

**WESTCOURT**  
MEDICAL CENTRE

**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.

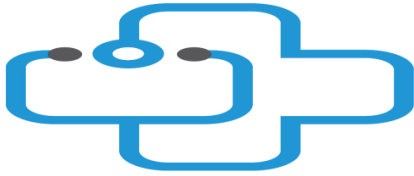
If you make a **personal request** for a letter, this is **not provided** for under the terms of the NHS Primary Care Services contract. Your GP may be happy to undertake such work for you, but, as this is a **private service**, you will **incur a charge** for completion of your request.

Please complete the form overleaf and pay the charge of your document. The minimum charge for the work is £25. Our staff will contact you before the work commences to advise if the fee is to be more, and gain your consent to continue. You will 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 **30 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.



**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.

**THE FEE 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.

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

**Section 2 for completion by the Practice / GP**

<b>GP NAME</b>	
<b>CHARGE PAYABLE (designated by GP)</b>	£25    £30    £35    £50    £80    Other =
<b>TIMESCALE</b>	<b>30 working days</b>
<b>STAFF MEMBER TAKING PAYMENT</b>	
<b>RECEIPT NUMBER</b>	
<b><u>PMA TO COMPLETE</u> <b>DATE PATIENT CONTACTED</b></b>	
<b><u>PMATO COMPLETE</u> <b>DATE DOCUMENT COLLECTED</b></b>	