

ACCESS TO MEDICAL REPORTS ACT 1988

INSURANCE CLAIMS

SUMMARY

Before we can apply for a medical report from your doctor, we need your consent. Before signing in the space below, you should know that you have certain rights under the Access to Medical Reports Act 1988. These are set out overleaf, but the main points are as follows:-

- (a) You can withhold your consent.
- (b) You can see the report before it is sent to us, or during the six months after that.
- (c) You can ask the doctor if he or she will amend any part of the report which you consider to be incorrect or misleading. If the doctor is not in agreement, you may append your comments.
- (d) The doctor can withhold from you the report, or part of it, if he or she thinks you would be harmed by seeing it.

CONSENT TO OBTAIN A MEDICAL REPORT

I have been informed of my statutory rights under the Access to Medical Reports Act 1988, as explained overleaf, and in connection with my insurance claim, hereby consent to The Dentists' & General Mutual Benefit Society Limited being provided with medical information from any doctor who at any time has attended me concerning anything which affects my physical or mental health, and I agree that a copy of this consent shall have the validity of the original.

* I wish to see the report before it is sent to the Society
See Procedure 'A' overleaf

* I do not wish to see the report before it is sent to the Society
See Procedure 'B' overleaf

NAME (IN BLOCK CAPITALS)

MEMBERSHIP NUMBER

SIGNED

DATE

* Please tick one box only.

The Dentists' & General Mutual Benefit Society Limited

St. James Court, 20 Calthorpe Road, Edgbaston, Birmingham B15 1RP
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As under the terms of your policy, we require completion of a medical report by the doctor who is caring for you, to enable us to deal with your claim. We need your consent by signing in the space indicated overleaf. Before doing so, however you should read this note carefully, as it sets out your rights under the Access to Medical Reports Act 1988 and the procedures for dealing with reports. You do not have to give your consent to our Chief Medical Officer being provided with the report but, if you do, you have the right to tell the doctor you wish to see the report before it is sent to us, in which case the doctor cannot send it to us unless either he or she has shown it to you, or 21 days have passed without you having contacted your doctor about arrangements for you to see it. **Of course, the quicker you act, the quicker your claim can be considered, and we may not be able to proceed with your claim in the absence of medical information.**

Whether or not you say you wish to see the report before it is sent to us, the doctor must let you see a copy for up to six months after it is supplied, if you ask.

If you ask the doctor for a copy of the report, he or she can charge you a reasonable fee to cover his costs.

Once you have seen a report before it is sent to us, the doctor cannot submit it until he or she has your consent. You can write to the doctor asking them to amend any part of the report which you consider to be incorrect or misleading, and have attached to the report a statement of your views on any part where you and the doctor are not in agreement and which the doctor is not prepared to alter.

The doctor is not obliged to let you see any part of a report if, in their opinion, that would be likely to cause serious harm to your physical or mental health or that of others, or would indicate the doctor's intentions towards you, or if disclosure would be likely to reveal information about, or the identity of another person who has supplied information about you unless that person has consented or the information relates to, or has been supplied by a health professional involved in caring for you. In such cases, the doctor must notify you and you will be limited to seeing any remaining part of the report. If it is the whole report which is affected, he or she must not send it to us unless you give your consent.

Procedure A. If you choose to exercise your rights under the Act to see any medical reports before they are sent to the Society you should complete the first two pages of the claim form and this consent form. Both documents should then be sent to the Society within seventy-two hours. We will then send the forms to your doctor advising him or her of your request.

Procedure B. If you do not wish to see the reports before they are sent to the Society you should take or send the claim form and this consent form, both duly completed, to your doctor, so that he or she might complete the Medical Certificate and return all documents to this office.

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Incorporated in 1999 under the Friendly Societies Act, 1992 (No. 456F)

Member of the Association of Friendly Societies. Authorised and Regulated by the Financial Services Authority.