###### What is a medical assessment?

**INFORMATION SHEET**

**Employee Information - Medical Assessments**

A medical assessment provides your agency with information and advice on your ability to perform the inherent requirements and demands of your role and how it might better support you at work if you have a non-work related injury or health condition. The type of medical assessment you will undergo will depend on your condition and the inherent requirements of your role. Generally, the medical assessor will:

* ask you a range of questions about your health
* review information provided by your agency and medical information or reports you may have provided/brought along from your treating doctor/s
* conduct a medical examination.

###### Who will perform my medical assessment?

Your agency will refer you to staff at [Name of Service Provider], who will look at the referral information sent by your agency and assign the most appropriate medical assessor to perform your assessment.

###### Who is [name of Service Provider]?

[Name of Service Provider] is an occupational health and medical assessment Service Provider on the NSW Government’s *Prequalification Scheme: Employment Related Medical Services* which has been selected by your agency to perform your medical assessment.

###### How can I prepare for my employee health assessment?

Your agency will send information to [name of Service Provider] and also provided you with the same information. The next steps for you are to:

* Return a signed copy the *Employee’s Acknowledgement of Receipt* form to acknowledge that you have received copies of documents sent to [name of Service Provider] by your agency.
* Read the referral information and decide if you want to submit a written response or additional information. This must be about the same health related issue(s) as the referral information. You need to send your response/additional information to [name of Service Provider]and a copy to your agency before, or on the day of, your appointment.
* Wait for [name of Service Provider]to contact you about your assessment appointment date, time and location. Your agency will also be notified of the appointment details.
* Let [name of Service Provider] know if you need an interpreter at the assessment when they contact you to make the appointment.
* Gather any supporting health information that you want to take to your assessment to give to your assessing doctor. You should also provide copies of new documentation to your agency.
* Arrange for a support person to be with you at your assessment, if necessary. This person can provide support but cannot participate in or comment on the assessment process.
* Attend your appointment on the agreed time and date, and provide the medical assessor with any additional supporting health information you have brought with you. The assessing doctor will interview you, review any supporting material and conduct a medical examination.
* Complete the *Privacy and Consent* form at your appointment. You can either give or withhold consent for [name of Service Provider]to contact your treating doctor or specialist and to release relevant medical information to your agency.
* **If you cannot attend your scheduled appointment** you must ring [name of Service Provider] promptly on [contact phone number] to let them know. Please note that [name of Service Provider]charges your agency for rescheduling appointments and cancellations.

###### What happens after my medical assessment?

Where you have given your consent, your medical assessor may contact your treating doctor or specialist to seek a report or additional information.

The medical assessor will then prepare a medical assessment report that takes into account all of the medical information available and send it to you and your agency.

The report will provide your agency with an assessment of your ability to safely undertake the inherent requirements and demands of your role and include recommendations for any rehabilitation or work adjustments.

Options for managing any non-work related injuries or health issues will depend on your assessment outcome. Your agency will discuss this with you and the options appropriate to your particular circumstances.

###### What if I don’t agree with my medical assessment outcome?

If you do not agree with the outcome of your medical assessment you may be eligible to request a review of the assessment outcome and medical documents by an independent Review Panel. [Name of Service Provider], which arranged your medical assessment will provide administrative support to the panel.

Your agency can give you more information about the review process.

**What are my privacy rights?**

###### You have a right under NSW privacy laws for the confidential treatment of your personal information and health information. However, information or an opinion about your suitability for appointment or employment as a public sector official does not fall within the definition of personal information or health information under NSW privacy laws. More information is available at <http://www.ipc.nsw.gov.au/privacy-laws>.

###### Where can I find more information?

###### About my medical assessment

Ring [name of Service Provider] on [contact phone number]

Email: [Service Provider email address]

###### About my work situation

Talk to your manager, supervisor, agency human resources area or union representative.

###### Further information:

###### Relevant agency policy and procedures

###### *Fitness for duty: Medical assessments for non-work related injuries and medical conditions* (DRAFT)

###### Medical services for NSW Government agencies PSCC-2016-06