**Appendix 5 – Occupational Health referral letter template**

Dear [insert name of OH]

**Name: [insert name of practitioner]**

**Date of Birth [insert date of birth]**

**Address: [insert address]**

**Telephone number: [insert number]**

I am referring [insert name of doctor] to see you in the Occupational Health Department of [insert hospital name].

[Insert name of doctor] is [insert speciality].

The reason for referral to Occupational Health is:

* [Insert relevant reasons including the effects of the health problem on work performance and attendance].

I have discussed the reasons for this referral with [insert name of doctor] and have explained the confidential role of the Occupational Health Department.

Following your assessment, I would be grateful if you could please answer the following questions:

1. Is Dr (insert name) fit for their role?
2. If Dr (insert name) is not fit, can you give an indication of the likely duration of the absence?
3. Could Dr (insert name)’s medical problems be contributing to cause problems with their behavior and/or performance at work?
4. Are there any workplace factors contributing to Dr (insert name)’s ill-health/
5. Can you recommend any help or further support that Occupational Health or an external agency can offer Dr (insert name)?

A copy of this letter has been forwarded to Dr (insert name).

Thank you for your help. I look forward to hearing from you.

Yours sincerely