

### **Why do I have to pay?**

The NHS provides most health services to people free of charge at point of need (although there are some exceptions such as prescription charges). For services that are not covered by the NHS there is a private fee charged to cover the responsibility taken and the time spent by doctors and administrative staff. We aim to keep the charges for professional services at an appropriate level.

### **What is and what isn't covered?**

The Government's contract with GP's does include some specialist forms (eg from the Department of Work and Pensions) and some organisations pay GP's directly to complete reports (eg. DVLA and certain insurance company reports). These are usually sent directly to the GP, so if you have been given a form to bring it's likely that you will need to pay a fee. Some examples and the relevant charges are listed on the back of this leaflet. This list is not exhaustive. At this Practice the GPs have decided that they will not undertake medicals for Child Modelling & Acting, Scuba diving, Flying medicals or sign the following forms, Passports, DVLA photo licence, fitness for Gym or Health Club attendance, again this list is not exhaustive. If you are unsure please ask.

### **Why can't I get it done here and now?**

At Claremont Bank we want to spend our time providing excellent quality healthcare to our patients. Completing the increasing number of reports that are requested takes time away from patient care. We acknowledge that these reports are important to you and need to be completed but clinical care has to be our priority. We will aim to complete your form/letter within 21 working days.

### **Why do I have to pay upfront?**

In the past GPs have written many letters and completed many forms and reports that have not subsequently been collected and paid for. This has wasted valuable time which could have been used for patient care.

If a medical is booked and the patient fails to attend this wastes not only the doctors time but also our nurses time as well, when they could both have seen other patients.

### **But all I need is a doctor to sign it or it is only a three sentence letter!**

When a doctor signs a certificate, letter or report, it is a condition of the Medical Register that they only sign what they know to be true. In order to complete even the simplest form or write the simplest letter the GP may have to read a large amount of medical records, then the letter has to be dictated, the secretary has to type it, all of which takes up valuable time.

### **I just need a signature to say that I'm healthy to do it!**

More and more requests have been received asking for a signature to say that someone is healthy to pursue a particular activity. Unfortunately there is no simple test to say anyone is "healthy" to do any particular activity. The GP may not be able to sign such a form, or may write an explanation of the limitations of what they can say on the form. We cannot be responsible for whether or not the company accepts what the doctor is willing to write and on some occasions the doctor will simply decline to complete or write such a letter.

## **The Process**

Bring your form to reception ensuring you have fully completed your sections as this may cause delays if it is not done.

The receptionist may need to check the price for completion with the GP. This may not be possible to do at that moment in time if the GP is in the middle of their clinic or out on a home visit. If that is the case we will take the document from you and contact you via telephone once we have confirmed a price. You can then make payment over the phone or come into the surgery.

You will be required to pay either by cash or by BACS. We do not accept cheques.

The receptionist will attach your receipt to this leaflet and this is your proof of payment.

The form will be passed to your GP for completion.

We ask for 21 working days from request and will advise you if this may take longer due to, for example, GP absence.

Once the form has been completed and a copy added to your medical record we will send you an SMS message to advise it is ready for collection.

When you come to collect your letter/form please bring your receipt with you.

If you are requesting a medical a similar process will be followed, payment in full has to be made before the medical can be confirmed as being booked with the GP.

If you then fail to attend the appointment or do not give us 24 hours notice of cancellation, or if you attend for the medical without bringing the appropriate documentation/papers you will still be charged.

If you are not happy with the service we provide our Practice Manager will be happy to speak to you.

## NON-NHS FEES

Full Medical - GP and Nurse PCV/LGV driver Medical	£120
Black Cab Medical	£120
Taxi or HGV Medical	£120
Power of Attorney	£120
Court of Protection	£120
Seat Belt Exemption Form	£120
Shot Gun Licence Signature	£50
Private Medical Insurance Form	£40
Confidential Medical Certificate	£35
Fitness to travel certificate	£45
Holiday cancellation certificate	£45
Private Patient Consultation - per 15 minute consultation	£35
Private Prescription	£15
Private prescription - for drugs required to travel abroad	£10
Private Sick Note - within 7 days of illness starting - Up to 7 days can be self-certified	£20
Letter for Patient - including housing, school, exams, TWIMC, exemption from jury service, fitness to fly letter, flying re seat position and taking medication	£25 - £60

**Price dependant on the complexity of  
the letter**

## ADOPTION/FOSTERING/etc

Adoption & Fostering health assessment prospective carer - Paid by Individual	£75.00
Adoption & Fostering update report - Paid by Individual	£25.00
Ofsted Report - childminding etc	£85.00

# Claremont Bank Surgery

Claremont Bank,  
Shrewsbury, SY1 1RL

[www.claremontbanksurgery.com](http://www.claremontbanksurgery.com)  
01743-248244

## Patient Guide

## Fees for non-NHS Reports

Attach  
Receipt Here