

# PATIENT INFORMATION LEAFLET – MEDICAL REPORT/INFORMATION REQUESTS

## PASSPORT SIGNING

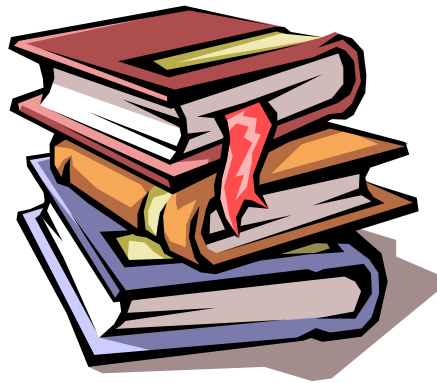
THE DOCTOR MUST HAVE SEEN YOU REGULARLY FOR AT LEAST TWO YEARS – IT IS NORMALLY NOT NECESSARY FOR AN APPOINTMENT.

## ACCESS TO MEDICAL RECORDS.

FOR DETAILS ABOUT HOW TO ACCESS YOUR MEDICAL RECORDS PLEASE ASK RECEPTION.

## MEDICAL REPORTS

WE REGULARLY DEAL WITH SOLICITORS AND INSURANCE COMPANIES ON BEHALF OF PATIENTS FOR MORTGAGE, INSURANCE AND COMPENSATION CLAIMS. ANY INFORMATION GIVEN IN THIS WAY IS SUBJECT TO A VALID CONSENT FROM THE PATIENT OR A PERSON ACTING ON THEIR BEHALF.



This leaflet is to

- explain the process for requesting information from your GP and/or from your medical records.

This includes such

- items as the completion of forms, insurance reports, holiday cancellation claims and passports to name but a few.

The practice offers this service, over and above the medical care of its patients. This is why there is a charge in most cases, as this is work not covered by the NHS.

This is also why need as much notice as possible to process your request as we can take up to two weeks, depending on the complexity and urgency.

If your request is urgent, or needs to be completed by a certain date please inform the reception staff at the time of request.

We also ask for payment in advance so we can ensure that valuable doctor time is not wasted on uncollected forms and requests.



CHESSINGTON PARK  
SURGERY

#### MEDICAL EXAMINATIONS

OUR DOCTOR OFFER MEDICAL EXAMINATIONS FOR OCCUPATIONAL HEALTH, INJURY CLAIMS, TAXI WORK PLEASE ASK RECEPTION FOR TIMES AND AVAILABILITY SHOULD YOU NEED TO ARRANGE A MEDICAL. THESE ARE NORMALLY 30 MINUTE APPOINTMENTS AND THE NECESSARY PAPERWORK PROVIDED IN ADVANCE.

#### PRIVATE CERTIFICATES

THESE CAN NORMALLY BEEN DONE WITHOUT SEEING A DOCTOR BUT IN SOME CASE YOU MAY NEED AN APPOINTMENT.

#### HOLIDAY CANCELLATION FORM

NO APPOINTMENT NEEDED IN MOST CASES.

FOR FULL DETAILS OF ALL OUR FEES AND SERVICES PLEASE VISIT OUR WEBSITE

## WHAT HAPPENS NEXT?



Once we receive your request we will ascertain the time needed to complete your request, and confirm the charge.

This in most cases can be confirmed at time of request, if we cannot confirm the cost or the cost is changed for some reason we will contact you to advise you of the revised fee.

You will need to make payment in advance. We currently take cash or cheques for all payments. Cheques should be made payable to 'Chessington Park Surgery

Once completed your request can either be posted to you or collected in person.

## FINALLY...

- For up to date information about all our services, including those not covered by the NHS please visit our website or ask at reception for further information.
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FOR FULL DETAILS OF OUR FEES AND NON GMS SERVICES – PLEASE VISIT OUR WEBSITE

[WWW.CHESSINGTONPARKSURGERY.CO.UK](http://WWW.CHESSINGTONPARKSURGERY.CO.UK)



CHESSINGTON PARK SURGERY

Merritt Medical Centre  
Merritt Gardens  
Chessington KT9 1GY  
Telephone 0208 739 1977  
Fax 0208 739 1971