

Vizion Occupational Healthcare

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Management Referral Terms and Conditions

1. Appointments for consultation will only be made and confirmed on receipt of a fully completed management referral form.
2. The appointment time, date and location will be confirmed by e-mail or fax to the referring HR Advisor or manager. It is the HR Advisor and/or manager's responsibility to ensure that the referred employee is aware of the reason for referral and of the appointment details.
3. If an appointment is cancelled less than 48 hours before a scheduled appointment or if an employee fails to attend a confirmed appointment the full appointment fee will be charged.
4. If a home visit is required this will be charged at an hourly rate including travel time. The cost will be notified to the referring HR Advisor/manager at the time of booking.
5. In some instances it may be necessary to request further medical information from an employee's GP or specialist. This may be required in order to adequately advise the employer on aspects relating to fitness for work. If required the cost of any requested report will be recharged to the referring client with an additional administration fee of £20. A further brief report will be provided to the referring client on receipt of the report from the GP or specialist.
6. Unless otherwise agreed the fees charged will be in accordance with the current management referral fee schedule.
7. A copy of the report produced is not routinely sent to the employee referred but if an employee requests a copy of the report this cannot normally be withheld under the Data Protection Act and the Access to Medical Records legislation.

Company Name	
Invoice Address	
Purchase order (If applicable)	

I confirm that I agree to the terms and conditions detailed above and that the correct invoice details have been provided.

Name:

Signed:

Job Title:

Date: