

Your Reference:

Our Reference:

Your Address

REQUEST TO CARRY OUT NON NHS SERVICES

Thank you for requesting our Practice to carry out Non NHS services. Please be advised that there may be an upfront charge for us to undertake the service. The charges are necessary to cover any administrative or clinical work that may need to be undertaken in completing the request.

If you are submitting a request for the GP to sign a form you are advised that you are not being asked to pay for the signature – you are being asked for the work to be undertaken. The GP may decide not to support the claim on the form – but the work will still have been carried out and so the charge will remain.

Stages

It is important that patient-expectations of Non-NHS services are set prior to electing to enter into a contract with the Practice. Although we will try and facilitate your request, it is not a foregone conclusion that the GP will agree to the request. Even the simplest of requests require administrative or clinical time to research in order to ensure legislative compliance as well as protecting the indemnity of the Practice.

There are 6 stages to the Non-NHS process:

1. Patient understanding what Non-NHS charges are.
2. Application for the Practice to undertake your request.
3. Medical Declaration self-certification if you require a medical examination or are requesting the GP to certify you as being fit to undertake activities within or outwith the UK.
4. Notification that the Practice will undertake your request.
5. Completion of Non-NHS services.
6. Notification and Invoicing.

General Information

Not all services provided are covered under our contract with the NHS and therefore attract charges. This is standard practise amongst all independent GP contractors and although we cannot annotate all charges, examples include the following:

- Medicals for pre-employment, sports and driving requirements (HGV, PSV etc.)
- Insurance claim forms
- Prescriptions for taking medication abroad
- Private sick notes
- Vaccination certificates
- Council forms

The fees charged are based on the British Medical Association (BMA) suggested scales; and our reception staff will be happy to advise you about them along with appointment availability. Please remember that non-NHS services are a second priority and we try to turn requests around within 28 days – but this is not always possible.

Practice administrative staff must:

- Check all relevant paperwork is provided
- If a fee hasn't already been set, formal notification of the doctors proposed fee and any further terms and conditions relating to the completion of the report should be communicated and agreed by both parties
- Check that the patient has signed consent if appropriate
- Log the arrival of the document in the practice system
- Search patient notes and marry up with the information request
- Allocate to the GP
- Once the report has been completed ensure copies are made and kept within the Practice record system
- Make diary entry or bring forward date to post completed report
- Complete payment claim form, log date of postage or report to relevant authority
- Chase the payment if appropriate
- Receive either payment schedule from requesting authority and reconcile with bank statement, or receive payable order or cheque and arrange banking.

GPs must:

- Assimilate contents of request, confirm patient consent has been granted to divulge if in order, and ascertain whether or not the Access to Medical Reports Act, Data Protection Act or Access to Health Records Act, applies.
- Read all GP notes, hospital letters and laboratory results contained within the patient record – this is to ensure, as far as possible, that the facts they certify in a report or certificate are correct.
- Produce an appropriate response, either in writing, typed directly onto electronic report template, or by dictation. Check and sign the final draft. Once signed, the report and any manual notes held should be returned to the administrator for copying and filing.

Disclaimer

The Practice reserves the right to update the non-NHS fees without warning.

Yours sincerely



Keith J Anderson MBE | Practice Manager | For GP Partners

Further information can be found at:

- <https://www.bma.org.uk/pay-and-contracts/fees>
- <https://www.bma.org.uk/pay-and-contracts/fees/fees-for-gps/fees-for-non-nhs-reports-guide-for-gps>



**FACE
COVERINGS**



**AVOID
CROWDS**



**CLEAN
HANDS**



**TWO
METRES**



**SELF-
ISOLATE**

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PATIENT AGREEMENT – MACDUFF MEDICAL PRACTICE UNDERTAKING NON NHS SERVICES

To be signed by the patient and retained by the Practice

I understand that in requesting this non-NHS service from Macduff Medical Practice that there may be an upfront, and non-refundable, fee to be charged; and that the fee is for undertaking the work – regardless of the outcome.

«PATIENT_Title» «PATIENT_Forename1» «PATIENT_Surname»
«PATIENT_BlockAddress»

Printed Name:..... Signature:..... Date:

Office Use:

To be scanned to Docman