

REQUEST FOR A NON-NHS PROCEDURE FROM GP
GP Letters

There are agreed, contractual methods for GPs to provide medical information to various professional bodies, such as solicitors and the Department for Work & Pensions, under the NHS Primary Care Services Contract. These requests are sent to the practice by the organisations and GPs respond directly to the departments requesting information.

If you make a **personal request** for a letter, this is **not provided** for under the terms of the NHS Primary Care Services contract. Your GP may be happy to undertake such work for you, but, as this is a **private service**, you will **incur a charge** for completion of your request.

Please complete the form overleaf and pay a £25 deposit which will go toward the final charge of your document. The minimum charge for the work is £25 but may cost up to a maximum of £50. Our staff will contact you before the work commences to advise if the total cost is more than £25, and gain your consent to continue. You may be required to pay the difference before the request is passed to the GP.

Our staff will contact you if your GP is unable to do the work requested, and refund the deposit.

If you wish to proceed, we will usually commit to complete the work that you have requested within **15 working days from the date of submission**. Should this not be possible, for example due to GP holidays or requests for a larger than normal piece of work, our staff will contact you.

When the work is completed, you will be contacted.

**WESTCOURT MEDICAL CENTRE
12, THE STREET
RUSTINGTON
BN16 3NX
01903 777000**

Section 1 for completion by the Patient

You have requested that your doctor carry out a non NHS procedure, for which there will be a charge. Please complete the table below and return to the surgery for processing.

A £25 deposit is payable at the time of the request.

Once your document has been processed, we will contact you to advise if there are any additional charges for the work and when the document will be ready for collection.

Documents will only be available for collection once the charge has been paid in full.

PATIENT NAME	
ADDRESS	
DATE OF BIRTH	
SERVICE REQUIRED	
REASON FOR REQUEST <i>(if a letter request, please advise what you want it to contain)</i>	
SIGNATURE	

Section 2 for completion by the Practice / GP

GP NAME	
CHARGE PAYABLE (designated by GP)	£25 £30 £35 Other =
TIMESCALE	Minimum 15 working days
DATE PATIENT CONTACTED	
DATE DEPOSIT RECEIVED	
DATE ADDITIONAL CHARGE RECEIVED (if applicable)	
DATE DOCUMENT COLLECTED	