

NON-NHS FORMS AND LETTER REQUESTS

Why we charge for the completion of private forms and letters

The Concord Medical Centre is an NHS practice. Patients often ask doctors to write letters, complete and sign medical forms or supply medical information to third parties. This work is not covered by the NHS contract and classed as Private work- this is completed in the doctor's own time. Doctors are entitled to charge for providing this service. Details of our fees are displayed in the surgery and on our website charges are in line with current BMA fee guidelines.

Please hand in any forms/letter requests at reception- please do not make an appointment to complete this paperwork as the doctor will be unable to do so during surgery.

Examples of chargeable NON-NHS forms

- Private medical insurance claims.
- Holiday cancellation claim forms.
- Referral for private care forms.
- Special activities forms ie Parachute jumps, Diving, Marathons etc
- Pre-employment forms / Medical clearance to work abroad.
- Fostering/Adoption / Childcare applications.

Examples of chargeable NON-NHS letter requests

- University/School exam extenuating circumstances
- Fitness to fly / Travelling with medication
- Blue badge application
- Housing
- Home Office - registration details
- Confirmation of medical conditions
- Court Appearance

These requests are completed at the discretion of the practice. In order to complete or just sign even the simplest of forms the doctor may have to check a patient's entire medical record. **We will contact you to advise the payment amount before completion.**

NHS consultations with unwell patients must take priority over non-NHS work. **The practice tries to complete any private requests within 14 days of receipt of payment**, however there may be a delay when there is a high number of requests or a doctor is absent from the practice. **Please contact Karen Ferretti 01454205225 if you have any further questions.**