

WESTCOURT MEDICAL CENTRE
12, The Street
Rustington
West Sussex

REQUEST FOR A NON-NHS PROCEDURE FROM GP
All other chargeable work

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 non NHS procedure (e.g. medical claim form), 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.

The fees quoted are agreed on a National Level. You need to be aware that in signing any document, your doctor may need to defend his/her action.

Would you please confirm that you are in agreement with this charge prior to the Doctor completing the relevant paperwork/form. **PLEASE NOTE THAT NO ACTION WILL BE TAKEN UNTIL THIS FORM HAS BEEN SIGNED AND RETURNED.**

The form will not be released until payment has been received.

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

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.

Once your document has been processed, we will contact you when 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	
SIGNATURE	

Section 2 For completion by reception/PMA department

GP NAME	
CHARGE PAYABLE	£
TIMESCALE	Minimum 15 working days
DATE PATIENT CONTACTED	
DATE DOCUMENT COLLECTED	