**NON-NHS Letter Request Form**

***(Do not use this for sick notes)***

**Please can the doctor write a letter for me?**

**Name:…………………………………………………………Date of Birth…………………**

**Address:……………………………………………………………………………………………………………………………............................................Contact No……………………...**

**Purpose of letter: *(Please tick one)***

**•Housing •Work •College •Other**

**Who should it be addressed to ……………………………………………………..................................................................................................................................................................................................................................**

**What is the health issue you want taken into account?**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………........................................................................**

**Important information for patient:**

• For your information the letter you requested is Non-NHS work. **We will try our level best to complete this within 10-12 working days**. Any queries please speak to Sana who deals with Non-NHS work, or the Reception Manager.

**I consent to my doctor releasing information as requested and agree to the above;**

**Signed……………………………………………………….. Date……………**

*(Please note; patient will need to sign themselves otherwise the letter will not be processed)*

**Staff Use Only:**

Payment Received……………………………………………… Receipt No…………………… Emis No………………………………….

Received by…………………………………………………………… Sign…………………………………………… Date…………………………..

**PLEASE GIVE 2ND PG OF THIS DOCUMENT TO PATIENT WITH ATTACHED RECEIPT**

**Doctors Response:**

**•**I cannot find sufficient supporting evidence in your records. Please contact reception to arrange a refund / a phone consultation if you would like to discuss this further.

•I advise you to seek/request professional advice from …………………………………………………………………

…………………………………………………………………………………………………………………………………………………………

•Other …………………………………………………………………………………………………………………………………………….

•Letter being prepared and will be ready by Dr……………………………………………………………………………….

**Private Fees & Charges: Your questions answered**

**Why do GP's charge fees?**

The National Health Service provides most health care to most people free of charge, but there are exceptions. Prescription charges have existed since 1951, and there are a number of other services for which fees are charged. Sometimes the charge is made to cover some of the cost of treatment, for example dental fees. In other cases it is because the service isn't covered by the NHS, for example, medical reports for insurance companies, claims on private health insurance and other letters and forms which require the doctor to review the patient's medical records.

It is important to understand that GP's are not employed by the NHS, they are self-employed, and they have to cover their costs- staff, buildings, heating, lighting etc.- in the same way as any small business

The NHS pays the doctor for specific NHS work, but for non NHS work the fee has to cover the GP’s costs. Fee for standard letters is £20. Any reports/Forms may cost more depending on how much time doctor needs to spend on it.

**What is covered by the NHS and what is not?**

The government’s contract with GP's covers medical services to NHS patients. In recent years, more and more organizations have been involving doctors in a whole range of non-medical work. Sometimes the only reason that GP's are asked is because they are in a position of trust in the community, or because an insurance company or employer wants to be sure that information provided is true and accurate

**Examples of non-nhs services for which GP's can charge their patients**

* Certain travel vaccinations
* Private medical insurance reports
* Holiday cancellation forms
* Referral for private care forms
* Letters requested by or on behalf of, the patient
* In certain instances fitness to work forms

**Examples of non-NHS services for which GP's can charge other institutions are?**

* Medical report/form for an insurance, solicitors or other company
* Some reports for the DSS/Benefits agency
* Examinations of local authority employees

**Why does it sometimes take my GP a long time to complete my form?**

Time spent completing forms and preparing reports takes the GP away from the medical care of his/her patients. Most GP's have a very heavy workload- the majority of GP's work up to 60 hours a week and paperwork takes up an increasing amount of their time. In addition non-nhs work must be undertaken outside of NHS contracted time, this is why GPs cannot priorities this work over patients’ other health related matters

**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. Therefore in order to complete even the simplest of forms, the doctor needs to check the patient's entire record. Carelessness or an inaccurate report can have serious consequences for the doctor, with the General Medical Council or even the Police. We aim to complete any letters within 10-12 working days (reports/medical forms can take longer. Any queries please speak to Sana or Reception Manager.