

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 (e.g. I certify that; To whom it may concern)		£50.00
Letter to travel / Private Certificates		£65.00
Complex Letter / Written Report (No Examination)	Up to 15 minutes work	£75.00
	Up to 30 minutes work	£150.00
	Up to 45 minutes work	£225.00
	Up to 1 hour's work	£300.00
Insurance Claim Form		£100 - £150.00
Holiday Cancellation Form / Letter		£100 - £150.00
Report on Pro-forma (No Examination)		£125.00
Ofsted childminder report (Health Declaration Booklet)		£120.00
Private Prescription (for medication not available on NHS)		£20.00
Private Consultation, including prescription (20-minute consultation for emergencies only)		£150.00
Full Examination with Report (<i>50% fee payable in advance</i>)		£150 - £200.00
Private Medicals (<i>50% fee payable in advance</i>)	HGV, Taxi (PCO), etc	£165.00
	Elderly Driver	
	Employment or Education Medical (e.g. University)	
Forces Medical		£110.00
Private Adoption and Fostering Medical		£150.00
DNA Medical Examination (charge added to next appointment)		£30.00

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

For items with a range, final cost will be calculated based on the time required to complete.

There is a £50.00 deposit for ALL requests, except Private Medical Examinations which instead require a £85.00 deposit.

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

Forms and letters will not be written during consultations.

Non-NHS Services

Medical reports and letters are Non-NHS Services we offer to our patients. Please note that these are not obligatory services. We therefore charge a fee for this work. The NHS medical care of our patients takes priority during our working day. In accordance with GPDR, we have **28-days** to

complete requests **after payment is received**, however we do endeavour to complete requests sooner than later.

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

With certain limited exceptions (e.g. 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. While GPs will always attempt to assist their patients with the completion of forms, they are not required to do such non-NHS work.

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. To complete even the simplest of forms, therefore, a doctor may have to check the patient's entire medical record. Carelessness or inaccuracy can have serious repercussions for the doctor, with the General Medical Council or even the police.

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

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 the renewal of your PIP.

Your named GP will complete the form with the specific information they require. This helps 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 a request from the DWP, it will be completed by your named GP within 28 days.

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.

Fit to Participate

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