

OCCUPATIONAL HEALTH

Consent to Transfer Occupational Health Records

NHS England has recently entered into a contract with HM Partnership LLP (Heales Medical) for the provision of Occupational Health Services to GPs and Dental practices. This contract commenced from the 1st April 2017.

In order for us to provide a seamless service, we need to ask the previous provider to transfer your medical records to Heales Medical. This will ensure that your Occupational Health record remains in one location.

The transfer of files is normal practice when a new provider takes over a contract of this kind. Heales Medical is bound by the provisions of the Data Protection Act together with codes of practice from both the GMC and NMC, to ensure that your details remain confidential and are not disclosed to a third party without your express consent.

Both Heales Medical and NHS England are committed to delivering a service that benefits the Practice and its staff over the coming months and years.

We will now write to the previous provide and ask them to forward your medical records to us. In order to expedite this we ask that you sign this form to indicate that you consent to your medical records being transferred to us.

If you have any concerns about the transfer of your records, please refer to the “Frequently Asked Questions” at the bottom of this form or alternatively contact us and we will discuss the options available to you, which include your right not to consent to the transfer of your records to Heales Medical.

Name:			
Date of Birth:		NI Number:	
Job Title:			
Practice / Surgery:			
Name of Previous Provider:			

I confirm that I have read and understand this form and that I consent for my medical records to be transferred to HM Partnership LLP (Heales Medical).

Signed:

Dated:

Frequently Asked Questions

Q – What is actually being transferred? I didn't know I had a medical record.

A- If you've been referred to our current or previous Occupational Health Providers or had a pre-employment/Commencement screening, or health surveillance check during your employment, you will have an Occupational Health Record. This will currently be held by the previous provider. A new Occupational Health Provider, Heales Medical, has been contracted and we need to arrange for any records held by the previous provider to be transferred to them. We are legally obliged to notify staff when the transfer is going ahead. You have the right not to consent to your record being transferred in which case, your previous medical records will remain with your previous provider.

Q- Is it normal practice for files to transfer between Occupational Health Providers?

A – Yes. If an organisation contracts with a new Occupational Health provider, the Occupational Health records will normally be transferred. There is no requirement for individual consent in such circumstances, but individuals must be advised of the transfer and given the opportunity to ask for their clinical records to be archived rather than transferred.

Q – What information is currently being held on employees?

A – Our current and past providers have used a mixture of electronic and paper files for those individuals referred to them. These records may include health questionnaires, specialist reports, Occupational Health clinician reports and advice letters, medical notes, blood test results and immunisation reports.

Q – How are these records stored?

All medical records are held, securely and confidentially in accordance with the regulations relating to the Data Protection Act, Access to Medical Records Act and both GMC and NMC codes of practice. All Heales Medical staff sign a confidentiality agreement as part of their contracts of employment or engagement with Heales Medical. All paper records are stored in an access controlled area. In the case of electronic records, these are stored on a dedicated secure server with high levels of encryption and protected by anti-virus software. These records are backed up regularly and can only be accessed by authorised staff.

Q – How long are the records kept for?

A – The previous provider is required delete all medical records and individual referral information from its database following the transfer of files to Heales Medical. Depending on the nature of the records held on file, most records are destroyed a few years after you leave your job with your current employer/practice, however the law requires some records, such as COSHH and some other Health Surveillance records to be kept for up to 40 years. When records are past their retention date they will be destroyed. Information is not made available to third parties and shredded paper is disposed of appropriately.

Q – Can I have Access to my records? Who else can see my information?

A – Unless a formal request is received to obtain information or to release information to a third party, the file will remain locked. No data, statistics or information held in the records will be taken, logged, stored or used in any way. Except where required by Court Order, medical records will only be released following receipt of a formal request/consent by the employee.