

## NON-NHS FEES

Certificates and forms / Medical Reports, examinations and private consultations*		
Please allow AT LEAST 3 WEEKS for all forms and reports to be completed		
Simple Certificates/Letters (eg. I Certify that; To whom it may concern) £30.00		
Letter to travel / private certificates		£35.00
Complex Letter/Written Report (no examination)	Up to 15 minutes work	£65.00
	Up to 30 minutes work	£130.00
	Up to 45 minutes work	£195.00
	Up to 1 hour's work	£260.00
Insurance Claim form		£50.00
Holiday Cancellation form / letter		£35.00
Report on Pro-forma (no examination)		£87.50
Ofsted Childminder report (Health Declaration Booklet)		£87.50
Private Prescription (for medication not available on NHS)		£15.00
Private Consultation, including prescription (20 min consultation for emergencies only)		£120.00
Full Examination with Report ( <i>50% fee payable in advance</i> )		£124.50
Private medicals ( <i>50% fee payable in advance</i> )	HGV, Taxi (PCO), etc	£120.00
	Elderly Driver	
	Employment or Education Medical (eg University)	
Forces Medical		£65.00
Private Adoption & Fostering Medical	£125.00	£125.00
DNA medical examination (charge added to next appointment)		£20.00

*\*Payment accepted by credit/debit card or cash.*

### Non-NHS Services

Medical reports and Letters are a Non-NHS Service we offer to our patients. Please note it is not an obligatory service. We will therefore charge a fee for completion of this work. The NHS medical care of our patients takes priority during our working day. In accordance with GDPR we have a 28-day turnaround to complete such requests from when payment is received, however we endeavour to return sooner rather than later.

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### Do GPs have to do non-NHS work for their patients?

With certain limited exceptions (for example a GP confirming that one of their patients is not fit for jury service) GPs do not have to carry out non-NHS work on behalf of their patients.

Whilst GPs will always attempt to assist their patients with the completion of forms, they are not required to do such non-NHS work.

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### 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.

Please do not book an appointment with your doctor to complete forms without checking first with the surgery's administrative team as to whether you need to or not.

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All requests must be in writing and either handed to the Patient Service Advisors at reception or emailed to us at [swlicb.chatfield-health@nhs.net](mailto:swlicb.chatfield-health@nhs.net)

There is a **£30 deposit for all requests** and the turnaround for completion is a period of **4 weeks**; however, we endeavour to complete your request as soon as possible.

For Private Medical Examinations a £60 deposit is required.

A member of the administration team will contact you to book an appointment.

Please note that these appointments are only available once a week and therefore may take up to 8 weeks for your appointment

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### **PIP Applications Housing Support**

Please be aware that our clinicians do not write supporting letters to the DWP for PIP claims.

Instead, the DWP will send us a form to complete once you have applied for PIP or applied for renewal of your PIP.

Your named GP will complete the form with the specific information they require. This helps to prevent over-divulging information to the DWP which may not be relevant to your claim.

The application pack for PIP clearly states that you **DO NOT** require a letter from the GP.

Once we receive the request from the DWP it will be completed within 28 days by your named GP.

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### **Housing Support**

Please be aware that our clinicians do not write supporting letters to the council for housing support.

We ask patients to submit changes with the council/housing officer and should they require more information they will write to us directly.

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### **Fit to Participate**

Please be aware that our clinicians do not write or provide Fit to Participate letters for sporting activities.