Private Admin Request & Consent Form Patient Name: ADMIN USE: Date of Birth: Address: NB - If address differs to SystmOne this must be updated prior to accepting submission. **Contact Telephone number (in case of a query) Details of request:** All reports/letters must be paid in full prior to completion; debit/credit cards not accepted

• For Medicals please submit the form along with the appropriate fee prior to admin contacting you with an appointment.

Signature of patient (named above)

Date:

NB - Must be signature of patient unless prior consent given by the patient. For children under 16 this can be signed by a legal guardian

To be completed by Macklin Street Surgery :

Date Request submitted Staff Initials Fee

	Fee for non NHS Services	Date Payment Made	
	£		

• If this report/letter is more complex or needs additional work than a standard report/letter we reserve the right to advise you of an extra charge. We will not complete the report/letter without contacting you to advise you of the charge first.

Private Admin Request & Consent Form

• The surgery will not provide proof of identification i.e. driving licence/passports or similar

Non NHS service Fees applicable to patients			
Letters / Forms			
Signed document	£25.00		
Form completion Inc, Holiday Cancellation Form, BUPA, WPA, PPP (Dependent on complexity)	£50.00		
Letter confirming medical condition (Dependent on complexity)	£50.00		
Medicals/Reports			
Court exemption	£150.00		
Fostering / Adoption (each parent) – Full Medical required - form to be submitted with fee	£200.00		
Fostering / Adoption (each parent) – Update Report	£75.00		
Medical Inc, HGV, Taxi, Sports, Elderly Drivers, Preemployment.	£200.00 – form to be submitted with fee.		
Power of Attorney Form & Medical (Surgery)	£200.00		
Power of Attorney Form & Medical (Home Visit)	£250.00		
Professional Fees – Insurance Companies (Must be made in writing by company with patient's consent)			
EGPR Standard report	£150.00		
Supplementary questions / additional questionnaire received with initial request.	£75.00		
Letter providing further clarification to original report.	£75.00		
Solicitors (Must be made in writing by solicitor with patient's consent)			
Medical Report	£250.00 per hour		

In accordance with the GDPR 2018, please refer to our Privacy Notice, which is displayed in both Macklin Street
Surgery and Park Farm Branch Surgery. A copy is also available under Practice Policies on our website;
http://www.macklinstreetsurgery.co.uk