

Non-NHS Services

Private Work Fees

Please find the charges set out by Highcroft Surgery for private and/or non-NHS work below. This work is carried out at a clinician's discretion – they have the right to decline any requests. All work must be paid for either by cash or card payment. Charges may be greater than indicated depending on the requirements.

Access to Medical Records

Printout of computerised records	No charge
Paper and computer printout of medical records	No charge

Certificates

Single line certificate or letter	£20.00
Private medical certificate (sick note)	£20.00
Vaccination certificate	£25.00
Freedom from infection certificate	£30.00

Forms

Private Medical Insurance (PMI) form	£40.00
Holiday Insurance cancellation form	£40.00
Accident/sickness insurance claim form	£40.00

Driving

DVLA full medical and/or report to determine fitness to hold driving licence	£90.00
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Employment

Private full medical and report (non-proforma)	£130.00
Report no examination (non-proforma)	£90.00
Childminder: Ofsted declaration form	£85.00

Fostering Health Assessment form (AH form) £80.00

Legal

Solicitors private medical report £100 -£130

Short letter: £45.00

Single line: £20.00

Services Not Provided by GPs

Subject Access Requests (SARs)

A first request for medical records under a SAR is free of charge as per GDPR guidance.

Any further SAR requests for the same medical records are deemed as excessive and are chargeable as per GDPR guidelines.

Private work not carried out by the practice

Please find below a list of private work that is **not** carried out by the practice. These are non-negotiable and you must seek the assistance of an outside agency for completion.

Mental Capacity Assessments

- Lasting Power of Attorney
- Certificate Provider Forms
- Will/Codicil Forms
- Power of Attorney
- All mental capacity requests from solicitors, next of kin etc.

Proof of Identification

The practice does not countersign:

- Passports
- Citizenship Cards
- Proof of Life documents
- Driving Licence
- Photographs for identification documents

Finance

The practice does not provide supporting letters/information for:

Housing Applications

Financial applications - for example mortgages, loans etc.

Benefits Applications

The practice does not supply supporting letters/information for patients making benefits applications. Patients need to submit their applications directly to the appropriate service – if these services then request medical information on an applicant, they always write to the surgery directly.

Fit to Fly Letters or Fitness Letters

The practice does not carry out fit to fly or fitness letters. Patients can request these at www.zoomdoc.com

Please also do not book any appointment for support with:

- DWP or PIP appeals letters
- Shotgun licence application

The practice can provide you with a “Brief Report Summary” from your medical record for free. This can be organised via our reception team.

If you need a more detailed report, then there is a private charge for this service.

THANK YOU FOR HELPING TO PROTECT YOUR GPs' TIME FOR CLINICAL WORK