

HOW TO...

Request a private letter or form

Occasionally you may be asked to provide medical evidence – by a holiday company, for example – which requires a GPs declaration. This might be in the form of a letter or a form for the GP to complete and sign. **For both of these the practice has a standard charge of £25.**

Forms

Most forms are self-explanatory. You can hand this in to the receptionist at the front desk and it will be dealt with by the GP. We will contact you once the form is ready to collect.

Private Letters

When requesting a private letter, please put your request in writing and ensure that you specify precisely what information you need it to include.

Do I always need a letter?

Often you may not require a private letter. If all you need is something which details your medical conditions, we can print you a **Patient Summary** free of charge. A Patient Summary is a snapshot of your medical history, and includes any significant diagnoses and major procedures you have had, as well as your medications and any allergies.

Why do GPs charge for forms and letters?

The NHS covers medical work for patients, such as health advice, medical tests or a referral to a specialist. In recent years, however, more and more organisations have been involving doctors in a whole range of non-medical work which is not covered by the NHS.

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Sometimes the only reason that GPs need to do this work is because they are in a position of trust in the community, or because an insurance company or employer wants to ensure that information provided to them is accurate. GPs can specify their own charge for such work, following advice from the British Medical Association (BMA).

The cost of non-NHS work will be told to the person requesting it up front, before the work is carried out.

Do GPs have to do non-NHS work for their patients?

With a couple of limited exceptions, GPs do not have to carry out this kind of non-NHS work on behalf of patients. Whilst GPs will always attempt to assist their patients with the completion of forms and letters they are not required to do so.

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

Time spent completing forms and preparing reports takes the GP away from the medical care of their patients.

Most GPs have a very heavy workload and paperwork takes up an increasing amount of their time, so many GPs find they have to take some paperwork home at night and weekends in order to find time to complete it.

I only need the doctor's signature - what is the problem?

When a doctor signs a certificate or completes a report, they are legally required to only sign what they know to be true.

In order to complete even the simplest of forms, therefore, the doctor needs to check the patient's entire medical record thoroughly. Carelessness or an inaccurate report can have serious consequences for the doctor

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