

BRENCHLEY & HORSMONDEN GPs

Brenchley Surgery

Howell Surgery, High Street, Brenchley,
Kent TN12 7NQ

Tel: 01892 722007

Horsmonden Surgery

The Surgery, Lamberhurst Road, Horsmonden,
Kent TN12 8LP

Tel: 01892 723988

www.brenchleyandhorsmondengps.nhs.uk

| | COST £ | VAT @ 20% £ | TOTAL £ |
|-----------------------------------------------------------------------------------------|-----------|----------------|------------|
| Medical Reports | | | |
| Extract from records | 30.00 | 6.00 | 36.00 |
| Pro-forma report – no examination | 50.00 | 10.00 | 60.00 |
| Detailed written report – no examination | 70.00 | 14.00 | 84.00 |
| Comprehensive examination and report | 90.00 | 18.00 | 108.00 |
| Insurance Company Report | | | |
| General Practitioner's Report (GPR) | | | 89.00 |
| Medical Examination Report | | | 115.00 |
| Further Information/Supplementary Report | | | 26.00 |
| Access to medical records under the Data Protection Act (Subject Access Request) | | | |
| Computerised records | | | 10.00 |
| Manual records or combination of manual/computer | | | 50.00 |
| Travel Abroad | | | |
| Fitness to travel certificate or GP letter | 18.00 | 3.60 | 21.60 |
| Full examination and report (if insurance related) | | | 175.50 |
| Full examination and report (if <u>not</u> insurance related) | 175.50 | 35.10 | 210.60 |
| Cancellation certificate/pro forma (if insurance related) | | | 32.00 |
| Cancellation certificate/pro forma (if <u>not</u> insurance related) | 35.00 | 7.00 | 42.00 |
| Coroner's Reports | | | |
| Report (if statutory under S19 Coroner's Act) | | | 66.00 |
| Extract from records (per S19 Coroner's Act) | | | 32.50 |
| Report (other circumstances) | 67.32 | 13.46 | 80.79 |
| Extract from records (other circumstances) | 33.15 | 6.63 | 39.78 |
| Other Work | | | |
| To whom it may concern letter (at Doctor's discretion) | | | 20.00 |

Further information on the services offered at the Practice can be found in our Practice Leaflet or on our website—www.brenchleyandhorsmondengps.nhs.uk.

Useful websites:

NHS Choices: www.nhs.uk

HMRC: www.hmrc.gov.uk/forms/sc2.pdf

British Medical Association: www.bma.org.uk

FEES FOR NON-NHS (NON-GMS) SERVICES

We offer services to patients which do not form part of General Medical Services (GMS) and so are subject to charge. Please read the details in this leaflet or ask at Reception for more information.

The NHS provides most health services to people free of charge, but there are some exceptions; sometimes a charge is made because the service is not covered by the NHS.

Examples of Non-NHS Services for which GPs can charge their NHS patients:

- Accident/sickness insurance certificates and reports
- Private medical insurance reports
- Medicals for HGV/Taxi/PSV
- Elderly driver medicals
- Holiday cancellation forms
- Driving Licence forms

Examples of Non-NHS Services for which GPs can charge other institutions:

- Medical reports for an insurance company
- Some reports for Benefits Agency
- Examinations for Local Authority/Ofsted

Frequently Asked Questions

Why does it take so long for my GP to complete a form or report?

Time spent completing forms and preparing reports take the doctors away from the care of NHS patients. Our GPs have a heavy workload – paperwork takes up an increasing amount of time.

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

When a doctor signs a certificate or report it is a condition of the General Medical Council that they only sign what they know to be true. In order to complete even the simplest forms the doctor might have to read a patient's entire medical record.

VAT Charges on some fees

The Practice has to charge VAT on certain non-NHS fees. The policy suggested by HM Customs & Excise is that VAT is **not chargeable** on areas where the report protects, maintains or restores the health of an individual. In cases where the report enables the individual to undertake an activity VAT is chargeable at the standard rate. VAT at the standard rate will apply to medical services primarily to enable a third party to take a decision – eg a pre-employment medical. **Services linked to the health care of a patient are exempt from VAT.**

For more information about charges visit the British Medical Association website: www.bma.org.uk

Statutory Sick Pay

If you have an illness lasting seven days or less you do not require a doctor's sickness certificate. Your employer may require you to complete a self-certification form called an SC2. Ask at Reception or print one from www.hmrc.gov.uk/forms/sc2.pdf. You only need a doctor's Fitness to Work certificate if you are off sick for 7 days or more.

Occupational Health—We are not able to offer Hepatitis B for Occupational Health.

Travel Immunisations—NHS: Some travel vaccinations are available free on the NHS: cholera, diphtheria, polio & tetanus booster, hepatitis A, and typhoid. Speak to our receptionists and complete a pre-travel form when you book an appointment with our practice nurses. Make sure that you book your appointment in plenty of time as some vaccinations require a course and need time to become effective. **Please note that we cannot normally fit in last minute travel appointments with the nurses—if you are travelling soon you may need to visit a private travel clinic.**

Travel Immunisations—Private: We do not offer private travel immunisations (eg Japanese Encephalitis, Meningitis, Rabies, Hepatitis B or Yellow Fever). For these vaccinations you will need to attend a private travel clinic. Please ask for a copy of our travel leaflet.

This is our list of our current charges. The list is not exhaustive—if you cannot see the fee that you think applies to you please ask at Reception.

All charges are payable at the time of your appointment or prior to completion of the form (unless we have confirmation from an insurance or other company that they will pay our invoice upon presentation). Payment can be made by cash, cheque or bank transfer.

Due to their varied nature and length of time they can take, appointments for medical examinations prior to completion of a form must be booked at Reception—they cannot be booked online.

| | COST £ | VAT @ 20% £ | TOTAL £ |
|-------------------------------------------------------------|-----------|----------------|------------|
| Certificates and Claim Forms | | | |
| Accident/Sickness insurance claim form | | | 30.00 |
| Holiday cancellation claim form | | | 30.00 |
| Disability Living Allowance Factual report | 33.50 | 6.70 | 40.20 |
| DS1500 form | 17.00 | 3.40 | 20.40 |
| Ofsted (Childminder) Ofsted Health Declaration Form | 25.00 | 5.00 | 30.00 |
| Ofsted Health Declaration Form with Medical | 87.50 | 17.50 | 105.00 |
| Driving and Sporting Forms | | | |
| Diabetic driver's insurance form | | | 49.50 |
| Elderly driver's fitness certification | 55.00 | 11.00 | 66.00 |
| PSV/LGV/Taxi driver | 90.00 | 18.00 | 108.00 |
| HGV | 90.00 | 18.00 | 108.00 |
| Racing driver /scuba diving - examination and certification | 90.00 | 18.00 | 108.00 |
| DVLA Report | 40.00 | 8.00 | 48.00 |
| Seat belt exemption | | | 51.50 |
| Firearm certificate—report to Police | 40.00 | 8.00 | 48.00 |
| Statutory and Legal Work | | | |
| Power of Attorney With Examination | 75.00 | 15.00 | 90.00 |
| Report only | 35.00 | 7.00 | 42.00 |
| Witness only | 35.00 | 7.00 | 42.00 |
| Occupational Health Services | | | |
| Post Employment Medical | 24.00 | 4.80 | 28.80 |
| Pre-Employment Medical/Report | 55.00 | 11.00 | 66.00 |