**A close-up of a logo

AI-generated content may be incorrect.**

**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.**