

Aviation License Medical with Report	£160.00
Sports Medical with Report	£ 95.00
Seat Belt Exemption Examination (up to 30 minutes)	£ 75.00
<b>Reports —Solicitors for legal purposes</b>	
Access to Medical Records under Data Protection Act up to:	£ 50.00
Fees for Legal Aid work up to:	£ 50.00
GP Report for legal purposes	£ 104.00
GP Medical & Report for legal purposes	£ 160.00
Power of Attorney	£ 160.00
<b>Other</b>	
Completion of childminder health form (OFSTED)	£ 87.50
Blood Test – Private (+ fee from laboratory)	£ 15.00
Mental Capacity Certificate (COP3) - No examination	£ 55.00
Mental Capacity Certificate (COP3) - With examination	£ 110.00

### More information

For more information about Non-NHS Services please visit the practice website [www.thespasurgery.co.uk](http://www.thespasurgery.co.uk) or for further information regarding Pay by Link and Worldpay®, visit <http://www.worldpay.com/shopper>

### PAYMENT FOR NON NHS SERVICES

We require payment for Non-NHS Services before the work is undertaken. This is due to a high number of requests for Non-NHS services that we have received in the past that have not been collected or paid for.

To make the invoice and payment process as simple as possible our preferred payment method is 'Pay by Link' administered by Worldpay®

#### Pay by link

Is a secure online payment facility. Once the Admin Team have confirmed the price of the services you require, if you confirm that you are happy to accept and proceed, you will be sent an email from [spa.surgery@nhs.net](mailto:spa.surgery@nhs.net)

The email title will be:

#### Payment Request from THE SPA SURGERY

The email will look like the example below and contain a 'Pay now' button. Simply click on this button and follow the steps to make your payment online. Once we receive confirmation that the payment has been received, we will process your Non-NHS Services request.

**THE SPA SURGERY** are asking you to make a payment.

Amount: 0.01 GBP  
Order Description: Taxi Medical  
Order Reference: PBL-000012

Please click "Pay now" to make this payment.

Contact **THE SPA SURGERY**:

Email: [spa.surgery@nhs.net](mailto:spa.surgery@nhs.net)  
Telephone: 01423503218

Pay now

#### More information

Visit the Worldpay website for FAQs about payments at: <http://www.worldpay.com/shopper>  
Alternatively, for queries about your order, please contact THE SPA SURGERY using the details above.

**\* An additional 2% administration charge will be made for Credit Card payments. Debit cards do not incur an additional administration fee.**

For patients who do not have access to an email address we can accept payment by Cash or cheque made payable to The Spa Surgery



### PRIVATE & PROFESSIONAL SERVICES (Non-NHS Services)



**Please pick up a request for Non-NHS Services form from the Reception Team or download it from our website**

The Government's contract with GP's covers medical services to NHS patients, however, in recent years more and more organisations have been involving doctors in a wide range of non-medical work, such as **Insurance forms and reports, Employment Medicals and Solicitors reports** to name a few examples. Sometimes the only reason that GP's are asked is because they are in a position of trust in the community or because an insurance company, employer or public body wants to ensure that the information provided to them is true and accurate.

The Spa Surgery provides Non-NHS services, this work is completed outside of NHS time and we ask that all requests for these services are submitted using our request form. Payment is required when the request is submitted and we require up to 20 working days from receipt of payment to process and complete the work.

## FREQUENTLY ASKED QUESTIONS

### Do GP's have to do non NHS work for their patients?

With certain limited exceptions such as a GP confirming that a patient is not fit for jury service GP's **DO NOT** have to carry out non NHS work. Many GP's, however, will always attempt to assist their patients and carry out this work.

### 2. Why does it sometimes take my GP a long time to complete my form/letter?

Time spent completing forms and preparing reports takes the GP away from the medical care of patients. GP's have an ever increasing workload of forms, which must be prioritised against offering appointments.

### 3. I only need the GP's signature - what's the problem?

When a GP signs a certificate, completes a report or writes a letter it is a condition of remaining on the Medical Register (which allows them to practice as a doctor) that they only sign what they know to be true. In order to complete even the simplest forms the doctor may have to check a patient's entire medical record.

Carelessness or inaccuracy can have serious consequences for the doctor with the General Medical Council (the doctors' regulatory body) or even the police.

### 4. Who sets the fees and why do different doctors charge different fees?

The BMA suggest fees that may be charged in certain circumstances, however, these are intended for guidance only. Doctors are not obliged to charge the rates suggested by the BMA and the fee levels will generally reflect the amount of work and time involved.

### 5. Why do GP's charge for the completion of cremation forms?

A deceased person cannot be cremated until the cause of death is definitely known and properly recorded.

Before cremation takes place two certificates must be signed, one by the GP and one by another doctor. The completion of these forms is not part of a doctor's NHS duties and the fees are usually charged to the funeral director who generally passes on the cost to the family. These fees are agreed with the National Association of Funeral Directors, the National Society of Allied and Independent Funeral Directors and Co-operative Funeral Care.

Death Certificates are a separate form and are completed free of charge.

### 6. What notice is needed for completion of reports and letters?

To allow the practice to plan the GP's time, 20 working days are required, although many are completed within this time. Where a patient has an urgent request this should be explained to the receptionist, however, it is not always possible for other more clinically urgent work to be delayed.

Examples of non NHS work 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

## PRIVATE & PROFESSIONAL FEES

***This list is not exhaustive but we will endeavour to advise you at the earliest opportunity of the likely level of fees for any treatment/service not covered by the NHS Contract***

### Prescriptions

Private prescriptions £ 15.00

### Certificates/Letters

Any Simple Certificate (e.g. Private Sick Note) £ 17.00

More complicated certificate / letter (e.g. Housing etc.) £ 27.50

## Reports—For Insurance Purposes

GP Report for Insurance Applicants (on pro-forma) £ 104.00

GP Supplementary Report for Insurance Applicants £ 27.00

Validation of Private Medical Insurance Claim Form to Support a Claim for Benefit OR Completion of a 'Pre-Treatment' Form £ 27.00

Access to Records under Data Protection Act – Computerised £ 10.00

Access to Records under Data Protection Act – Manual/Computerised £ 50.00

Racing Driver Fitness Certificate—For Insurance £95.00

Elderly Driver Fitness Certificate—For Insurance £ 75.00

Short Report / Extract from Records (15 mins) £49.50

## Reports—For Insurance Purposes with Medical Examinations

Fee for Medical Consultation – Private Patient per 10 minute appt £ 40.00

Employer's Report / Opinion (up to 30 minutes) £ 120.00

Private Medical Insurance – Prospective Subscriber (45 minutes) £ 160.00

Private Medical Insurance – Sickness/Accident exam & report £ 98.00

Pre-employment Medicals Report (45 minutes) £ 160.00

LGV, PSV, Taxi Driver Examination (up to 30 minutes) £ 95.00