

WESTGATE SURGERY

Statement of Fees

1. Introduction

1.1 Policy Statement

In accordance with the GMS contract, NHS services are provided free of charge to patients. However, there are some services that attract a fee as they are not available or funded by the NHS.

This policy details those services for which Westgate Surgery will charge a fee to either patients or third parties, such as solicitors or insurance companies.

1.2 Principles

GPs do not have to carry out non-NHS work on behalf of their patients¹; their priority will always be the provision of safe and effective care to their patients, funded by the NHS.

The BMA sets and agrees fees with various Government departments and agencies for routine work (e.g. certificates, reports and examinations) that doctors are asked to undertake. Where there is no agreement in place, doctors may set and agree their own fees in advance of undertaking the work.² This practice will, wherever possible, adhere to the guidance and fees set out by the BMA.

Westgate Surgery will comply with the Care Quality Commission (CQC) (Registration) Regulations 2009: Regulation 19 and ensure that patients are provided with written information about any fees, contracts and terms and conditions, where people are paying either in full or in part for the cost of their care, treatment and support.³

2. Scope

2.1 Who it applies to

This document applies to all employees and partners of the practice. Other individuals performing functions in relation to the practice, such as agency workers, locums and contractors, are encouraged to use it.

2.2 Why and how it applies to them

Everyone should be aware of the services that are offered as part of the Westgate contract, funded by the NHS. Services that are not offered or funded by the NHS must be paid for in accordance with this policy.

Staff must ensure they advise patients that some services attract a fee because GPs are self-employed and have to cover the day-to-day costs of running the practice, which is not too dissimilar to any other business, such as facilities, utilities and personnel.

GPs will undertake non-NHS funded work outside routine working hours; therefore the fees charged by the practice contribute to the costs associated with delivering the services required in order to meet patient need.

¹ [Why GPs sometimes charge fees - BMA](#)

² [Government agreed fees for GPs - BMA](#)

³ [CQC \(Registration\) Regulations 2009: Regulation 19](#)

3. Definition of terms

3.1 GMS Contract

The General Medical Services (GMS) contract is the contract between general practices and NHS England (NHS (E)) for delivering primary care services to local communities.

3.2 BMA

The British Medical Association (BMA) is the professional association and registered trade union for doctors in the United Kingdom.

3.3 CQC

The Care Quality Commission (CQC) is the independent regulator of all health and social care services in England.

4. Service for which fee is applicable

4.1 Non-NHS services

The following services attract a fee* as detailed in the table overleaf:

WESTGATE SURGERY
List of Fees for Services not provided under the NHS Contract

Description	Suggested fee	Link to BMA guidance	Comments
<u>DRIVING</u>			
Medical & Report (Elderly, HGV, PSV and Taxi)	£95.00		
Driver Insurance Form	£95.00		
With medical	£55.00		
Without medical			
DVLA – (Request by DVLA)		Driver Licensing	These fees have been agreed between the BMA and the DVLA
DVLA - GP examination	£85.00		
DVLA - GP series 2	£40.00		
DVLA - Vocational GP certificate	£12.50		
Fitness to drive	£30.00		For insurance purposes (elderly driver, racing drivers, etc.)
<u>SPORTS</u>			
Firearms licensing	£35.00 (paid by patient)	Firearms licensing	Read detailed guidance
Fitness for the Gym	£30.00		
Diving: Report Only	£30.00		
Medical & Report	£95.00		
<u>INSURANCE</u>			
Accident or sickness insurance certificate	£30 - £63 Depending on size and content	Charging your patients	Short certificate of incapacity without examination for patient to claim under accident or sickness insurance
Report for insurance applicants	£104.00	Fees for insurance reports and certificates	
Supplementary reports	£27.00		
Legal aid & domestic violence	GP's own rate	Legal Aid & Domestic Violence	See guidance for detailed information

Mental health assessment fees Capacity Assessment	£140.00	Mental health assessment fees	See guidance
Report on a pro forma	£89.50	Charging your patients	No examination, 20 minutes' work
School fees and holiday insurance certificates	£30 - £63	Charging your patients	Including fitness to travel, holiday cancellation, etc.
Accident or sickness insurance certificate	£30 - £63 Depending on size and content	Charging your patients	Short certificate of incapacity without examination for patient to claim under accident or sickness insurance
Temporary Residents – not eligible for NHS Treatments			
Private Consultation Initial Consultation	£60.00		
Follow Up	£20.00		
Private Prescription	£10.00		
SAR Request (Subject Access Request)			
Access to medical record – You can view your medical records online via Patient Access, alternatively:			
Any request from Third party			
View medical records with practice manager at Surgery	No Charge		
Copies of Computerised medical records	No Charge		
Copies of Full Records from Birth (if held by surgery)	No Charge		
OTHER			
Power of Attorney – including medical assessment	£140.00		Only done on prior agreement with GP. GP's prefer family friend or other party who has known patient for 2year to sign as this is FREE.
Written report without examination	£133	Charging your patients	Detailed opinion and statement regarding the condition of the patient, 30 minutes' work

Freedom from infection certificate	£30.00	Charging your patients	For school, travel or employment
Private Sick Note e.g. incapacity certificate	£30.00	Charging your patients	Except for those which the doctor is obliged to provide for statutory sick pay purposes
Certificates of fact (To whom it may concern letter)	£30.00	Charging your patients	To whom it may concern, etc.
Childminder health form		Childminder health form	The fee will be paid by the childminder, the person in charge or the employer
Ofsted Health Declaration	£98.00		
Other – Not complex	£41.00		
Student Health Questionnaire	£30.00		
TRAVEL			
Fitness to travel letter	£30.00		
Fitness to travel statement with Medical	£95.00		
Holiday Cancellation Claim Forms	£30.00		
Passport Photograph Signing	NOT OFFERED		

VACCINATIONS

Only offered to registered patients of the Surgery - Some vaccines are available on the NHS whilst others are only available as a private service
The list below outlines how Westgate Surgery provides vaccination services

VACCINE	NHS or PRIVATE	FEE	Comment
Diphtheria & Tetanus	NHS	None	
Hepatitis A	NHS	None	
Typhoid	NHS	None	
Combined Vaccination: Hepatitis A & Typhoid	NHS	None	
Hepatitis A & Hepatitis B	NHS	None	
Hepatitis B For Travel For Occupational Health reasons For medical and lifestyle	NHS Not Provided at Westgate Surgery NHS	None N/A None	Available privately at <u>other practices</u>
Japanese Encephalitis	Private	Price on Asking	
Meningococcus A&C	NHS	None	
Tick Bourne Encephalitis	Private	Price on Asking	
Yellow Fever	Not Provided at Westgate Surgery	N/A	Available at designated yellow fever center's
Rabies	Private	£45 per dose	
Flu Vaccine (for those not in an NHS at risk group)	Available at many suppliers including local pharmacies	N/A	
Malaria Advice	Free	N/A	
Antimalarials requiring private prescription	Private	£10 (cost of prescription)	Will also need to pay cost of drug from pharmacy

4.2 Processing of certificates, forms and reports

Patients are to be advised that certificates, forms and reports will usually be processed within seven days; this is dependent on a number of factors such as GP availability, planned absences, training, etc.

4.3 Medical records

Patients requesting copies of their medical records must complete a subject access request (SAR) in accordance with the practice access to medical records policy. Patients must be advised that the usual timescale for this is 21 days, but may take up to one calendar month.

4.4 Payment methods

Payments for these services can be made by cash, card or cheque. Cheques are to be made payable to: Westgate Surgery.

4.5 Statement of costs

Patients who require the services detailed in the table in section 4.1, will be given a Statement of Costs pro forma, shown at Annex A.

4.6 Summary

It is the responsibility of Westgate Surgery to ensure that the service user is given appropriate information regarding the cost of the services detailed in this policy. A copy of the poster at Annex B is to be displayed in the practice waiting room and on the practice website, ensuring that all patients are aware of those services that are not funded by the NHS.

Annex A – Statement of costs pro forma

SECTION 1: PATIENT DETAILS

Surname		NHS number	
Forename		Title (Mr, Mrs, Ms, Dr)	
Date of birth		Address:	
Telephone No.		Postcode	

SECTION 2: SERVICES REQUESTED

Service(s) requested	
Fee(s) applicable	
Total cost	
Terms & conditions of the service	Insert specifics here:
Additional costs	The following are potential additional costs:

SECTION 3: PAYMENT METHOD

Payment by cash (ensure receipt is issued)	
Payment by Card (ensure receipt is issued)	
Payment by cheque (record cheque number)	

Payment is due immediately.

SECTION 4: PATIENT DECLARATION & SIGNATURES

I understand that the service(s) I have requested are not funded by the NHS and I accept the fee(s). I have been advised of any potential additional costs, the terms and conditions of the service, and the circumstances for which a refund may be applicable.

Staff signature & date	
Print name	
Patient signature & date	
Print name	

A copy of this completed pro forma is to be scanned and saved in the individual's healthcare record and a copy passed to the patient.

Annex B – Statement of costs poster

Statement of Fees 2018

The services detailed in the table below are NOT funded by the NHS and therefore have an associated cost. The fee's are generally required in advance of the work being carried out. If you have any questions relating to this statement, please speak to a member of staff.

Subject	Fee
Certificates, forms and reports <ul style="list-style-type: none">• Private sick certificate• Health insurance• Insurance report (no examination)• Sports-related certificates and forms (no examination)• Fitness to travel• Cancellation of holiday• To Whom It May Concern• School fees insurance claim• Childminder health forms	<ul style="list-style-type: none">- £30.00- £35.00- £104.00- £104.00- £30.00- £30.00- £30.00- £30.00- £89.00
Photograph verification <ul style="list-style-type: none">• Driving license• Passports	<ul style="list-style-type: none">Not offeredNot offered
Medical examinations <ul style="list-style-type: none">• Drivers (Elderly, HGV, PSV & Taxi)• Pilots• Fitness to drive• Pre-employment or employment medicals• Sports participation / fitness• Insurance examination (including report)• Adoption (payable by organisation)	<ul style="list-style-type: none">- £95.00- £95.00- £95.00- £95.00- £95.00- £155.00- £87.00
Miscellaneous <ul style="list-style-type: none">• Private prescriptions• Private consultations• Travel vaccinations (per vaccination)• Firearms (certificate only)• Complex letters requiring extracts from medical records etc.	<ul style="list-style-type: none">- £10.00- £60.00- Up to £50.00- £30.00- £55.00

If you require a service not detailed on this statement, please enquire at reception.

Policy Approval:

Approved by: Dr Walton & Partners

Date of Approval: 27/11/2018

Date of Next Review: November 2021 or at times of significant change