

The NHS does not cover the cost of most **medical reports**. You can find information about the reports/forms/letters you can request, plus information on fees on our website:

<https://nexushealthgroup.nhs.uk/medical-reports>

You can find general information on why some services have a fee attached on the BMA website: <https://www.bma.org.uk/pay-and-contracts/fees/why-doctors-charge-fees/why-does-my-doctor-charge-fees>

- Other professions and sometimes lay people can sign many documents. Please **check the form/s and accompanying guidance** as this may prove a quicker and less expensive option.
- If a third party (for example solicitor or housing department) asks you to request a report please ask them to write to us asking for the specific information they need. Other professionals and agencies should write to us with your signed consent attached. Asking patients to do this is not appropriate and is unprofessional. If you need it, you can ask our reception team to print off a standard letter that you can give to the third party requesting information.
- **Do not make an appointment without first submitting your request.** If an appointment is required, we will arrange this. First, submit your written request, preferably with copies of forms, which will allow the clinician to complete the report. We require your written consent to release your medical information. Consent forms are available at reception.
- **Sick/fit notes:** If you are off work for 7 days or less, you **do not need to give your employer a fit note or other proof of sickness**. You can get a self-certificate (SC2) from your employer or download from the HMRC website. If you return to work in less than 7 days you do not require a return to work certificate.
- **We do not usually provide letters for housing, blue badges, travel permits, sickness certificates for school or support letters for PIP.** The organisations who make decisions with regard to these issues only accept information on their official applications forms or they can write to us. You can request a summary of your medical records, which will help with completion of applications. If you require the help of a social prescriber, please let us know. Citizen's Advice also has information on their website <https://www.citizensadvice.org.uk/about/contact/>
- Please note **we do not sign passport applications or complete references for our patients.**
- The *fees for NHS services* list gives guidance on the fees charged. Exact fee will be determined by time involved in producing report. We will inform you of the fee once you have submitted your request and the documentation. If you agree to the fee we will make arrangements for the completion of the work.
- If an appointment is necessary, as in the case of HGV/PCO medicals, we require the **full fee in advance** before we will book your appointment. If you do not attend your appointment there is no refund however you will pay half the fee when you do attend.
- In the case of reports where payment is by a third party, such as medicals for fostering please let us know if you cannot attend so we can allocate to another patient.
- Please be aware that due to the high volume of requests received and the time to prepare reports, it may take a number of weeks to be process your request, as our NHS work takes priority.
- **We cannot guarantee that report or letter written will lead to successful outcome.**
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Fees for non-NHS services



These reports can be done free of charge

Council tax exemption for severe mental impairment	No cost
Death Certificates	No cost
Notification of infectious disease	No cost
Unfitness for Jury Service	No cost
Reports/certificates requested by Dept. Work & Pensions	No cost
Reports for Coroner	No cost
Medically appropriate private prescription	No cost
Medically appropriate private referral	No cost

Common reports for which GPs do charge fees

Private sick certificate (First calendar week)	£25.00
Fit to fly	£45.00
Fitness to carry out sporting activities e.g. Exercise, swim, running marathons etc)	£45.00
Proof of registration	£20.00 (produced by Admin)
Holiday cancellation insurance certificate	£45.00
Letter re extenuating circumstances for exams/ academic commitments. (We cannot always do a letter especially if the medical records do not have information to support)	£50.00
Lasting power of Attorney Page 10 relating to "Certificate provider" can be signed by someone who has known the "Donor" for at least two years such as a friend, neighbour, colleague or former colleague. This will save you the significant private fee involved in a GP signing it. GPs prefer not to sign these legal documents as there can be medico-legal implications in the future.	£120.00
Lasting power of Attorney (if home visit required)	£200.00
Shotgun licence	£80.00

Employer's request for health reports

Extract from records	£65.00
Report on a pro-forma, no examination	£90.00
Written report with examination, providing an opinion and statement on the condition of a patient (eg 30 mins). Employer may, in complex cases, be asked to get a specialist Occupational Health opinion.	£160.00
Hep B status check	£20.00
Ofsted report (application to become a child minder/child care professional)	£90.00

Licensing: HGV, PCV, LGV and taxi. (If eye examination required; - to be completed by Optician)

Report without examination (BP/BMI to be measured at reception)	£90.00
Report with examination	£135.00

Patient (or Solicitor on behalf of patient) request for copies of records.

The first set either electronic or paper is free of charge. (<https://www.bma.org.uk/media/1868/bma-access-to-health-records-nov-19.pdf> -Section 4, Paragraph 8) We encourage patients to have electronic rather than paper copies as this allows our staff to concentrate on NHS work and it is more secure.

The costs involved in second and subsequent requests are as follows

Admin of producing electronic copy of records	£30.00
Admin and postage paper records	£30.00
Photocopying per page	0.50p

Solicitors reports

Report on a pro-forma without examination	£160.00
Report on a pro-forma with examination	£200.00

Insurance/medical report (fee paid by insurance company)

Report without examination (iGPR)-includes targeted reports	£160.00
Written report with examination and providing detailed opinion	£200.00
Supplement/additional information	£27.00
Paper copies of medical records for patients: Unlike solicitor/patient paper, these are not free. Digital copies Photocopying per page Admin and postage	Free 0.50p £30.00

Letters – non referral not otherwise funded

Produced by administrator	£20.00
Produced by clinician	£50.00