

**Important information relating appointments with Occupational Health - appointment booking service and charges for missed appointments**

After your initial appointment with the nurse (made by the Professional issues Team) you are responsible for managing your appointments with Occupational Health. Please be aware that failure to attend an appointment or cancel/re-arrange with at least two days' notice will result in a £25 fine. Please thoroughly read the information below to ensure you avoid this.

The Professional Issues Team will arrange all new students an initial medical appointment regardless of your immunisation history. This will have already taken place at either a Pre-Course Day during the summer or will have been arranged for the first few weeks of your studies. **If you haven't attended / received an appointment please contact us on 0114 225 5637 as soon as possible so that we can arrange this for you.**

At the appointment the nurse will confirm to you future appointments for immunisations and/or blood tests that are required and you will be able to book your next appointment with them. **From this point forward you are responsible for managing your appointments with Occupational Health.** This is to ensure that you are able to arrange appointments which fit in around your studies and other commitments whilst still undertaking the immunisations in a timely manner.

**1. Appointment confirmations**

When you make an appointment with Occupational Health you will receive a confirmation email and text message shortly after booking and the day before the actual appointment you will receive a reminder text message. To ensure that you receive these reminders you must ensure that you keep SOHS updated with your preferred contact details as the University does not do this on your behalf.

**2. Appointment cancellations**

Should you need to cancel an appointment with SOHS please ensure you do this at least 2 working days before your appointment so that it can be allocated to someone else waiting for an appointment. You can cancel by telephoning them on 0114 271 4737.

**3. Charge of £25 for each missed appointment**

If you fail to attend arranged appointments without cancelling in a timely manner, see 2 above you will be charged a fee of £25 for each missed appointment.

The Professional Issues Team will contact you to arrange payment of the £25.