

Supporting staff attendance Employers' guidance: obtaining a medical report for an employee



How to obtain a medical report

- Ensure employees are familiar with the organisation's attendance management policy and absence procedures.
- Be consistent when deciding if and when to obtain a medical report.
- Identify and record the purpose of obtaining a medical report and familiarise yourself with the data protection principles.
- Ask only relevant questions related to the employee's health condition and their fitness for work.
- Ensure explicit written consent of the employee is obtained and provide them with information on the organisation's compliance requirements of the Access to Medical Reports Act 1988.
- Provide the General Practitioner (GP) with relevant information about the workplace and the employee in order to provide a full picture of the role.

Medical report obtained

- Ensure that the report is kept confidential and secure and ensure that only the relevant people have access to it.
- Ensure you discuss the contents of the medical report with the employee, including any recommended reasonable adjustments, with a view to agreeing an action plan to support them to stay at work or manage their return to work, with reference to the Equality Act 2010.

Our organisation wishes to ensure there is a consistent approach to requesting and managing health information.

Remember that the more details about the job role provided, the more consideration the medical practitioner can give to the feedback.



Request letter to GP for medical report

Date of issue:

GP name:

GP address:

Dear Dr

Re:

**Employee
name:**

**Employee
address:**

**Employee
date of
birth:**

Mr/Mrs/Ms

is currently:

absent from work

at work

As their employer I write to ask if you would advise on their current health and fitness for work.

In addition could you please advise on any reasonable adjustments that you may consider necessary to support this individual at work or to facilitate their return to work. Attached is a brief GP Medical Report template for your completion.

This employee is currently employed by:

Company name:

Job title:

**Employment
start date:**

Full time

Part time

Day shift:

Shifts:

Please find attached the employee's written consent to disclose medical information.

They wish to have access to your report before it is supplied.

They do not wish to have access to your report before it is supplied.

I understand that you may charge a reasonable fee for carrying out this work in accordance with the British Medical Association rates and I confirm that

(insert company name)

would be prepared to discharge this fee provided the fee is agreed with me beforehand.

Should you require any further information, please do not hesitate to contact me. I look forward to hearing from you.

Please find the following documents attached:

- A brief summary of the employee's job role / job description
- A GP Medical Report template
- Employee consent for release of medical information

Yours sincerely

Signature:

Print name:

Job title:

Direct dial:

GP Medical Report template

**Employee
name:**

**Date of
birth:**

Address:

In relation to the employee's current health, wellbeing and fitness for work (job description attached), are there any obstacles in relation to the employee's current health that may be preventing the employee from (please tick):

Returning to work

Carrying out full work activities while at work

If so, how long would you expect this to last for?

Details:

Are there any reasonable adjustments that would assist the employee to return to work or remain at work?

A phased return to work

Altered hours

Amended duties

Workplace adaptation

Is there a likelihood of recurrence of this health condition? If so is there anything we as their employer can do to help support them at work?

Details:

Is it likely that this individual has a health condition that would be considered to have a protected characteristic under the Equality Act 2010?

Likely

Unlikely

Details: