

Non-NHS Admin Request Form

Some services are not covered by our NHS contract and will incur a fee. You can find the full list of fees on the back of this page. Our charges follow the British Medical Association (BMA) recommended rates.

All fees must be paid in advance, either in cash at the surgery or by BACS.

Please allow up to 28 days for completion.

Patient Name:
Date of Birth:
Address:
Preferred Contact Number:
Email Address:

Service requested:

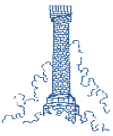
Letter/Report	<input type="checkbox"/>
Application for Firearms	<input type="checkbox"/>
Claim Form	<input type="checkbox"/>
Holiday Cancellation Form	<input type="checkbox"/>

Please provide details of your request, giving as much detail as possible:

If another organisation sent you this request, please include a copy so our admin team can review it.

Patient Signature:	Date:
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The Jessop Medical Practice Sort Code: 60-17-33 Acc No: 80457320	Reference number: JMP-
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STATEMENT OF FEES

Patients should note that charges will be made for work which is outside the provision of General Medical Services and you may be asked to pay in advance.

SIMPLE CERTIFICATE/LETTER requiring GP verification & signature	£35
LETTER FOR BANK Confirming ID i.e. name, address, etc	£35
HOUSING LETTERS Evidence of requirement must be provided	£35
APPLICATION FOR FIREARMS (Charge when requested via patient)	£60
PRIVATE SICK NOTE	£35
FREEDOM FROM INFECTION CERTIFICATE	£35
BUPA/PPP CLAIM FORM	£50
SICKNESS/ACCIDENT INSURANCE CLAIM FORM	£50
HOLIDAY CANCELLATION CERTIFICATE	£50
CAMP AMERICA FORM	£50
FITNESS TO TRAVEL CERTIFICATE	£35
GENERAL PRACTITIONERS REPORT	£120
OFSTED REPORT – FOR FOSTER CARE, etc and COMMISSION FOR SOCIAL CARE INSPECTION REPORT	£100
COPY OF MANUAL/COMPUTER RECORDS NB: Copies of notes for solicitors may be chargeable if deemed large/excessive or if duplicates required. You can sign up to SystemOnline at reception and view your medical records online.	FREE
BUS PASS	£35
<u>PLEASE NOTE</u>	
<p>We do not:</p> <ul style="list-style-type: none"> • Sign Medical forms for, Abseiling, motorcycles, marathons, compete in races. • Issue certificates for firearms or shotgun licenses (complete application only). • Undertake medicals for diving or flying/Parachute Jump/Cruising. • Issue ‘Fit for Flying’ or Fit for Gym’ or similar certificates. • Assessment for capacity (Lasting power of attorney) <p>A fee may be charged for other private work not detailed above, but a GP must first assess the request and agree to undertake the work, and this will be charged on an hourly rate basis.</p> <p>Please ask at reception for further information.</p>	