comprehensive, objective and impartial.

The entire occupational health assessment process is transparent and is designed to give professional advice to help support you and your employer.

05 / AT A GLANCE

Your assessment at a glance

01 Before your appointment

Your employer provides a referral explaining the reason for the assessment, relevant background and questions for the clinician.

02 At the assessment

The clinician discusses your health and work, takes a clinical history and considers recommendations.

03 Your consent

You can refuse or withdraw consent to participate. Medical information is handled confidentially.

04 Your report

The clinician explains the likely content and confirms your consent. You can choose when you see the report.

05 Further information

You can contact us with questions or request access to your medical information, subject to identity verification.

PLEASE CONTACT US FOR FURTHER INFORMATION

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