

Guidelines for General Practitioners (GPs) for Completing Section C Evidence of Disability

If an applicant has an existing diagnosis but is having difficulty accessing the appropriate professional to get confirmation of the existing diagnosis or an updated report, the applicant may ask you, their GP, to complete the *Section C Evidence of Disability form*. However, the following applies:

- You must have a clear diagnosis of the applicant's disability from one of the DARE appropriate specialists/consultants listed. **A copy of a document in which the diagnosis is confirmed by the specialist/consultant must be included in the applicant's application to DARE.**
- This document must be signed and dated by the appropriate specialist/consultant. If a time limit applies, the diagnosis or reconfirmation of diagnosis from the appropriate professional must have been made within that time limit.

Steps for completion

1. Review the table of Disabilities & Conditions on *Section C: Evidence of Disability Form*.
2. Check to see if you have documentation on file from the appropriate professional for the applicant's disability/ condition. This documentation must contain a clear diagnosis.
3. For applicants with ADD/ADHD, a Mental Health condition and/or a Significant Ongoing Illness:
 - you must have received information on a diagnosis dated after 1 February 2017
 - OR**
 - if the original diagnosis was made prior to 1 February 2017, you must have correspondence on file to show that the applicant was still under the care of this professional after this date. This correspondence must state the applicant's diagnosis. Where it does not, the appropriate professional for the applicant's disability/ condition must complete the Evidence of Disability form.
4. Fully complete Section 2 and include the name of the Consultant/ Specialist. You must:
 - Include the date of the most recent report from the Consultant/ Specialist
 - AND**
 - Include the date of the original diagnosis. If the date of original diagnosis was a number of years ago, the year of diagnosis is sufficient
 - AND**
 - Tick the box to declare you have sufficient information on file to complete the form.
5. Complete Sections 3 to 7, as appropriate.
6. When the form is complete, you **MUST** sign, stamp and enter your IMC number. If you do not have a stamp, headed paper or a business card are sufficient.

Please provide the applicant with a copy of a document in which their diagnosis is confirmed for submission to DARE. You do not need to give the applicant a copy of their entire file – a single document which clearly names and confirms their diagnosis, is within the time limit (if one applies) AND is signed and dated by the appropriate specialist/consultant is sufficient.

7. If you do not have the appropriate information on file to complete *Section C: Evidence of Disability* you should refer the applicant on to the appropriate professional for their disability or condition.

It is not acceptable, for the purposes of DARE, for GPs to enter their own diagnosis of an applicant's condition and this will lead to the applicant being made ineligible.

Your GP does not need to give you a copy of your entire file – a single document which clearly names and confirms your diagnosis, is within the time limit (if one applies) AND is signed and dated by the appropriate specialist/consultant is sufficient.