Please use your company letterhead

<Please enter today’s date>

Dr. Graeme Edwards
KINNECT
123 Logan Road
WOOLLOONGABBA QLD 4102

**RE: Appointed Medical Practitioner**

To whom it may concern,

I hereby appoint **[Insert Doctor’s]** as an Appointed Medical Practitioner (AMP) to supervise health surveillance in the workplace for **[Please enter your company name here]** commencing from the date of this letter until further notice. We acknowledge that this appointment may require the AMP to:

* Supervise health surveillance in the workplace.
* Advise on appropriate health surveillance programs for the workplace taking into account the nature of the hazard and occupational exposure.
* Notify and explain the health surveillance results to the employee.  Where the results are of concern, the AMP is to counsel the employee, consider restrictions on or removal from occupational exposure, and liaise with us as the employer to investigate and implement effective workplace controls.
* Record the results and notify the results of health surveillance to any relevant state government departments as soon as practicable.  Should any results indicate risks of serious harm, the AMP may contact the relevant state government department directly.

Kind regards,

**Please enter your Signature:**

**Please enter your Full Name:**

**Please enter your Job Role:**

**Please enter your Company:**

**Please enter your Phone Number:**

**Please enter your Email Address:**

|  |  |
| --- | --- |
| **Employer Details:** |  |
| Business name: | Please enter information here |
| ABN: | Please enter information here |
| Business Address: | Please enter information here |
| Postal Address: | Please enter information here |
| Email: | Please enter information here |
| Phone: | Please enter information here |

|  |  |
| --- | --- |
| **AMP Details:** |  |
| Name: | Dr Graeme Edwards |
| Practice Address: | KINNECT123 Logan Road, WOOLLOONGABBA QLD 4102 |
| Email: | Projects@kinnect.com.au |
| Telephone: | 07 3391 2623 |
| Term of Appointment: | [Please enter a START DATE] – Ongoing  |
| **AMP Details:** |  |
| Name: | Dr David Parker  |
| Practice Address: | KINNECT123 Logan Road, WOOLLOONGABBA QLD 4102 |
| Email: | Projects@kinnect.com.au |
| Telephone: | 07 3391 2623 |
| Term of Appointment: | [Please enter a START DATE] – Ongoing |
| **AMP Details:** |  |
| Name: | Dr Reyno Nieuwoudt |
| Practice Address: | KINNECT123 Logan Road, WOOLLOONGABBA QLD 4102 |
| Email: | resultsupdate@kinnect.com.au |
| Telephone: | 07 3391 2623 |
| Term of Appointment: | [Please enter a START DATE] – Ongoing |
| **AMP Details:** |  |
| Name: | Dr Ben Lam |
| Practice Address: | KINNECT123 Logan Road, WOOLLOONGABBA QLD 4102 |
| Email: | resultsupdate@kinnect.com.au |
| Telephone: | 07 3391 2623 |
| Term of Appointment: | [Please enter a START DATE] – Ongoing |
| **AMP Details:** |  |
| Name: | Dr Matthew Brandt |
| Practice Address: | KINNECT123 Logan Road, WOOLLOONGABBA QLD 4102 |
| Email: | resultsupdate@kinnect.com.au |
| Telephone: | 07 3391 2623 |
| Term of Appointment: | [Please enter a START DATE] – Ongoing |
| **AMP Details:** |  |
| Name: | Dr Norm Dawes |
| Practice Address: | KINNECT123 Logan Road, WOOLLOONGABBA QLD 4102 |
| Email: | resultsupdate@kinnect.com.au |
| Telephone: | 07 3391 2623 |
| Term of Appointment: | [Please enter a START DATE] – Ongoing |
| **AMP Details:** |  |
| Name: | Dr Alex La Penga |
| Practice Address: | KINNECT123 Logan Road, WOOLLOONGABBA QLD 4102 |
| Email: | resultsupdate@kinnect.com.au |
| Telephone: | 07 3391 2623 |
| Term of Appointment: | [Please enter a START DATE] – Ongoing |
| **AMP Details:** |  |
| Name: | Dr Kelvin Chong |
| Practice Address: | KINNECT123 Logan Road, WOOLLOONGABBA QLD 4102 |
| Email: | resultsupdate@kinnect.com.au |
| Telephone: | 07 3391 2623 |
| Term of Appointment: | [Please enter a START DATE] – Ongoing |