

GROVE PARK SURGERY
POLICY FOR CANCELLATION
OF
INSURANCE REPORTS

This policy relates to insurance companies who request a medical insurance report from Grove Park Surgery which is subsequently **cancelled** once the report/admin has been completed:

- A cancellation fee will apply for administrative time in completing an insurance report
- A fee will also be charged if the requesting GP has been involved in completing information required for the report
- The cancellation fee/invoice will be sent to the insurance company as soon as a request for cancellation has been made - this policy also applies to solicitors etc

The cancellation fee will be applied as follows:

Administration cancellation fee	=	£25.00
GP report	=	£50.00

Charge for a full report completed by Grove Park Surgery as requested by insurance company is normally £104.00 and Private Forms , Private letter£42.00

Bank Account Details for the reimbursement of fees as above:

Bank:	chiswick Medical Practice
Sort Code:	30-80-88
Account Number:	39407668

Chiswick Medical Practice

