



## Patient information leaflet – charges for letters & forms

Many patients ask us to complete forms, or write letters on their behalf. This work is not part of our NHS contract and so therefore we make a small charge for it.

We appreciate that some authorities require a GP letter. We would like to point out that many authorities do not require a letter. In fact, *GP letters are not taken into account* in the following situations:

- Re-housing on medical grounds
- When your child has missed a lot of school
- Coursework extensions

Examples where patients may require a letter and a charge will be made:

- Holiday cancellation insurance form
- Cancellation of gym membership
- Private sicknote (if requested by employer when absent less than 8 days)

A charge *may* be made for the following, please let us know if you are not able to pay

- Blue badge application
- Disabled bus pass application

This list (above) is the most common items for which there will be a charge. If you are not clear about whether or not there is a charge then please ask our advice.

Letters and forms can take up to 14 working days for completion.

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### Patient charges

Any short form or letter <i>Includes Blue badge and disabled bus pass applications: but if you are unable to pay the charge will be waived</i>	£15.00
Longer forms or letters	£26.00
Access to medical records or copy of test results <i>The easiest thing to do is to arrange online access to your records. Please ask at the desk for the application form and leaflet. This will give you access back to 2016. This is free of charge.</i> <i>If you would like older records, then please make a Subject Access Request. Please ask at the desk for the application form. This is free of charge.</i>	
HGV/taxi medicals	£90.00
Paternity tests	£20 for 1st child, £10 for subsequent children
Travel vaccines	Some are charge-able– see separate leaflet
Reduction of benefits on fitness grounds: patients appealing against reduction of benefits on fitness grounds may ask us for a letter of support. This will be given in cases when it is clinically appropriate to do so.	No charge