

# 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.

1. Log in to [www.myohportal.co.uk](http://www.myohportal.co.uk) 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

5. 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

The screenshot displays the OH Assist web portal interface for initiating a Subject Access Request (SAR). At the top, there is a navigation bar with the OH Assist logo and a blue 'Actions' button. Below this, the 'Request Details' section is visible, where 'Request Type' is set to 'Medical in Confidence (MIC)' and 'Request Date' is '20/04/2017 14:16'. The 'Please select type of consent form' section shows 'Customer specific consent' selected. A table for document uploads is present, with one entry 'Test Document.docx (9.71 KB)' and a 'Select' dropdown menu. The 'Employee Basic Details' section includes fields for First Name, Last Name, Date of Birth, Telephone Number, Email Address, and Home Address. The 'Delivery Details' section has a 'Contact Name' field with a 'Same as Manager' checkbox, and a 'Delivery Address' section with fields for Postcode, House Number, and Address 1-4. Below this is an 'Upload Documents' section with a table and an 'Add New Document' link. A green 'Submit' button is prominently displayed. At the bottom, a confirmation message reads 'Request Initiated Successfully.' with a 'Request ID' of 145 and a 'Request Type' of 'Medical in Confidence (MIC)'. A 'Finish' button is located in the bottom right corner of the confirmation area.