## **Subject Access Requests**



## A step by step guide to initiating a Medical in Confidence request for or on behalf of an

**employee.** An employee may request a copy of their Occupational Health record either from OH Assist directly or via their employer. The employer has the ability to register the request via myOHportal. A completed consent form is required to support the application. Upon receipt of the request OH Assist will send a copy of the Occupational Health record to the address specified in the request.

- Log in to <u>www.myohportal.co.uk</u> with your current Username, Password and 2 digits from your 6 digit PIN number
- 2. Select Actions
- 3. Select Initiate a New SAR Request
- 4. The referral type **Medical in Confidence** request will be pre-populated along with the date and time
- A completed employee consent form is required to support the request. Upload the **Consent Document**. A link to download a consent document is available in the top right corner of the page.
- 6. Enter Employee Details
  Fields with a Red Asterisk are Mandatory \*
- 7. Enter Employee Address
  - Easy address match enter the **Postcode** and select **Search**
- 8. Enter Delivery Details, Contact Name and Address
  - You can select **Same as Manager** and this will ensure the Medical in Confidence documents are sent to the referring manager's work address. If the employee would like the Medical in Confidence documents sending to an alternative address, provide details of the address in the fields available
- 9. Upload any other supporting documents
- 10. Select Submit
- 11. Note the Request ID for future reference
- 12. Select, **Finish** to send the request

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