

Private Requests and Services

Occupational Health and Employer Requests

For Use In:	Jessop Medical Practice
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Contents

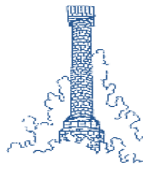
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1. Introduction

General practice services provided under the NHS are funded to deliver essential medical care and treatment to registered patients. However, there are occasions when patients, third parties, employers, insurers, solicitors, or other organisations request services, reports, forms, letters, certificates, or medical examinations fall outside the scope of NHS-funded services. These are known as private (non-NHS) services and may attract a fee.

This policy outlines the approach taken by Jessop Medical Practice in relation to private requests and services. It aims to ensure that requests are managed fairly, consistently, transparently, and in accordance with relevant NHS guidance, General Medical Council (GMC) standards, and contractual obligations. The policy also provides clarity for patients and staff regarding which services are covered by the NHS and which services are considered private work.

The Practice recognises that patients may require documentation or medical information for a variety of purposes, including insurance applications, employment matters, fitness assessments, legal proceedings, education, travel, housing, adoption and fostering processes, and other non-clinical requirements. Whilst the Practice will endeavour to assist where appropriate, GPs and other clinicians are not contractually obliged to undertake private work



and reserve the right to decline requests where they are unable to provide the information requested or where the request falls outside their professional responsibilities.

Where private work is undertaken, charges will apply in accordance with the Practice's approved schedule of fees. Fees reflect the time, expertise, administration, and professional responsibility involved in completing the work. Payment may be required in advance, and timescales for completion will depend on clinical priorities and workload.

2. Occupational Health and Employer Requests

This policy covers requests relating to employer letters, workplace adjustments, work capability assessments, role suitability, workplace risk assessments, phased returns to work, occupational vaccinations, manual handling queries, and requests for confirmation that an individual is "fit for duties".

Employers are responsible for making decisions regarding an employee's fitness for work, workplace adjustments, and ongoing employment arrangements. Employers may seek advice from occupational health professionals where appropriate. Government guidance on fit notes advises that employers should discuss any recommended adjustments with employees, consider reasonable adjustments where relevant, and undertake appropriate workplace risk assessments to support a safe return to work.

The practice will provide NHS fit notes where these are clinically indicated and in accordance with NHS regulations. However, the practice does not routinely provide occupational health assessments, determine an individual's suitability for a specific role, undertake workplace risk assessments, or certify whether a person is fit to perform particular workplace duties. These matters are the responsibility of the employer and, where required, an occupational health service.

Existing Information Available

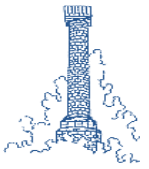
In many cases, the information required by an employer may already be available within existing medical documentation, including:

- NHS fit notes
- Consultation records
- Diagnosed medical conditions
- Medication records
- Hospital correspondence
- Specialist reports and clinic letters

Patients should be advised that these documents may already provide sufficient evidence regarding the impact of their health on their ability to work.

Requests for Additional Information

Where an employer requires further medical information, a formal request should be made for a factual medical report with the patient's explicit written consent. Such requests fall



outside core NHS services and may be subject to a private fee in accordance with the practice's Private Fees and Services Policy.

Reference Documents and Resources

- Government Guidance on Sick Leave
<https://www.gov.uk/taking-sick-leave>