



Attendance & Absence

Letter requesting consent to contact medical adviser (Access to Medical Reports Act)

Document 1 of 3

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Document for:

Employees



Other staff

e.g. consultants, contractors,
casual and agency staff.



Volunteers



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[Letter requesting consent to contact medical adviser - AMRA]

[Document 1 of 3]

[On headed notepaper of employer]

[ADDRESSEE]

[ADDRESS]

[DATE]

Dear [EMPLOYEE'S NAME],

Medical examination and report from [GP] [Consultant] [Occupational Health Adviser]

I write further to [our meeting on [DATE]] **OR** [our previous correspondence on [DATE]].

OPTION 1 (standard circumstances)

We would like to obtain a written report on your fitness to work from [your GP **OR** consultant **OR** an [occupational health adviser][OTHER]]. We are contacting you to obtain your written consent to our application for a medical report under the Access to Medical Reports Act 1988.

OPTION 2 (circumstances where employee is refusing to take part in the sickness absence procedure due to being signed off sick - so the medical opinion required to assess employee's ability to take part in the sickness absence procedure)

I am aware that currently you are signed off work by your doctor. We are not seeking to return you to work, we merely want to discuss your condition with you so that we may assess your capability to return to work.

In circumstances of long term absence, it is both usual and expected for employers to remain in contact with the absent employee regarding their condition. I have not spoken to you since [DATE]. It is not necessary to wait until...

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