

Vizion Occupational Healthcare

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Management Referral Guidance

The advice provided by the occupational physician is designed to help and support the manager and employer in dealing with employees that have health issues that are impacting on the workplace. After occupational health assessment a report will be supplied to the referring manager or HR Advisor answering the questions that have been asked in the referring letter. It is important to give as much background information as possible on the referral form. This will enable the occupational physician to review all key information when assessing an individual and writing the report.

Occupational physicians have a duty to respect patient confidentiality in line with guidance from the General Medical Council (GMC) and Faculty of Occupational Medicine. Therefore the report that is provided to management/HR will generally not contain confidential clinical details without the referred employee's express permission. However the impact of their clinical condition on their functional capacity and fitness for work will be addressed in the report.

In order to facilitate a referral please ensure the following:

- Completion of standard referral form
- Please ensure the employee is aware of the reason for the referral and the process involved
- Please read and sign acceptance of the standard terms and conditions
- In order to provide your employee with as much information as possible about the assessment we recommend that you provide them with a copy of *Information about your occupational health assessment* which can be downloaded at www.vizionhealthcare.co.uk