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**Non-NHS Work Request**

While most services at London Road Surgery is funded by the NHS and free for patients, there are some services that fall outside of NHS funding. These are known as **Non-NHS services** and may include things like medical reports for insurance, letters for employers or schools, and certain medical forms. These services **incur a fee**.

**Important Information**

* **Fees Apply**: We charge for non-NHS work. Fees depend on the type of request and the time it takes. A full list is available below.
* **Upfront Payment**: Once your request has been accepted we require payment **before** we start any non-NHS work.
* **Fee Range:** Where a fee range is given, the minimum fee is charged upfront. If more work is needed, any balance is payable on collection.
* **Turnaround Time**: Please allow **4-6 weeks** for completion. We do not offer an urgent or fast-track service.
* **Patient Consent**: We need your written consent before sharing any medical information.
* **We May Decline**: GPs are not required to complete all non-NHS requests. If a request is inappropriate or outside of a GP’s role (such as non-medical character references), we will let you know and explain your options.

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| **Section 1: Patient details** |
| **Surname** |  | **NHS number** |  |
| **Forename** |  | **Telephone no.** |  |
| **Date of birth** |  | **Address:** |  |
| **Section 2: Services requested** |
| **Services requested** | Provide as much detail as possible |
| **For Internal Use Only** |
| **Request Reviewed** | Staff initials and date to confirm request has been accepted – to be completed within 3 working days. If further information is required record here. |
| **Fees applicable** |  |
| **Terms and conditions of the service** | Insert specifics here: |
| **Additional costs** | The following are potential additional costs: |
| **Refund information** |  |
| **Section 3: Payment** (advise patient about payment terms) |
| **Payment by card (ensure receipt is issued)** |  |
| **Section 4: Patient declaration and signature:**I understand that the service(s) I have requested is/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 and the circumstances in which a refund may be applicable. |
| **Patient signature and date** |  |
| **Print name** |  |

***A copy of this completed pro forma is to be scanned and saved in the individual’s healthcare record and a copy passed to the patient.***

## Table of Fees

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| **Statement of Costs**  |

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| **The services detailed in the table below are NOT funded by the NHS and therefore have an associated cost.** |

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| **Non-NHS service** | **Fee** |
| **Driving** |  |
| * Emergency treatment (Road Traffic Act)
 | £40.00 |
| * Seat belt exemption letter
 | £40.00 |
| * Report for DVLA with full medical
 | £80.00 |
| * Report for DVLA without full medical
 | £40.00 |
| * Driving Medicals (Taxi, HGV & PSV)
 | £80.00 |
| * PCV company application form
 | £28.00 |
| **Certificates, forms and reports** |  |
| * Childminder health forms (OFSTED)
 | £96.00 |
| * To Whom It May Concern
 | £30.00 to £80.00 (dependent on amount of work) |
| * Sickness or accident claim form
 | £40.00 |
| * Cancellation of holiday form
 | £40.00 |
| * Private sick notes
 | £30.00 |
| * Doctors signature on insurance forms
 | £40.00 to £80.00 |
| * Adoption form AH
 | £80.00 |
| * Fostering form AH2
 | £30.00 |
| * Private health insurance claim forms
 | £80.00 |
| * Medical report (extract from medical record)
 | £80.00 |
| * Firearms (certificate only)
 | £40.00 |
| * Police enforcement report
 | £40.00 |
| **Photograph verification*** Driving licence
* Passports
 | **Not Available** |
| **Miscellaneous*** Firearms (certificate only)
* DSA
* Mental Capacity Assessment

 **(limited availability of doctors who are able to**  **complete)** | £40.00£40.00£80.00 (face to face)£120.00 (home visit) |
| **Not Chargeable*** Patient medical Summary
* Copies of individual clinic letter, hospital letters or test results
* Council tax exemption
 | **Not Chargeable** |

**If you require a service not detailed on this statement, please enquire at reception.**