

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

When a doctor signs a certificate or completes a report, it is a condition of remaining on the Medical Register that they only sign what they know to be true.

In order to complete even the simplest of forms, therefore, the doctor might have to check the patient's entire medical record. Carelessness or an inaccurate report can have serious consequences for the doctor with the General Medical Council (the doctors' regulatory body) or even the Police.

The British Medical Association  **BMA**



Private Administrative Requests

Patient Information Leaflet



Private Administrative Requests

The doctors are frequently asked to complete various administrative tasks such as medical insurance forms or letters of support. Such requests are not covered by the National Health Service and are therefore classed as private work and carry a charge.

If you require a form completing or a letter written this is the basic process that we would ask you to follow:

1. Please put your request in writing to your doctor. Your doctor will decide if he/she is able to fulfil your request and what charge is applicable.
2. An invoice will be prepared which will need to be paid by card or cash at Long Stratton Surgery prior to the private work being completed. You will be telephoned when the invoice is ready. Invoices can be paid between 10am – 1pm and 2pm – 4pm Monday to Friday at Long Stratton Surgery. Payment may also be made by telephone.
3. The doctor will then complete your request and you will be contacted when it is done.
4. We ask that you allow us at least 20 working days to complete your request (after payment has been received).

To Whom it May Concern letter £20 - £30 plus VAT

Please put your request in writing to your doctor. Your doctor will decide if he/she is able to write a letter and an invoice will be raised.

Payment is required prior to the letter being prepared. You will be contacted once the letter is ready to be collected.

HGV/PSV (30 minute appointment) £122.56 inc VAT
Taxi (20 minute appointment) £72 inc VAT

Please ensure you have had an eye test prior to seeing the doctor. Payment is required prior to making your appointment with the doctor.

Insurance Claim form £30 minimum
(e.g. Holiday Travel Claim, BUPA)

The doctor will need to see the form to decide if they are able to complete it and assess the charge. Payment is required prior to completion of the form. You will be contacted once the form is ready to collect.

Medical Records

For requests involving copying medical records please allow one month from the date of your request. There is no fee payable for this service (Ref GDPR SAR).