

Do not expect your GP to process forms overnight: urgent requests may mean that a doctor has to make special arrangements to process the form quickly. Do not present forms to a GP in an appointment.

The BMA suggests some fees that GPs may charge their patients for non-NHS work (i.e. work not covered under their contract with the NHS) in order to help GPs set their own professional fees. However, the fees suggested by the BMA are intended for guidance only; they are not recommendations and a doctor is not obliged to charge the rates suggested.

The BMA recommends that GPs tell patients in advance if they will be charged, and what the fee will be. It is up to individual doctors to decide how much they will charge, but the BMA produces lists of some suggested fees which many doctors use. Grove House Practice has a list of fees on our website based on these suggested fees.

For further information on fees that a GP may charge please visit the BMA website:

www.bma.org.uk



**Grove House Practice
St Paul's Health Centre
High Street
Runcorn**

Tel No: 01928 566561

**Cancellation line: 01928 842577
(message facility only)**

Website: www.grovehouse.co.uk

If you require this leaflet in a different format or if you need further information or advice, please contact the Practice

Reports & Forms

Grove House Practice



Why do GPs charge fees?

The National Health Service provides most health care to most people free of charge, but there are a number of other services for which fees are charged. This is because the service is not covered by the NHS. For example, providing copies of health records or producing medical reports for insurance companies.



There are services that are not covered by the NHS such as reports and forms.

These forms may however require a GPs medical opinion. If you have a form that a GP needs to complete then please hand it in at reception, you will be informed of the cost and will need to pay before the form is completed. Once you have paid the fee it will be passed to the Practice Administrators who will process the form.

The GPs do not complete forms during consultations as it may require time to complete and all of the GPs have allocated time for completing paperwork. This enables us to keep our clinics running on time so patients are not kept waiting.

Grove House Practice Fees & Charges

- Incapacity to Attend letter/ form £60 (e.g.. School, university, court, jury service)
 - "To whom it may concern" letter £60
 - Benefits/housing letter/form (Fee £65 or Summary of records offered)
 - Private sick note £40
 - Foster / Adoption / DVLA Medical £0
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- Medical Examination £150 without (inc. support for benefit claim exam under accident/sickness £165 with insurance/taxi/HGV/sports exam medical)



Please inform patient that the below requests will go to a 3rd party (EMR) who will invoice the patient, please update patients email address if they have one:

- Holiday Cancellation Certificate (ALL parts must be complete by patient)
- Medical Questionnaire (No examination required, providing a detailed opinion/ statement on patient's condition)
- Shotgun License

How long will my form take?

Time spent completing forms and preparing reports takes the GP away from the medical care of his or her patients. Most GPs have a very heavy workload and paperwork takes up an increasing amount of their time.

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.

Once completed you will be contacted, all completed forms are available for collection at the reception desk.

Payment for non-NHS services must be made in full either in advance or at the time of the provision of the service. Please note that non-attendance at an appointment for these 'private' services will incur a charge of 50% of the relevant fee shown below.