

COLDHARBOUR HILL PMS – request for a letter / Form Filling or REPORTS

MANY PATIENTS ARE BOOKING APPOINTMENTS WITH THE GPs IN ORDER TO REQUEST A LETTER, FORM FILLING OR TO REQUEST A REPORT.

MANY OF THESE CAN BE DEALT WITH WITHOUT SEEING A GP AND THEREFORE USING A VALUABLE APPOINTMENT SLOT; HAVING CONSULTED WITH OUR PATIENT PARTICIPATION GROUP AND ALSO IN CONSIDERING OUR PATIENT SURVEY RESPONSES, **THE PRACTICE WILL NO LONGER OFFER GP APPOINTMENTS FOR LETTER, FORM FILLING REQUESTS OR REPORTS.**

IF YOU REQUIRE ANY OF THE ABOVE PLEASE COMPLETE THE FOLLOWING INFORMATION .

PLEASE BE AWARE THAT MANY LETTERS, FORM FILLING AND REPORTS ARE NOT PART OF NHS SERVICES AND THERE WILL BE A CHARGE FOR THESE SERVICES AS ADVERTISED AND ON REVERSE. PLEASE SEE LINK BELOW

<https://www.bma.org.uk/advice/employment/fees/why-gps-charge-fees>

PLEASE NOTE THAT WE AIM TO COMPLETE YOUR REQUEST WITHIN 4 WEEKS, IF YOU REQUIRE SOONER PLEASE ADVISE DATE REQUIRED BY, THERE MAY BE AN EXPRESS SURCHARGE FOR THIS.

THERE ARE OCCASSIONS WE MAY NEED TO SEE YOU IN ORDER TO COMPLETE YOUR REQUEST AND WE WILL THEREFORE CONTACT YOU WITH AN APPOINTMENT

TITLE:	SURNAME:	FORENAME:
D.O.B	CONTACT NUMBER	CONTACT EMAIL
ADDRESS		
Request for : LETTER / FORMS / REPORTS	DATE REQUESTED	DATE REQUIRED BY (*WE NORMALLY REQUIRE 4 WEEKS)
BRIEF DESCRIPTION / ANY INFORMATION YOU THINK MAY BE USEFUL		
I ACKNOWLEDGE THAT THERE WILL BE A CHARGE FOR THIS SERVICE AND DOCUMENTS WILL NOT BE RELEASED WITHOUT PAYMENT OR SIGNATURE BELOW:		
Signed :		

FOR COLDHARBOUR HILL PMS

Receptionist collected payment:

Admin : DATE Entered onto system

Charge :

DATE COMPLETED :

Completed by : Dr

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WITHIN 1 WEEK SURCHARGE : £30

WITHIN 2 WEEK SURCHARGE : £20

<u>Letters/Forms</u>	
Letter Request	£30
Private Prescription	£15
Private Sick Note	£15
Copy of results, consultations, etc.	£10 charge or 25p per sheet, whichever is greater
Holiday cancellation certificate	£30
Fitness to Travel certificate	£30
Private medical insurance Claim Form	£30
School fees claim form	£30
Sickness/Accident Claim form	£30
Copy of Patient medical records	Maximum of £50.00
Access to records (for viewing only)	£15.00
<u>Medicals</u>	
Pre-employment medical	£148.00
LGV/PCV/HGV Medical	£148.00
Taxi/Private Hire medical	£148.00
Elderly Drivers Fitness Certificate	£148.00
Sports medical with report	£148.00
Seatbelt Exemption	£148.00 with full medical £50.00 without full medical
Fostering Medical	£148.00
DNA swab	To be advised

All fees are in accordance with the BMA guidelines.

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