

## NORTON MEDICAL CENTRE

### POLICY ON NON-NHS FEES

Patients sometimes request their GP complete work which is not commissioned by the NHS, including (but not limited to) private fit notes, insurance forms, holiday cancellation forms, medical reports, and some vaccination services.

#### Private Request Process

Private work is agreed between individual patient and GP.

1. Patient or company submit request for private work or completes NMC request form (APPENDIX 1)  
*Allow at least five working days.*
  2. GP assesses request and advises fee based on estimated time to complete request, using the table below
  3. Price is relayed to patient.
  4. Once payment confirmed, form will be handed to GP for completion.  
*GP may take up to 28 days to complete.*
- All fees must be paid in advance of work being completed and supplied.
  - We accept payment by BACS or cash only. We do not accept cheques.
  - We reserve the right to suspend, extend processing times for private/Non NHS work at any time due to busy periods.

Service	Estimated Fee
Private Sick Note (Periods within 7 days)	£30.00
Brief letter (e.g. I certify that, to whom it may concern)	£25.00
Complex letter (as determined by GP)	£55
Insurance/holiday cancellation/any other claim form (e.g. accident, sickness, etc.)	£50
DVLA full licensing medical	£150
HGV medical	£150
Pre-employment/university report (no examination)	£140
University report	£25

Ofsted report	£85
Report + / - examination to enable fundraising for charity	£25
Any other report requiring medical examination Additional charge for ECG Additional charges per blood test	£150 £30 Dependant on test
Power of Attorney	£150
Report (non insurance) on proforma, no examination (20 minutes)	£90
Report (non insurance) written (30 minutes)	£110
Report (non insurance) written with opinions	£140
Medical examination and report in surgery (45 minutes)	£150
Extract from records	£50
Copy of computer and paper records	Free
Charge made to view paper records in surgery	£10
Photocopies of letter (per sheet)	15p
Medical in surgery	£200

## APPENDIX 1 – GENERIC PATIENT REQUEST FORM *(Word version saved separately in folder)*

### Generic Private Request Form

Patients sometimes request their GP complete work which is not commissioned by the NHS, such as private fit notes, insurance forms, holiday cancellation forms, medical reports, and some vaccination services. Our estimated fees for these services can be found below; the specific fee will be determined by the completing clinician upon review of the individual request.

To submit a request, please tick the applicable type of service, sign and submit this form to Reception. Once this is done, a GP will review your form and provide an accurate cost within five working days. If you proceed with payment (via BACS or cash) you can expect your form to be completed within a further 23 days.

Service	Estimated Fee	Request
Private Sick Note (Periods within 7 days)	£30.00	<input type="checkbox"/>
Brief letter (e.g. I certify that, to whom it may concern)	£25.00	<input type="checkbox"/>
Complex letter (as determined by GP)	£55	<input type="checkbox"/>

<b>Purpose of Request</b>	
<b>Information Required</b>	

Patient Name:	_____
Date of Birth:	_____
Address:	_____ _____

I understand that the decision to complete private work is entirely the GPs, therefore my request has not been accepted until the GP has consented and confirmed a price. In the event money is exchanged prior to GP agreement, it will be refunded if the GP dissents to complete the form.

I understand that the GP can only provide factual information and I will not request they provide information they do not feel to be accurate and appropriate. If the GP does not consent to complete this form I will not subject any member of staff or the GP to abuse, including verbal abuse.

Signed:

---

Dated:

---

## APPENDIX 2 – PRIVATE REQUEST FORM *(Word version saved separately in folder)*

### Request for Completion of Non-NHS Work

Patients sometimes request their GP complete work which is not commissioned by the NHS, such as private fit notes, insurance forms, holiday cancellation forms, medical reports, and some vaccination services. Our estimated fees for these services can be found below; the specific fee will be determined by the completing clinician upon review of the individual request.

To submit a request, please tick the applicable type of service, sign and submit this form to Reception. Once this is done, a GP will review your form and provide an accurate cost within five working days. If you proceed with payment (via BACS or cash) you can expect your form to be completed within a further 23 days.

Service	Estimated Fee	Request
Insurance/holiday cancellation/any other claim form (e.g. accident, sickness, etc.)	£50	<input type="checkbox"/>
DVLA full licensing medical	£150	<input type="checkbox"/>
HGV medical	£150	<input type="checkbox"/>
Pre-employment/university report (no examination)	£140	<input type="checkbox"/>
University report	£25	<input type="checkbox"/>
Ofsted report	£85	<input type="checkbox"/>
Report + / - examination to enable fundraising for charity	£25	<input type="checkbox"/>
Any other report requiring medical examination Additional charge for ECG Additional charges per blood test	£150 £30 Dependant on test	<input type="checkbox"/>
Power of Attorney	£150	<input type="checkbox"/>
Report (non insurance) on proforma, no examination (20 minutes)	£90	<input type="checkbox"/>
Report (non insurance) written (30 minutes)	£110	<input type="checkbox"/>
Report (non insurance) written with opinions	£140	<input type="checkbox"/>

Medical examination and report in surgery (45 minutes)	£150	<input type="checkbox"/>
Extract from records	£50	<input type="checkbox"/>
Copy of computer and paper records	Free	<input type="checkbox"/>
Charge made to view paper records in surgery	£10	<input type="checkbox"/>
Photocopies of letter (per sheet)	15p	<input type="checkbox"/>
Medical in surgery	£200	<input type="checkbox"/>

Patient Name:	_____
Date of Birth:	_____
Address:	_____ _____

I understand that the decision to complete private work is entirely the GPs, therefore my request has not been accepted until the GP has consented and confirmed a price. In the event money is exchanged prior to GP agreement, it will be refunded if the GP dissents to complete the form.

I understand that the GP can only provide factual information and I will not request they provide information they do not feel to be accurate and appropriate. If the GP does not consent to complete this form I will not subject any member of staff or the GP to abuse, including verbal abuse.

Signed:	_____
Dated:	_____