

Further Support

Access to Work provides practical and financial support to people with a physical or mental health condition or disability to help them start work or keep a job. This can include paying towards aids or equipment; support workers; communication support at interviews; support services; or travel to and in work.

www.gov.uk/access-to-work/overview

Work Life provides information to employers, employees and healthcare professionals on helping people with long-term health conditions to stay in or return to work. www.yourworkhealth.com

Guidance and support for specific conditions

Get Well soon - Royal College of Surgeons of England Website www.rcseng.ac.uk/patients/get-well-soon provides practical tips and advice about getting back to work after common surgical procedures.

Return to Fitness: Recovering well - Royal College of Obstetricians and Gynaecologists website www.rocg.org.uk/recovering-well/ provides advice on recovery, including return to work, following gynaecological surgery.

Work and Mental Health - Royal College of Psychiatrists website

www.rcpsych.ac.uk/workandmentalhealth provides advice about returning to work after a period of mental ill health.

Work and Cancer - Macmillan



www.macmillan.org.uk/Cancerinformation/Livingwithandaftercancer/Workandcancer/Workandcancer provides information about work and cancer for patients, carers, employers and healthcare professionals.

Help with personal or social problems

Fit Notes can only be used for medical problems. Your doctor may be able to refer you to support for further personal or social problems. For example:

Problems at Work - for help on dealing with bullying, harassment or discrimination and preventing disputes and conflict at work contact **Acas** on www.acas.org.uk or 08457 47 47 47

Further support continued...

Your local trade union or safety representative may also be able to help with issues at work.

Support for Carers

www.nhs.uk/carersdirect/Pages/CarersDirectHome.aspx or www.carers.org/

Debt issues

www.adviceguide.org.uk/england/debt_e.htm or www.nationaldebtline.co.uk/

Career advice

www.nationalcareersservice.direct.gov.uk/advice/Pages/default.aspx

Help with relationships

www.relate.org.uk/home/index.html

Occupational Health

Occupational health support can be very helpful in complex cases and when work may be affecting your health. Occupational health services are often provided by large employers and sometimes by the NHS or local authorities. Trade or regional business associations may have details of occupational health providers or other sources of help. For details of providers in your area, contact:

Commercial Occupational Health Provider Association www.cohpa.co.uk

NHS Health at Work

www.nhshealthatwork.co.uk/support-for-business.asp

Society of Occupational Medicine

www.som.org.uk

Safe Effective Quality Occupational Health Service

(list of approved occupational health providers) www.seqohs.orh

More information on the Fit Note is available at

www.dwp.gov.uk/fitnote

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Fit Note Guide

Opening Hours

The surgery is open between 08.00am - 12.45pm and 1.30pm - 6.00pm Monday to Friday. Please Note: Between 12.45pm - 1.30pm the surgery will be shut for lunch.

If you require assistance between 12.45pm - 1.30pm and 6.00pm - 6.30pm please call 01530 832095 and follow the recorded instructions.

From 'sick note' to 'fit note' in UK

Website: www.broomleysurgery.co.uk

Email: BroomLeysSurgery.Patients@nhs.net

NHS Choices Website: www.nhs.uk

NHS

NHS

Tel: 01530 832095

Fax: 01530 832616

How the Fit Note Works

Doing the right kind of work is good for your health, including if you have a health condition.

You don't always need to be fully recovered to go back to work, it could also help your recovery.

Your Fit Note can help you go back to work when you're able to. Your doctor will not automatically assess that you are not fit for work if you have a health condition. They will:

- * Discuss with you how your health affects what you can do at work
- * Think about your fitness for work in general rather than just your current job



You should discuss with your employer to see if they can make any changes to help you return to work.

Getting a Fit Note

For the first 7 days of your illness you will need to provide your employer with a self certification form (SC2) this should be provided by your employer, however this can be downloaded from the GOV.uk website.

If however, you have 7 days or less of work then your employer shouldn't ask for medical evidence that you've been ill. For sickness of seven days or less, your GP practice may charge you to provide a private medical certificate.

Your doctor will only give you a note if your health affects your fitness for work. The Fit Note is your property and you should keep it - your employer can take a copy if they require one for your records.

If you are fit for work, you do not require a Fit Note from the doctor.

Your doctor cannot give you a Fit Note for non medical problems such as at home or relationship trouble at work. They may, however, be able to suggest other sources of help (some are listed in the further support section of this leaflet).

Your doctor will only give you a Fit Note if your health affects your fitness for work, and either you are unable to work at all, or you may be able to work with some changes to your job

- * **A phased return to work:** a gradual increase in work duties or hours
- * **Altered hours:** changing your work times or total hours
- * **Amended duties:** changing your work duties
- * **Workplace adaptations:** changing aspects of your workplace

Rules of the Fit Note

You should get a Fit Note from the doctor who is treating you. This will usually be our GP, but if you are getting treatment in hospital you should ask for one from your hospital doctor (if you don't already have one).

Fit Notes can either be handwritten or printed, but must be signed by a doctor. Duplicate notes can only be issued if the original has been lost, however this may incur a charge.

If your employer requires a letter from your doctor stating that you are fit to return to work then there will be a charge to your employer before this information can be sent out to your employer.

The Fit Note is classed as advice from your doctor. Your employer can decide whether or not to accept it and your doctor cannot get involved in any disputes between you and your employer. You may wish to seek help from a trade union or [Acas](#) in such situations.

Going back to work



You should go back to work as soon as you feel able to and with your employers agreement - this may be before your current Fit Note runs

out. You **do not** need to go back to see your doctor before going back to work - even if your doctor has indicated that they need to assess you again.

Your doctor **cannot** give you a Fit Note stating that you are 'fit for work'. If your employer asks for one please show them this leaflet as they may incur a charge.

For a small number of jobs there are separate processes to ensure it is safe for you to return. If this applies to you, your employer will tell you. You **do not** need a Fit Note to cover this period while you wait for your employers' assessment and your doctor will not be able to issue further notes to cover it.

Repeat Fit Notes

If you are not able to return to work on the date on your Fit Note you can ask for an extension. Please contact reception and leave your details of the reason you are unable to work, and the date you want the note extended to or period of time you wish the note to cover.

A repeat Fit Note will be issued at the discretion of your doctor. They may feel that you need to be reviewed by telephone or in person first. In any case if you have not been seen by a doctor for more than a month they are required to review you first.

