

The Clinic

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Sickness Certificates

In order to comply with National NHS policy and instructions from the Local Medical Committee, the doctors in this practice no longer issues 'private' medical certificates. If you are unfit for work, you will need to follow the simple procedure outlined below.

For the first week of your illness

If you're off work sick for seven days or less, your employer should not ask for medical evidence that you've been ill. Your employer can ask you to confirm that you've been ill. You can do this by filling in the standard self-certification statutory sick pay form (called SC2 form) yourself when you return to work. This is called self-certification. The seven consecutive days may include days you don't normally work. So when you work out how long you've been off sick, you should include weekends and bank holidays.

Your employer may have their own self-certification forms. If not, they may use an SC2 form from HM Revenue & Customs. A copy is attached.

The doctor will not give you any additional certificate for the first week of any illness. Most employers accept the standard, nationally recommended self-certification form, but a few demand additional proofs that you have seen the doctor. But remember, it is then the employer's responsibility to write to us to request a further medical report. If you do not mind us giving brief details of the current illness, we would then provide a report directly to the employer who would have to pay the standard fee.

If your employer decides not to accept NHS self-certification form and you have no objection to them knowing the nature of your present illness, please sign the bottom of this form, give it to your employer and they may send it to us with a written request for a medical report.

For illness lasting more than a week

If you are ill for more than a week, you will need two forms:

- 1) The self-certification form for the first week
- 2) A certificate from the doctor to cover any further time.

Give BOTH of these to your employer.

(Please print clearly)

FULL NAME:

ADDRESS:

CONTACT TELEPHONE NUMBER:

My employer is going to send this form to my doctor and is going to request further information about my current illness. I have no objections to this information being disclosed.

SIGNED BY PATIENT:

DATE: / /

About this form

Statutory Sick Pay (SSP) is money paid by employers to their employees when they are ill and unable to work. Please fill in 'Your statement' below when you have been sick for four days or more in a row.

Your statement**About you**

Surname or family name

First name(s)

Title – enter MR, MRS, MISS, MS, or other title

National Insurance number

Date of birth DD MM YYYY

Clock or payroll number

About your sickness. Please give brief details

What date did your sickness begin? DD MM YYYY

What date did your sickness end?

If you do not know, please leave this blank.

DD MM YYYY

The dates you put in these two boxes may be days you do not normally work. If you are sick for more than seven days, your employer may ask you for a medical statement of fitness for work 'fit note' from your doctor.

What date did you last work before your sickness began?

DD MM YYYY

What time did you finish work on that date?

(enter time in 24 hours)

Was your sickness caused by an accident at work or an industrial disease?

 No Yes

If you answered 'Yes', you may be able to get Industrial Injuries Disablement Benefit. If you want information about claiming this benefit, ask at any Jobcentre Plus office.

Your signature

Signature

Date DD MM YYYY

Phone number

What to do next

Please:

- give your completed form to your employer. It will help them to decide if you can get SSP
- keep a copy for your own information.

If you can get SSP, your employer will pay you in the same way they usually pay your wages.

If you cannot get SSP, your employer must give you form SSP1 to tell you why. You can use form SSP1 to support a claim for Employment and Support Allowance.

If you disagree with your employer's decision you can ask HM Revenue & Customs for a decision about your entitlement. Phone our Disputes Team on **0191 225 5221**.

Please turn over

Other help while you are sick

- You can get more information about other help while you are sick in leaflet DWP1026 *Help if you're ill or disabled A guide for disabled people, those with health conditions, and carers.*

You can get leaflet DWP1026 from:

- any Jobcentre Plus
 - most advice centres like the Citizens Advice Bureau, or
 - any Post Office (except in Northern Ireland), or
 - Can also be downloaded from www.dwp.gov.uk
- If you do not have much money coming in while you are sick, you may be able to get Income Support. Income Support is a Social Security benefit for people who do not have enough money to live on. You can find out more about Income Support from any Jobcentre Plus office. If you want to know more about benefit entitlement while you are sick, go to www.direct.gov.uk or phone the Benefit Enquiry Line for people with disabilities. The phone call is free. The number is **0800 882 200** or in Northern Ireland **0800 220 674**.
If you have any problems with hearing or speaking and use a textphone, phone **0800 243 355**.
The phone call is free.
If you do not have your own textphone system, they are available to use at the Citizens Advice Bureau and main libraries.
 - Working Tax Credit (WTC) helps people with an illness or disability to return to, or take up, work by topping up earnings. It is a tax credit for people on low to middle incomes who are working 16 hours or more a week and who have an illness or disability which puts them at a disadvantage in getting a job. For further information on claiming WTC go to www.direct.gov.uk or phone our WTC helpline on **0845 300 3900**
 - If you want to know more about SSP go to www.direct.gov.uk