**FEES FOR NON-NHS SERVICES 2024**

THE SERVICES BELOW ARE NOT FUNDED BY THE NHS. THE PRACTICE HAS TO RECOVER THE COST OF THIS WORK FROM THE PATIENT

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| **CERTIFICATES, REPORTS (NO EXAMINATION)** | **STANDARD RATE** | **VAT** | **CHARGEABLE TOTAL**  |
| Any letter To Whom It May Concern | £26.25 | £5.25 | £31.50 |
| GP factual report for disability living allowance and attendance allowance | £70 | £14 | £84.00 |
| Fee for completing Form DS1500 / SR1 | £70 | £14 | £84.00 |
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| **CERTIFICATE OF FITNESS** | **CHARGEABLE TOTAL** |  |  |
| Travel, school, sport, seat belt exemption, employment  | £31.25 | £6.25 | £37.50 |
| Holiday cancellation, insurance claim, private health fees  | £37.50 | £7.50 | £45.00 |
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| **NON-MEDICAL SERVICES** | **CHARGEABLE TOTAL** |  |  |
| Power of Attorney forms (Including patient assessment) | £153.75 | £30.75 | £184.50 |
| Power of Attorney forms (no patient assessment) | £85.00 | £17.00 | £102.00 |
| Shot Gun Licence  | £66.67 | £13.33 | £80 |
| Providing copies of Electronic medical records (SAR) | N/A |  |  |
| Providing copies of Manual or a mix of manual & electronic medical records | N/A |  |  |

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| **INSURANCE REPORTS** | **CHARGEABLE TOTAL** |  |  |
| GPR / Heath Report | £139 | N/A | £139 |
| Target report | £100 | N/A | £100 |
| Supplementary reports (further info requests) | £36  | N/A | £36 |

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| **FOSTERING AND ADOPTION** | **STANDARD RATE** |  |  |
| Form AH – Health assessment on a prospective carer | £73.86 | £14.77 | £88.63 |
| Form AH2 – Update report on parent/carer – review from GP records | £24.36 | £4.87 | £29.23 |

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| **MILITARY** | **DUNS #** | **STANDARD RATE** |  |  |
| Military Compensation Report (MOD -Veterans UK) | 217656981 | £39.09 | £07.82 | £46.91 |
| IGPR ARMY Medical Report | N/A | £50 | N/A | £50 |

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| **DUPLICATE FEE CHARGE – PER COPY** | **STANDARD RATE** |  |  |
| Duplicate copy - of document/report/SAR  | £10.00 | N/A | £10.00 |

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| WHAT GP’S DO NOT PROVIDE |
| Pilots licensing medicals Taxi, D2, D4, HGV medicals Private blood tests or prescriptions Signatures for Bus/Passports Blue badge – pt to apply via gov.uk Excessive information requests |

**Practice Policy - Requesting SARs:**

**We have noticed a large increase in SAR requests; please note that you are able to view your medical records electronically via the NHS App or SystmOnline. If you are not set up for any of these services, you can sign up via the NHS website or collect an online access form from the surgery.**

**If you still wish to proceed:**

We will provide you with the appropriate amount of information for to your individual request (minimum you require to prevent excessive requests)

Allow 30 days+ for these requests to be processed

Provide a full history of the information you are requesting and the intended purpose so we can best support you

Be mindful of the time it takes to prepare the SAR as a member of the Team needs to carefully review the information before release

**What can I do to help?**

Please obtain your medical records online where possible

There is a 30+ day processing time so please allow enough time for this

Chasing reports before the 30 day processing time is unnecessary, we will be in touch when it is completed

Make sure that you have provided sufficient information about your request and that all patient parts are completed *e.g. signed consent forms where applicable*

Be mindful that requesting excessive information only increases the time it takes to prepare the records and may be denied

Ensure we have your up-to-date contact details in case we need to confirm any details with you

Ensure you have the appropriate consent if you are requesting on behalf of a patient

**If you are requesting information for a PIP application:**

We can provide you with a patient summary, and relevant clinic letter/s if appropriate. This should be enough to support your application.

They do **NOT** require your full medical records. Once submitted PIP will write to us directly if they require any further information.

If the above information has been provided, but they still insist on a GP letter, there will be the usual TWIMC fee of £31.50

**If you have access to your medical records, but do not have access to a printer there are some available options:**

You can go to your local library

Ask a family member for help

Use encrypted email, rather than post

**If you require another copy of the SAR prepared – please note there is a DUPLICATE FEE CHARGE – £10 PER COPY**

**Practice policy – requesting reports**

The National Health Service provides most health care to most people free of charge. There are exceptions: prescription charges have existed since 1951, and there are a number of other services for which fees are charged. For example, medical reports for insurance companies.

**Why does it take my GP a long time to complete my form? The majority of requests are for Non-NHS funded services.** Time spent completing forms and preparing reports takes the GP away from the medical care of his or her patients. Most GPs have a very heavy workload and paperwork takes up an increasing amount of their time, so many GPs find they have to take some paperwork home at night and weekends.

**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, undertake a F2F/telephone assessment to confirm details. Carelessness or an inaccurate report can have serious consequences for the doctor with the General Medical Council or even the Police.

**What will I be charged? We will advise you of the fee.** It is up to the surgery to decide how much to charge, but the BMA produces lists of suggested fees which many doctors use. Please note, we do require confirmation that you are happy to pay our fee before we can proceed. Payment is required in advance for Firearms requests, we will not start processing the request until payment is received.

H**ow to I get my completed form? Once completed we will be in contact about collection. If there was a fee for this to be completed, this will be required upon collection. If the paperwork has been requested by a company, depending on the type of report, this may be sent to them directly or we will contact you to collect from the surgery for you to pass on.**

**What can I do to help?**

* There is a 30+ day processing time so please allow enough time for this
* ‘Chasing’ reports before the 30 day processing time is unnecessary, we will be in touch when it is completed
* Make sure that all patient parts are completed before giving the forms to us
* Ensure you have the appropriate consent to request the information
* Payment – please confirm you are willing to pay our fee
* Ensure we have your up-to-date contact details in case we need to confirm any details with you