



## PATIENT INFORMATION SHEET

Access to Personnel Files and Medical Reports (NI) Order 1991.

This is a summary of your principal rights under the Order, which is concerned with reports provided for employment purposes by a medical practitioner who is, or has been, responsible for your clinical care.

**OPTION A** – You may withhold your consent to an application for the report from a medical practitioner.

**OPTION B** – You may consent to the application, but indicate your wish to see the report before it is supplied. You must make the necessary arrangement with the medical practitioner to see the report, it will not be sent to you automatically.

The medical practitioner will be informed that you wish to have access to the report and will allow 21 days for you to see and approve it before it is supplied to the applicant. If the medical practitioner has not heard from you in writing within 21 days of the application for the report being made, he or she will assume that you do not wish to see the report and that you consent to it being supplied.

When you see the report, if there is anything in it which you consider incorrect or misleading, you can request (but this must be in writing), that the medical practitioner amend the report, but he or she is not obliged to do so. If the medical practitioner refuses to amend you may:

- (i) withdraw consent for the report to be issued
- (ii) ask the medical practitioner to attach to the report a statement setting out your own views
- (iii) agree to the report being issued unchanged

### **NOTE**

The medical practitioner is not obliged to show you any parts of the report which he or she believes might cause serious harm to your physical or mental health or that of others, or which would reveal information about a third party or the identity of a third party who has supplied information to the medical practitioner about you, the medical practitioner will so inform you and your access to the report will be appropriately limited.

**OPTION C** – You may consent to the application for the report but indicate that you do not wish to see the report before it is supplied. Should you change your mind after the application is made and notify the medical practitioner in writing he or she should allow 21 days to elapse after such notification so that you may arrange to have access to the report (if the report has not already been supplied before you change your mind).

**OPTION D** – Whether or not you decide to seek access to the report before it is supplied, you have the right to seek access to it from the medical practitioner at any time up to six months after it was supplied.