

Not all services at the practice are available under the NHS. Where patients request non-NHS items a private fee may be payable.

This leaflet lists some of the fees payable in advance.

	Practice Fee	Notes
Letters Certificates Forms:		
Standard letter (e.g. Private Sick Note VAT Exemption Medication Bin Collection Freedom from Infection Travel Letter for Exams	£15.00	
Private Health Claim Form	£30.00	
Travel Insurance Claim Form	£30.00	
Customised / detailed Sick Note / Medical Opinion	£30.00	
Medical Examination Reports:		
Countersigned Simple Self Report (e.g. Childminder Form	£15.00	
Countersigned Simple Self Report (e.g. PSNI Application	£30.00	
Short Extract from Records and NO Examination	£30.00	
Detailed Extract from Records and SHORT Examination e.g. HGV PSV	£90.00	
Limited Sports Medical Examination	£30.00	
Detailed Sports Medical Examination	£60.00 - £90.00	dependent on detail
Comprehensive Examination and Report	£200.00	
Private Consultation (non-reciprocal health care)	£60.00	For ten minutes

The BMA suggests fees for non-NHS work, which is not covered under a GP's NHS contract, to help GPs set their own professional fees.

However, these fees are guidelines only, not recommendations, and a doctor is not obliged to charge the rates suggested.

Please note, should the volume of work prove to be greater or more complex than expected, we will contact you to discuss how to proceed. Fees are set by the Practice, not individual GP's.

You can submit a request for non-NHS work by completing a Non NHS Service Form. Please make sure you also provide all relevant paperwork.

Non-NHS Service Form (amended February 2017)

1) What is being requested?	
2) Name of the patient:	
3) EMIS No.	
4) Address	
5) Contact No.	
6) Usual GP	
7) Date / time request received	Date: _____ Time: _____
8) Has the patient been advised that a fee payable? State provisional fee (subject to amendment)	Yes No _____
9) Has the patient been advised that the GP will assess the request before agreeing to proceed?	Yes No
10) Has the patient been informed that completion will be within 10 working days?	Yes No
11) Has the patient been given the 'Conditions and Receipt'?	Yes No
12) Any further information	

Patient's Signature: _____

Date: _____

Staff Signature: _____

Date: _____

Attach this form to the request

Non-Nhs Requests – Conditions And Receipt

You (the patient) have submitted a request for a “non-NHS” service from Ballyclare Group Practice.

A “non-NHS” service is one that is not covered by the GMS Contract and, therefore, the practice does not receive NHS funding to provide it.

As a private service, the practice is permitted to charge a fee for this service and does so in line with the fees recommended by the BMA.

Whilst the practice will do all in its power to provide these services and assist patients with their requests, we are not required to complete all such requests and reserve the right to refuse if we deem them inappropriate or in conflict with our core services.

The request will be assessed by the most appropriate GP and the patient contacted if there are any concerns.

If the request is accepted, the GP will aim to complete it within 10 working days. However, there may be circumstances when this is not possible, and the practice will do everything possible to keep the patient informed.

The practice must decline any patient request for an activity to be completed “urgently” or more quickly than the 10-working day commitment. Given the current pressures on general practice, we must prioritise core NHS activity. We cannot make exceptions for individual patients.