

## (9) Model letter of enquiry regarding likely cause of absence addressed to a worker's general practitioner

Doctor's name ..... Date .....

Address .....

PLEASE ACKNOWLEDGE RECEIPT OF THIS LETTER IF THERE IS  
LIKELY TO BE ANY DELAY IN REPLYING

Re: .....

Name .....

Address .....

To administer Statutory Sick Pay, and the Company's sick pay scheme, and to plan the work in the department, it would be helpful to have a report on your patient, who works for our organisation.

His/her work as a ..... has the following major features:

Management responsibility for .....

Seated/standing/mobile

Light/medium/heavy effort required

Day/shift/night work

Clerical/secretarial duties

Group I (private)/Group II (professional) driver

Other .....

The absence record for the past year is summarised as:

Total days lost .....

This month .....

Previous months .....

**(9) Model letter of enquiry regarding likely cause of absence  
addressed to a worker's general practitioner *continued***

Attached is your patient's permission to enquire. He/she wishes/does not wish to have access to the report under the Access to Medical Reports Act 1988:

What is the likely date of return to work?

Will there be any disability at that time?

How long is it likely to last?

Are there any reasonable adjustments we could make to accommodate the disability?

Is there any underlying medical reason for this attendance record?

Is he/she likely to be able to render regular and efficient service in the future?

Is there any specific recommendation you wish to make about him/her which would help in finding him/her an alternative job, if that is necessary, and if there is an opportunity for redeployment (for instance no climbing ladders, no driving).

I would be grateful for an early reply and enclose a stamped addressed envelope. Please attach your account to the report (following the BMA guidance on fees).

Yours sincerely

Signed ..... Name (BLOCK LETTERS)

Role in the company .....

Note: Please amend/delete where necessary