

Silverbirch Medical Practice
www.silverbirchmedicalpractice.co.uk
PATIENT REQUEST FOR NON-NHS SERVICES

Please use this form to request non-HSC services such as letters, certificates and private reports.

A fee is payable for all non-HSC services. Full details of fees charged and the reason for these fees can be found on the practice website <http://silverbirchmedicalpractice.co.uk/privateservices.php>

PERSONAL DETAILS

Name _____

Date of Birth _____

Easiest contact number _____

E-mail Address _____

To whom the letter/report is to be addressed: _____

Please indicate points that you would wish to be covered in letter/report:

Please note letter/reports will be based on medical evidence in the patient's records and the content of the letter is at the discretion/opinion of the GP.

Format required (please tick) Letter ☐ Form for completion ☐ Other ☐ please specify below:

Please ensure that all necessary fields are fully completed on this form and any other forms being attached before submission to GP.

You may have to wait several weeks depending on the current workload at the time of request as this depends on other pressures and priorities related to NHS patient health care.

Fees will be levied as per the practice fee schedule available on the website these may differ depending on the amount of detail required. A member of staff will contact you to advise you of the fee before being processed.

If there are any problems in processing your request, a member of the practice team will contact you.

Patient signature _____

Date _____

FAQ

When your doctor is asked to give medical information about you in the form of a report, letter or certificate, the request kick starts a series of processes.

This takes time and is not always straightforward or simple to complete. Some of the information may not be available easily and will mean the doctor has to sort and select the right information for the request.

The doctor also must establish who is funding this work and if it is not part of their NHS work and then calculate a fee for this.

Surely the work is paid for by the NHS?

Many patients see their doctor as the embodiment of the NHS and all that it provides – free care at the point of delivery. However not all work doctors are asked to do is paid for by the NHS and many GPs are self-employed.

This means they must cover their time and costs - staff, buildings, heating, lighting, etc - in the same way as any small business. The NHS only pays for NHS work, any work outside of the NHS must be funded by other means and this is why fees are charged.

Why does it take so long?

Your doctor receives large amounts of request which is often to do with whether your general health allows you to do something e.g. to work, receive benefits, drive, play sport, attend school, own a house, a firearm or it is for insurance, court or other medico-legal reasons.

All requests will vary in complexity, volume and consistency ranging from signing a certificate which can take minutes, to an in-depth report with an examination that can take hours.

I only need the doctor's signature – what is the problem?

When your 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, they may have to check your entire medical record (some of which may not be accessible on a computer or on site).

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.

FOR OFFICE USE ONLY

MAKE SURE THIS IS SIGNED BY PATIENT REQUESTING ON THE BOTTOM OF FIRST PAGE AND SCAN BEFORE PUTTING IN THE PIGEON HOLE.

Receptionist received date and initials	Date completed	Date patient contacted	Fee	Date collected/ receptionist initials

Comments: