

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 record. Carelessness or an inaccurate report can have serious consequences for the doctor with the General Medical Council (the doctors' regulatory body) or even the Police.

The British Medical Association  **BMA**



Private Administrative Requests

Patient Information Leaflet



Process for Private Administrative Requests

The doctors are frequently asked to complete various administrative tasks such as medical insurance forms or letters of support. These requests are not covered by the NHS and are therefore classed as private work and carry a charge.

If you require a form completing or a letter written this is the basic process that we would ask you to follow:

1. Please put your request in writing for the attention of the secretaries. This will be passed to your doctor to decide if they are able to fulfil your request and what charge is applicable.
2. An invoice will be prepared which will need to be paid prior to the private work being completed. Invoices can be paid by BACS or in surgery/over the phone between 10:00-15:30 Monday to Friday at Long Stratton Surgery.
3. The doctor will then complete your request and you will be contacted when it is done.
4. We ask that you allow us at least 30 days to complete your request (after payment has been received).

Please note, we are currently not completing any medical examinations, this includes Taxi, DVLA or HGV medicals. Please speak to one of the medical secretaries if you would like information on private companies that can do medicals.

Medical Records (Subject Access Requests)

For requests involving copying medical records please allow one month from the date of your request. There is no fee payable for this service.

You will need to present to the reception desk with 2 forms of identification – one photographic & one proof of address. You must complete an access to medical records form specifying what records you require.

When you collect your records, you will need to show your two forms of ID again. This is because we are releasing your personal information and must ensure they are being released to the rightful owner.

Please see our website for a list of private administrative requests and their minimum fees. This is also on display at the reception desk.