



sickness absence but a referral may be needed due to concerns around the  
result of a health issue or their well-being.

please include as much relevant information here as possible.  
The type of information you provide here should include

Length and reason for current absence.

Where an individual has been referred to Occupational Health because of concerns around high levels of short-term sickness absence you may want to ask Occupational Health to advise whether the individual is able to maintain regular attendance (they will advise whether the individual is suffering from an underlying health condition, any treatment they are receiving, and the prognosis of any diagnosed medical condition).

With all referrals you may mendations,  
for example, if there is an underlying medical condition causing the absence(s),  
these adjustments will be needed for or whether they will be required indefinitely),  
if a phased return to work is required and if so what this will look like. Also, whether

In both short-term and long-

### **Occupational Health Assessment and Reports:**

The assessment will be carried out and a report sent to the referring manager under confidential cover (reports are normally sent by e-mail). A copy of the report will be given to the employee if they have indicated that they wish to see it. In such cases the individual is given 5 working days from receipt of the report to make any comments before the report is sent to their manager.

The reports will contain recommendations and advice regarding the specific questions asked by the manager. Reports will not disclose medical information unless there is specific consent to do so by the individual concerned.

In order to supply the best possible advice, it may be necessary to obtain further medical information from GPs or treating specialists. In such cases the individual will be asked to give their consent in line with Access to Medical Records Act 1998. You will be informed if the request for a GP/Specialist report is appropriate.

### **Queries regarding Occupational Health Referrals:**

Please contact either the Occupational Health Practitioner or your HR Advisor if you require additional guidance/ advice.