

HIGHFIELD SURGERY

SICK/FIT NOTES/ MEDICAL CERTIFICATES INFORMATION SHEET



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DO YOU NEED A DOCTOR'S CERTIFICATE IN THE FIRST SEVEN DAYS OF AN ILLNESS?

NO, illnesses which last less than one week are often minor and self-limiting and you may not require a visit to a doctor. It can be difficult for your doctor to judge whether or not you are incapable of reporting for work in this situation and all the certificate really indicates is that you attended the surgery on a specific date complaining that you had a minor illness. In general, the Department of Health and Social Security, employers and doctors do not recommend that you attend your doctor for sickness certification alone. **Your GP is only required to issue a certificate if your absence from work through sickness lasts more than seven days.**

WHAT DO YOU NEED?

For the **FIRST FOUR DAYS** of any illness you do not require any form of certification. (It is for you to decide if you are fit to work.)

For the **NEXT THREE DAYS** (including Saturdays and Sundays) you should fill in a self certification form (SC2) which is available from your employer or complete the attached form .

After the **FIRST SEVEN DAYS** you will need a **doctor's certificate** and will have to attend the doctor to get a Department of Social Security **Statement of Fitness for Work** form.

WHAT ARE PRIVATE SICK NOTES AND DO YOU NEED ONE?

Some employers or insurance schemes will ask you to provide a private sick note. There is a fee for providing you with a private sick note. Sick notes are usually not necessary for the first week of any illness.



PRIVATE MEDICAL CERTIFICATE

This is to certify that in the opinion of:

GP Name

Patient Name

Address

Address

is/was suffering from:

and is unable to attend work/school.

Signed: _____

Date: _____

SURGERY STAMP

Please Note: Medical certificates are not required for absences under 7 days and employers should normally accept self-certification. Certification for self-limiting illness by a doctor wastes NHS time. Your employee has been charged £15.00 for this private certificate.

PLEASE THEREFORE REIMBURSE YOUR EMPLOYEE



EMPLOYEE'S STATEMENT OF SICKNESS (SELF CERTIFICATE SC2)

Surname

Other Names

Date of Birth

National Insurance Number

Clock or Payroll Number

Please give brief details of your sickness:

Date your sickness began

Date your sickness ended

Signed: _____

Date: _____