

Release Medical Records to employer's medical :

The following letters are enclosed:

1. Consent letter
2. Consent letter
3. Letters authorising release of medical records and information
- 4.
- 5.
- 6.
- 7.

Guidance notes:

1. Most of us are naturally diffident about asking staff for medical information. However, the request is rarely refused. Very often, inadequate disclosure simply provides no answer. If you want the whole story, you have to ask for it. Remember too, that your
2. In asking for medical records, you are asking for the most private information your employee has. It may be perfectly reasonable to refuse your request for all the notes, even when you limit viewing of them to a third party medical
3. Best practice in this delicate area is to make arrangements for a medical examination with one or more medical experts you appoint, before asking your employee for consent to disclose records. In that way, the name
4. The consent letters above are addressed to your employee's general practitioner and hospital. With small variations, they could as easily be addressed to the general dental practitioner,
5. You should obtain a consent letter made up with an address of each place where your employee has received treatment. It may be necessary to ask for a further consent letter if you discover new sources of
6. Your expert will receive only copies of records. You will be charged a fee for copying. If the copies are illegible, send them back and request better. This is an area demanding tact and perseverance. Most medical professionals regard legal matters as very low priority. You or your expert may receive badly copied papers or copies of illegible manuscript. You are entitled to
7. Note that any authority to disclose must be addressed directly to the organisation holding the records. It is not enough for the employee to give a
8. If you wish to obtain a report from your own appointed specialist it is necessary for you first to ask your employee what is the specialisation of the consultant treating him / her. You should then telephone the same department at some other hospital and ask for the names of consultants in that

department who undertake medico-legal work. Next, you should

/ , .

9. A low cost report can often be obtained most quickly from your employee's general practitioner or you may seek a report from any specialist involved. If you are instructing the employee's own medical practitioner then the employee has certain rights to see and approve the report before you see it. By law, you must obtain the employee's consent and notify him of his rights. The letter and consent form above cover this. If .
10. The consent letters below are addressed to your employee's general practitioner and hospital. With small variations, they could as easily be addressed to the general dental practitioner, , , .
11. You should obtain a consent letter made up with an address of each place where your employee has received treatment. It may be necessary to ask for a further consent letter if you discover new sources of .
12. You may need both GP and hospital records. Most hospitals have their own consent form and will not accept the letter you have provided (despite the information being the same). Furthermore, most are very inefficient in sending .

End of notes

Consent letter to GP to release medical records to employer

Your private address, line one
Your private address, line two
Town
Post code
Date

To:
The Practice Manager
The Westminster Practice
100, Big Ben Road
Upminster
UP6 8GH

Dear Sir / Madam,

Re: Medical records request under the Access to Information Act 1990

Myself [Your name] d.o.b []

My NHS Number [Enter NHS Number]

I work for [employer name] of [employer address]. I now request and authorise you to send copies of all of my medical records as soon as possible to Mr / Miss [enter name of consultant or doctor or other medical professional], [].

Please provide the copies as quickly as possible. I understand my above named employer will

Please send all documents in hard copy. So far as any record is available only in soft copy, like radiography plates, please send in standard industry file format. For such soft copy items please

Please also take this as my authority for you to tell them whatever further information they might need,

This authority is irrevocable for 12 months from today, after

Yours sincerely,

[Manuscript signature]

Consent letter to hospital to release medical records to employer

Your private address, line one

Your private address, line two

Town

Post code

Date

To:

Health Records Manager

[Name of hospital]

[Address of Hospital]

Dear Sir / Madam,

**Re: Medical records request
1990**

Myself [Your name] . []

My hospital reference [Enter ref]

I work for [employer name] of [employer address]. I request and authorise that you send copies of all of my medical records []
/], [].

Please provide the copies as quickly as possible. I

Please send all documents in hard copy. So far as any record is available only in soft copy, like radiography plates, please

Please also take this as my authority to give them

This authority is binding for 12 months ,

Yours faithfully,

[Manuscript signature]

Letters authorising release of medical records and information

Letter to your staff member:

Dear [Carl],

In view of your [continued absence / your many days absence] through [sickness / bad health] over the last [how long],

Let me say at once, [Carl], that this is our established procedure. It has always been my policy to seek information

Attached are a number of letters of authority. I am giving you several copies to sign, so that we can obtain information if necessary from more than one hospital or medical practitioner. As a start, would you please insert the name and address of each place where you have received treatment over the last [12 months]; one

I also enclose a letter addressed from you to [Mr / Miss Super expert], whom I have asked for a report. [Mr / Miss Super expert] will not be able to disclose their report to us without your permission. You can see that we also require you to allow us to talk to [Mr / Miss Super expert] about your health.

[/]

I do understand that we are asking for very personal information. We would not ask if it was not wholly necessary to enable our own doctor to provide an accurate and full report. Of course,

()

Yours sincerely,

[Manuscript signature]

Letter from employee to company appointed medical expert consenting to discussion with the company

Your private address, line one

Your private address, line two

Town

Post code

Date

To:

[Name of expert]

[Name of hospital]

[Address of Hospital]

Dear Sir / Madam,

Myself [Your name] . . . [

]

My employer: [company name and address]

My employer has asked me to disclose to you my medical records and to attend

.

.

Please take this letter as my authority, irrevocable for [12 months] from today, to disclose to my above employer all information in

.

.

I understand my employer has instructed you.

.

Yours faithfully,

[Manuscript signature]

Letter from company to their own medical expert instructing for a report

Dear [Mr / Miss Super expert],

[Employee name]

[Employee address]

[Employee date of birth]

The above named person works for us. There is a history of
[/].

.
:

1. you can [] [21];
2. you £[300] ;
3. Subject to seeing the ,

We have instructed for the medical records to be sent direct to you []
's [].
[14], , .

I am very grateful for your help.

Yours sincerely,

[Manuscript signature]

Letter to your staff member explaining rights and seeking consent to obtain a report from his own medical practitioner

Dear [Carl],

In view of your continued [absence / your many] days absence [/]

Let me say at once, [Carl], that this is

We propose to ask your [/]

You have the right to see a

Once you have seen the report it cannot be sent to us without

Yours sincerely,

[Manuscript signature]

Consent form for use when obtaining a report from a staff member's GP or specialist

Your private address, line one

Your private address, line two

Town

Post code

Date

To:

[Name of doctor/specialist]

[Name of hospital]

[Address of Hospital]

Dear Sir / Madam,

Re:

1990

Myself [] . []

My employer: [company name and address]

I authorise [name of]

I do require

[]

OR

I do not

[]

Yours sincerely,

[Manuscript signature]

Paragraph to include in letter of instruction to staff member's GP or specialist

We enclose our employee's signed consent form. We have notified

1990 .

