

Patient Requests for completion of Non NHS (Private)work.

The NHS provides most health care services free of charge, but there are exceptions such as prescription charges.

The NHS does not employ GPs but has a contract with them to provide NHS general medical services for their patients. Sometimes, however, GPs are asked to provide additional services, which fall outside of this contract with the NHS and in these circumstances, they are entitled to make a reasonable charge for providing them. A number of organisations will request GPs to complete paperwork such as:

- Accident and sickness certificates for insurance purposes.
- School fee and holiday sickness certificates.
- Life assurance and income protection reports for insurance companies.
- Medical reports for adoption and fostering.
- Bus pass applications.
- Medical examinations for Driving Licenses.
- Evidence to support Benefit claims that cannot be provided with copy medical records alone.

GPs are regulated by the General Medical Council (GMC). When a GP signs a report, it is a condition that they only sign what is true and correct. This means that the GP may have to check your entire medical records for information which may take some time. By signing the form or letter the GP is taking responsibility for the information given.

Please note that our team need to prioritise NHS work and as such, non-nhs related request can take time to be completed. We are unable to provide definitive completion dates but will aim for 30 working days after payment has been received.

GDPR Rules and requesting on another person's behalf:

Requests must be made by the patient themselves with identification due to data protection rules.

We are unable to take requests from family members of patients unless they are already listed on the patient record has having consent to discuss their medical record.

Likewise, any completed work will need to be collected by the patient with identification.

Please complete this form when making a request for the completion of a form / letter that falls outside of the NHS contract. This must be attached to any relevant paperwork that you have (for example an insurance form).

You will be contacted via SMS by a member of our team confirming the applicable fee and payment instructions. Our preference would be for payment via BACS. If you wish to make payment via cash, you will be issued with a receipt. You will be contacted again once work has been collected and paperwork is ready for collection.

Please consider completing the attached form or letter which I understand is not included in the NHS contract.

- I am aware the request will be completed within 30 working days from the date I make payment to the practice.
- I am aware that I will pay the relevant fee charged in advance of the work being completed.
- I understand that you will only be able to include in the report information which is contained in my medical record.

Date of Request:	
Patient's Name:	
DOB:	
Contact Number:	
Email Address:	
Patients Signature:	

Tick Here		Fee
	Private Sick Note / Private prescriptions	£40.00
	Mental impairment form for local council (submitted by patient)	£10.00
	Holiday Cancellation Form/Bupa/ Camp America	£40.00
	Letter To Whom It May Concern	£40.00
	Elderly Fitness to Drive – Medical Examination and report or Report without Examination	£135.00 /£60.00
	Shotgun Licence Certificate / Character Reference	£70.00
	HIV Test – Counselling and blood taking (NO Medical) HIV Testing at Insurer’s Request (Medical Examination, Counselling and Diagnostics)	£50.00/ £135.00
	Other short Government Forms e.g. Disability Living Allowance etc	£50.00
	All other requests/forms/ letters etc. (including bus pass application)	£40.00
	Medical Examination for work/ sport (e.g. Diving) / Pilot / HGV / Taxi/ Insurance Companies /Fostering / Adoption	£150.00
	Subject Access Requests (SAR)	£-nil Charges dependent on complexity
	Insurance Company GP Medical Report – Extract from notes (no examination)	£104.00
	Insurance Company GP Supplementary Report	£50.00
	Ofsted Form (no examination)	£100.00

Blood tests (Including those for private fertility testing) - We regret that we do not conduct any private blood tests, including Private Fertility Testing or if you are attending a private hospital or clinic.

Please note that we are unable to write a letter for patients who request a fitness to travel confirmation (for example if you are pregnant or suffer from a medical condition and wish to fly). Any letter produced will contain factual information only such as your estimated date of delivery / name of medical condition, but we are unable to offer any opinion on your fitness to travel. Any letter produced will incur a charge of £40.00.

If you require a letter from the GP, please provide as much information as possible including all relevant details such as organisation to address it to, reason for letter etc: