

- **What can patients do to help ?**

- ⇒ Hand the form in as soon as possible, make payment as soon as you possibly can.
- ⇒ Not all documents need a signature by a doctor and some can be done by other professionals. Please check the form and accompanying guidance as you may get a quicker response if it's not only a GP that can do this.
- ⇒ If you have several forms requiring completion, present them all at once and ask your doctor if he or she is prepared to complete them at the same time to speed up the process.
- ⇒ 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, and this will cost more.
- ⇒ Don't ever book an appointment with your doctor to complete forms nor bring the forms to an appointment, as they will not be able to do so. The Secretaries process these first.

- **What if I cannot afford to pay a fee?**

The practice recognises that many of our patients may have significant financial difficulties and would not wish to increase their financial stress. For this reason the practice offers two levels of support:

- ⇒ Provide the patient with a free print out/summary of their medical record including key diagnosis and current medications as previously recorded and read coded in their medical record. There is no charge for this level of support as it is just a print out.
- ⇒ Provide a specific letter or report to patients for a fee. Whilst we understand the financial pressures patients may be experiencing, we receive a high volume of these requests and set all of our fees based on the time the GP takes to complete the work, so that we are equitable to all patients and our doctors. We are not able to negotiate our rates or offer reduced prices.
- ⇒ There are other Private GP services which maybe able to help you if you don't want to pay our fees or wait our timescales: Search online for "Private GP services in Leeds"

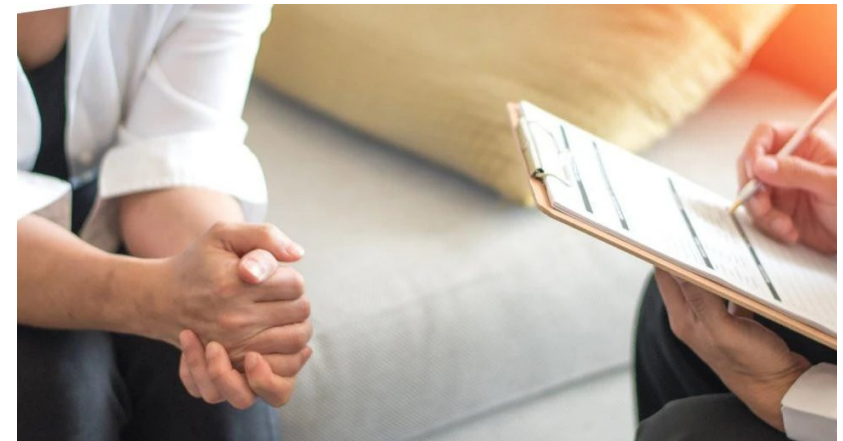
- **What if I need the form or letter more urgently?**

- ⇒ Aire Valley Surgery aims to process letters, reports and forms as quickly ad efficiently as possible and they are sometimes available sooner than 20-30 working days.
- ⇒ If you have left it too late and now require a report or letter or form more urgently than the 20-30 days turnaround, then additional fees may apply to expedite this (do it more quickly). This is subject to GP availability and at the discretion of the GP. This however may **not always be possible** and 20-30 working days is usually required.
- ⇒ There are other Private GP services which maybe able to help you if you don't want to pay our fees or wait our timescales: Search online for "Private GP services in Leeds"

Aire Valley Surgery reserves the right to suspend, extend processing times for private/Non NHS work at any time due to busy periods, but we always endeavour to complete Private work within 30 working days wherever possible.

Letters and Reports: (Private work fees - non NHS work) at Aire Valley Surgery

A guide for patients and third parties as at January 2023



- **Why does Aire Valley Surgery charge a fee?**

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 is not available easily and will mean the doctor has to sort and select the right information for the request.

The British Medical Association recommends that GPs tell patients and third parties in advance if they will be charged, and how much. It is up to the individual doctor to decide how much to charge and our fees are not negotiable. Patients may prefer to access the services of a private GP service instead. This leaflet sets out a guide to our current fees and charges for our private work at Aire Valley Surgery.

- **Why isn't this free for NHS patients?**

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.

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. Letters and reports and forms to be completed are chargeable as they are not in a GP's NHS contract.

- **How long does it take?**

The advertised fees apply to **routine request** which *usually* take between 20-30 working days to process **from the date that payment has been received**.

If you need it more urgently - see back page of this leaflet for details

- **Why does it sometimes take my GP a long time to complete my form?**

Our doctors receive large amounts of request from lots of patients and lots of insurances companies, solicitors, employers, etc. Requests are 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 – it only takes a minute?**

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.

Expected Fees (correct as at 1st Jan 2023)

The work will not start until payment has cleared.

1. Adoption & Fostering (form only)	£24 or £76
2. Fitness to travel	£45
3. Fitness to travel with examination	£110
4. Firearm/Shotgun Cert	£45
5. Full Medical examination and report	£155
6. General GP Letters: To whom it may concern letters	£30
<i>(short GP letter to support claims such as: housing, school, college, insurance, COVID recovery letter, taking medication abroad, etc</i>	
7. Holiday cancellation Certificate (excluding examination)	£45
8. Holiday cancellation Cert (with examination)	£110
9. Medical examinations HGV, PSV, Taxi, Driving Medicals, DVLA	£155
<i>(Subject to GP availability) Patients making appointments for HGV/Taxi medicals should bring their form, a urine sample and their glasses if worn.</i>	
10. Medical information from a GP	£155
11. Medical record - summary print out	£0 FREE
12. Occupational Health / Ofsted reports Childminding/teaching	£80
13. Private Blood tests – <i>Not available at Aire Valley Surgery</i>	
14. Private medical/insurance form completion ie BUPA/PPP	£45
15. Private Prescription	£30
16. Private Sick Note (Periods within 7 days)	£30
17. Passport/Driving licence signature - <i>not available at Aire Valley Surgery</i>	
18. Sickness/accident claim form completion	£30

Anything else not listed: Price to be advised once the documentation has been reviewed.

- **Payments**

- ⇒ These fees are a guide to expected fees but these may vary depending on the amount of time and work involved.
- ⇒ All fees must be paid in advance of work being started.
- ⇒ We do accept cash (no cash change is available; correct change needed), credit card and payment by BACS only. We do not accept cheques.
- ⇒ The prices stated are not negotiable, and must be paid in advance of the work starting and the processing time starts from the payment date.