

# Llanishen Court Surgery

Llanishen, Cardiff, CF14 5YU

Tel. (029) 2075 7025    generaladmin.llanishen@wales.nhs.uk

Dr Elin Henderson  
Dr James Pink  
Dr Bethan Clements  
Dr Virginia Allbrook  
Dr Alex Brown

## Private Medicals / Letters & Reports Request Form

### Patient Details

Name:	
Date of Birth:	
Address:	
Telephone No:	

Please provide details below, including:

- **The purpose of the letter/report**
- **Any additional information to include**
- **The date required**

We can only provide information based on an honest account of your medical record.  
Please attach any relevant forms you need the clinician to complete.

**What and whom are the letter /report for?**

**What information do you feel needs to be included in the letter/report?**

**Date the letter/report is required:** \_\_\_\_\_

*Please note that requests may take up to 4 weeks to process.*

## Important Information Before Submitting

- You will be contacted by the administration department to book appointments if a medical examination is required (e.g., DVLA/HGV/TAXI medicals)
- Charges apply for private letters/reports as per our price list. Complex cases may incur additional fees - you will be contacted to discuss before completion.
- Ensure we have your correct contact details. You may be contacted by telephone or email.
- Payment must be made in full before the request can be processed.
  - In-person: pay at reception when submitting the form
  - Email: you will receive an invoice to pay before processing
- All payments are non-refundable.
- Private work can take up to 4 weeks to complete

## Declaration

Name	
Signed	
Date	

You can return the completed form:

- In person
- By post
- By email: [generaladmin.llanishen@wales.nhs.uk](mailto:generaladmin.llanishen@wales.nhs.uk)

## Frequently Asked Questions

### **WHY DO GPs SOMETIMES CHARGE FEES? ISN'T THE NHS SUPPOSED TO BE FREE?**

The practice has a primary duty to provide services for the management of patients who are ill. Writing letters and reports (i.e. for insurance providers, adoption and fostering, driving (DVLA), housing and benefit appeals, schools, health clubs and employers) all falls outside of the NHS GP contract. When medical reports are provided, they are a private service and as such, have to be completed in the GP's own time outside of their paid NHS working hours. These services incur a fee and we set our fees with reference to the British Medical Association guidance on private fees.

### **SURELY THE DOCTOR IS BEING PAID ANYWAY?**

GPs are not employed by the NHS; they are self-employed and must cover their costs - staff, buildings, heating etc. - in the same way as any small business. The NHS covers these costs for NHS work, but not for non-NHS work.

### **WHAT IS COVERED BY THE NHS AND WHAT IS NOT?**

The Government's contract with GPs covers medical services to NHS patients, including the provision of ongoing medical treatment. In recent years, however, more and more organisations have been involving doctors in a whole range of non-medical work. Sometimes the only reason that GPs are asked 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 true and accurate.

### **WHY DOES IT SOMETIMES TAKE MY GP A LONG TIME TO COMPLETE MY FORM?**

A GP's NHS work must take priority. Time spent completing forms and preparing reports takes the GP away from the medical care of his or her patients. Most GPs have a very heavy workload and paperwork takes up an increasing amount of their time.

### **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.

### **PAYMENT OF FEES**

in the past we have completed reports and forms before payment has been made but have sadly found there to be too many occasions when the doctor has given up the time to do the work, but the fee has not been paid. The fee therefore must be paid in advance at the time of request or when the appointment for a medical is booked. Due to administrative time taken to complete private work, **fees are non-refundable.**

### **WHAT CAN I DO TO HELP?**

Not all documents need signature by a doctor. For example, you could ask another person in a position of trust, who may be willing to sign a passport application free of charge. (Teacher, Accountant, etc.) Do not expect your GP to process forms overnight. Please allow the allocated time for process. This can be up to 4 weeks.

A list of fee payable is available on request. – Please speak with a member of our Admin team. [generaladmin.llanishen@wales.nhs.uk](mailto:generaladmin.llanishen@wales.nhs.uk) or Tel 02920757025

Kind regards,

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