

Fees List

Tier 1 **£15**

Certificate of medication (eg for flying)
Passport Application/Renewal
Private sick note
Short letter (including housing)
Short certificate of fact

Tier 2 **£30**

Certification of fitness (if appropriate)
Character reference (eg shotgun)
Holiday cancellation form (short)
Ofsted reference
Private insurance form
University entrance form

Tier 3 **£60**

Medical Report (no examination)
Holiday cancellation form (long)

Tier 4 **£100**

Medical examination – report on pro-forma
(eg HGV, Taxi, elderly driver)

Tier 5 **£180**

Medical examination and full report

Viewing notes **£10**

Full copy of notes **up to £50**

**Please remember to collect your
completed report from reception**

Keeping health at the heart of the community

**All excess money received by
Churchfields Surgery from
the provision of private
reports requested by our
patients will be re-invested
into patient care.**



Patient Guide Fees for non-NHS Reports

Why do I have to pay?

The NHS provides most health services to people free of charge (although there are some exceptions such as prescription charges). For services that are not covered by the NHS there is a private fee 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 isn't covered?

The Government's contract with GP's does include the completion of some specialist forms (eg from the Department of Work and Pensions) and some organizations 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. If you are unsure about anything please ask.

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

At Churchfields 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 short reports and letters within a

week. More complex reports may take up to 4 weeks.

Why do I have to pay up front?

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

But all I need is a doctor to sign it!

When a doctor signs a certificate 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 of forms, the doctor may have to read a large amount of medical records.

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.

Some misconceptions

There are some common misconceptions about the need for a doctor's letter in certain circumstances. Below are three common examples. Please help us to keep our time focussed on patient care and avoid asking for these. They can be provided if really required, but there will be a charge.

I need a Blue Badge!

Application for a blue badge doesn't need a GP's letter. Worcestershire County Council's official advice states, "Please do not request evidence from your GP. If you have problems supplying written evidence please visit your local Worcestershire hub customer service centre for further information."

I need a letter for the Housing Trust!

Housing trusts have their own medical advisers. Please contact the trust directly if you have a medical issue related to your housing or application for housing.

I've missed an exam!

A letter to confirm sickness having missed an exam is not usually required by exam boards. Ofqual states, "Awarding Organisations make no requirement for pupils to obtain a medical certificate in support of an application for special consideration."