

Private Fees

Patients who hand over cash or cheques in the surgery must be given a receipt.

Private fees quoted are per item e.g. per letter, per certificate etc. Patient to pay for private letters in advance.

When doctors deal with forms etc they will inform the patient that the form can be collected from the reception on payment of the appropriate fee, for which they will be given a receipt. The doctor will then take the form to a receptionist and where appropriate let them know the time they have spent dealing with the patient.

All fees will be collected by reception staff.

Fill in the following details on the receipt; whether cash or cheque, date, person's name, EMIS number, the amount, type of fee (from the Private Fee Charges list) the doctor's initials and your signature.

Give one copy of the receipt to the patient and enclose the other copy in an envelope with the cash or cheque. Put the patient's name, date, receipt number and your initials on the front of the envelope.

If a cheque, put the envelope into Maureen's tray. If cash, hand the envelope to Debbie/Helen, or if they are unavailable, lock safely in your drawer.

Cash that is received will be monitored using the receipt numbers and recorded in the 'petty cash book' and used as petty cash. Cheques will be recorded in the 'bank paying in book' and banked.

Our policy is Citizen Advice Bureau (and other charitable organisations) requests should attract our normal charges and discounts should not be given.

Teams Medical Practice

Private Fee Charges

From August 2018

Private sick note	£35
Private letter	£25
Private Prescription	£20
Family travel advice (including private prescription)	£30
Fitness to travel certificate	£30
Holiday cancellation	£30
Simple certificate	£20
More complicated certificate	£40
Hepatitis B vaccinations for Travel purposes per injection	£35
Taxi/HGV/PSV Medical	£100
Medical examination and reports	£260 per hour

Teams Medical Practice

Medical Reports for Insurance Companies/solicitors etc
(for internal use, billed direct)
From August 2016

Adoption and fostering form AH (health assessment for prospective carers)	£73.86
AH2 (update report - adoption and fostering)	£24.36
DWP report	£33.50
G.P supplementary reports	£22.70
DSS letters	£25.00

Times include doctors and administrators time