

DOCUMENT REQUEST FORM

Please complete:

Patient Name.....

Address.....

.....

.....

DOB.....

Contact Tel No.....

A list of charges can be found on the back of this form. Please write down the number and fee of the document you require:

Document number

Fee.....

Please note any further details that will help the GP complete your request.

.....

.....

.....

Once completed the practice will telephone you to advise that your item is ready for collection on payment of the fee. **All documents will only be released once the fee is paid.**

I agree to accept these terms and conditions _____

NB. We can accept payment in cash, cheque or card

PROFESSIONAL SERVICES

These medical services are **not** available on the NHS. The fees are used to make up the time lost to ensure **NHS Services are not affected** by these requests.

We aim to return the following within 10 working days		
1	Patient Medical information letter (to whom it may concern, support for benefits, etc)	£25
2	Private Sick note/Free from infection	£20.00
3	Holiday Cancellation (Simple)	£25.00
4	Simple Cert of fact (fit to travel, health club, etc)	£30.00
5	Sickness/Accident (simple Cert)	£20.00
6	BUPA/Provident Association form	£28.00-£58.00
7	Criminal Injuries report on Victim	£39.00
8	Extract from records (short 15min)	£57.00
9	Firearms Licence Report	£100.00
10	Power of Attorney Witnessing – no exam	£30.00
11	Fitness Report (work, Care home, etc) – no exam	£28.00-£58.00
12	Racing/Elderly/Sports/Taxi extract from records	£62.50
13	Fitness Report (work, Care home, etc) – extract from records	£62.50
14	NCC Housing/Homeless Application	£25.00
15	Solicitors Medical report	£55.00
16	Adoption/fostering - update	£50.00
17	Insurance/ Income Protection	£26.50
18	Blue Badge (where patient does NOT meet automatic eligibility)	£25.00
We aim to return the following within 15 working days		
19	Holiday Cancellation (complicated)	£58.00
20	Sickness/Accident (complex pro-forma)	£62.50
21	Pro-Forma Report	£80.00
22	Racing/Elderly/Sports fitness report without exam	£90.00
23	Power of Attorney Report with Exam	£75.00
24	Fitness Report (work, Care home, etc) – complex pro forma / written report - no exam	£125.00
25	Adoption/fostering	£78.00
26	OFSTED (Child Minder)	£87.50
27	Insurance/ Income Protection	£102.00
We aim to return the following with 20 working days		
28	Sickness/Accident (with exam)	£83.50
29	Detailed Written Report	£128.00
30	HGV/LGV/PCV	£125.00
31	Racing/Elderly/Sports fitness report with exam	£125.00
32	Taxi Driver fitness report with exam	£90.00
33	Pilots Licence – full medical and report	£92.00
34	Copy of electronic records	free
35	Copy of paper records	free
36	Copy of records – electronic and paper	free