Watford HEALTH CENTRE

Private Letter Request Form

Name		**Date of Birth**	

Please provide details in the box below stating the purpose of the letter, any additional information to be included and the date you require the letter. We can only provide information based on an honest account of your medical record. Please provide any forms you need the clinician to complete if appropriate.

What and whom are the letter / report for?
What information do you feel needs to be included in the letter?
What date is the letter required? ***(please note these may take up to 28 working days to process)***

Please read before submitting your request:

- You will be contacted by the clinician directly for DVLA / Taxi Medicals
- The charge for a straightforward letter is £60.00
- If the letter requires other documents to be collated there will be additional costs and you will be informed of these, this may also require additional time.
- If an amendment to the original letter is required there will be an additional charge of £10.00
- Payments will be taken before the work is completed and is non-refundable.
- If there is a delay in preparing the letter you will be contacted by us.
- We will need to see verification of your identity.

Print Name	
Singed	
Date	

Frequently Asked Questions

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

The National Health Service provides most health care to most people free of charge, but there are exceptions: prescription charges have existed since 1951 and there are a number of other services for which fees are charged. Sometimes the charge is made because the service is not covered by the NHS, for example, providing copies of health records or producing medical reports for insurance companies.

SURELY THE DOCTOR IS BEING PAID ANYWAY?

GPs are not employed by the NHS; they are self-employed and have to 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. Therefore, the fee must be paid in advance at the time the request for the letter or form to be completed is made or when the appointment for a medical is booked. Due to administrative time taken to complete the letters/medicals, 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, urgent requests may mean that a doctor has to make special arrangements to process the form quickly, and this will cost more.

Once you have completed the form, please email to watfordhealthcentre@nhs.net for processing. A list of fee payable is available on request.