

DR J F KEDWARD
DR N CHOUDHRY
DR J MATHEW
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THE HEALTH CENTRE
84-86 LONDON ROAD
BEDFORD MK42 0NT
Telephone: 01234 266851
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Website: www.londonroadsurgery.co.uk

DR E OKAFOR (Associate)
DR K MURNAL (Associate)
DR D PRAMECHANDER (Associate)

Operations Manager - Ms Taya Cleghorn

Statement of fees policy

Appendix A

Application for Non-NHS Doctors Letters or Forms

You have requested that the practice provides you with a private letter or form. In order to arrange for the appropriate work to be carried out please complete the application form.

Private letters and forms are not part of the Practice's NHS contract and therefore there are charges for this work, there may also be a delay in processing the request as NHS contract work will take priority. For this reason, we cannot provide a specified time in which it will be completed. The GP is within their rights to reject this private work.

If you require a quick response, please note the practice will endeavour to complete the request promptly; this may incur an additional charge which will be discussed with you.

Why does it sometimes take my GP a long time to complete my form?

Time spent completing forms and preparing reports takes the GP away from the medical care of his or her patients. Most GPs have a very heavy workload and paperwork takes up an increasing amount of their time. Our GPs do non-NHS work out of NHS time at evenings or weekends so that NHS patient care does not suffer.

I only need the doctor's signature – what is the problem?

When a doctor signs a certificate or completes a report, it is a condition of remaining on the Medical Register that they only sign what they know to be true. In order to complete even the simplest of forms, therefore, the doctor might have to check the patient's ENTIRE medical record. Carelessness or an inaccurate report can have serious consequences for the doctor with the General Medical Council (the doctors' regulatory body) or even the Police.

If you are a new patient, we may not have your medical records so the doctor must wait for these before completing the form.

“The doctor has to write these exact words...”

We are very sorry, but we usually cannot accept requests for the doctor to write the letter in a specific way. The doctor will write what he or she knows is supported by your medical record and his or her opinion on what should be is final.

Please note: if you insist on the doctor changing your letter to suit what you think it should say or if you want to dictate the contents, we will withdraw our offer to write the letter. Please remember that the doctor is not obliged to write a letter for you at all as this is not an NHS requirement.

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What will I be charged?

It is recommended that GPs tell patients in advance if they will be charged. It is up to individual doctors to decide how much they will charge.

What can I do to help?

- Not all documents need a signature by a doctor, for example passport applications. You can ask another person in a position of trust to sign such documents free of charge. Read the information that comes with these types of forms carefully before requesting your GP to complete them.
- If you have several pages or forms requiring completion, present them all at once and ask your GP if he or she is prepared to complete them at the same time to speed up the process.
- Do not expect your GP to process forms overnight: urgent requests may mean that a doctor has to make arrangements to process the form quickly, and this may cost more.

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Appendix B

Description	Fee
General letter / To Whom It May Concern Letter	£30.00 – £80.00 dependent
Private Sick Notes	£30.00
Doctors Signature on Insurance Forms	£40.00 - £80.00 dependent
Sickness / Accident claim form	£40.00
Holiday Cancellation Forms	£40.00
Emergency treatment (Road Traffic Act)	£40.00
Childminding Forms (OFSTED)	£96.00
Adoption Form AH	£80.00
Fostering Form AH2	£30.00
Private Health Insurance Claim Forms	£80.00
Driving Medicals (Taxi, HGV & PSV)	£80.00
Report for DVLA	£80.00 with full medical £40.00 without full medical
Mental capacity assessment	£80.00 face to face £120.00 if home visit required
Seat Belt Exemption Letter	£40.00
Police enforcement report	£40.00
Firearm / shotgun certificate	£40.00
Bus pass concession	Not chargeable
Passport / birth certificate counter signature	Not available

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Non-NHS work request form

SECTION 1: PATIENT DETAILS

Surname		NHS number	
Forename		Title (Mr, Mrs, Ms, Dr)	
Date of birth		Address:	
Telephone No.		Postcode	

SECTION 2: PATIENT DECLARATION & SIGNATURES

I understand that the service(s) I have requested are not funded by the NHS and I accept the fee(s). I have been advised of any potential additional costs, the terms and conditions of the service. I understand that the 20-working day timeframe may not be met in cases whereby factors such as GP availability, planned absences, training, etc. impacts the service.

Patient signature & date	
Print name	