**Statement of Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version:** | **Review date:** | **Edited by:** | **Approved by:** | **Comments:** |
| 1.2 | August 2024 | Gaynor Cole |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Table of contents**

[1 Introduction 2](#_Toc137201770)

[1.1 Policy statement 2](#_Toc137201771)

[1.2 Status 2](#_Toc137201779)

[2 Services for which a fee is applicable 3](#_Toc137201807)

[2.1 Administrative considerations 3](#_Toc137201808)

[2.2 Processing of certificates, forms and reports 4](#_Toc137201834)

[2.3 Access to medical records 4](#_Toc137201835)

[2.4 Payment methods 4](#_Toc137201836)

[2.5 Statement of costs 4](#_Toc137201837)

[2.6 Recommended fees 4](#_Toc137201838)

[3 Summary 4](#_Toc137201839)

[Annex A – Statement of costs pro forma 5](#_Toc137201840)

[Annex B – Table of suggested fees 7](#_Toc137201842)

# Introduction

## Policy statement

While NHS services are provided free of charge to patients, there are some services that command a fee as they are not available or funded by the NHS; these services are referred to as non-NHS services.

GPs do not have to carry out non-NHS work on behalf of their patients.[[1]](#footnote-1) Their priority will always be the provision of safe and effective care to their patients, funded by the NHS.

Spa Medical Centre will comply with the [Care Quality Commission (CQC) (Registration) Regulations 2009: Regulation 19](http://www.cqc.org.uk/guidance-providers/regulations-enforcement/regulation-19-fees#full-regulation) 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.

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 such as facilities, utilities and personnel which is not too dissimilar to any other business.

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

This policy details those services for which Spa Medical Centre will charge a fee to either patients or third parties.

## Status

The organisation aims to design and implement policies and procedures that meet the diverse needs of our service and workforce, ensuring that none are placed at a disadvantage over others, in accordance with the [Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents). Consideration has been given to the impact this policy might have regarding the individual protected characteristics of those to whom it applies.

This document and any procedures contained within it are non-contractual and may be modified or withdrawn at any time. For the avoidance of doubt, it does not form part of your contract of employment. Furthermore, this document applies to all employees of the organisation. Other individuals performing functions in relation to the organisation, such as agency workers, locums and contractors, are encouraged to use it.

# Services for which a fee is applicable.

## Administrative considerations

The BMA’s [Dealing with fees for non-NHS report requests](https://www.bma.org.uk/pay-and-contracts/fees/fees-for-gps/dealing-with-fees-for-non-nhs-report-requests) states that staff should adhere to best practice and:

Check that all relevant paperwork is provided.

* **If a fee has not already been set, now is the time to do so.**
* Communicate in writing – formal notification of the doctor’s proposed fee and any further terms and conditions relating to the completion of the report should be communicated and agreed by both parties.
* Check that the patient has signed consent if appropriate **and fee paid.**
* Log the arrival of the document in the organisation’s system.
* Search the patient’s notes and marry up with the information request.
* Allocate to the GP
* Once the report has been completed, ensure copies are made and kept within the organisation’s record system.
* Make a diary entry or bring forward date to post the completed report.
* Complete the payment claim form, log the date of posting or reporting to the relevant authority.
* Chase the payment if appropriate
* Receive either the payment schedule from the requesting authority and reconcile with a bank statement or receive a payable order or cheque and arrange banking.

GPs must:

* Assimilate the contents of the request, confirm patient consent has been granted to divulge if in order and ascertain whether or not the Access to Medical Reports Act, the Data Protection Act or the Access to Health Records Act apply.
* Read all GP notes, hospital letters and laboratory results contained within the patient record. This is to ensure, as far as possible, that the facts certified in a report or certificate are correct.
* Produce an appropriate response, in writing, typed directly onto an electronic task to **the non-NHS task group.**
* Check and sign the final draft.
* Once signed, the report and any manual notes held should be returned to the administrator for copying and filing.

## Processing of certificates, forms and reports

Patients are to be advised that certificates, forms and reports will usually be processed within **fifteen working days.**

## Access to medical records

Patients requesting copies of their medical records must complete a subject access request (SAR) in accordance with the organisation’s Access to Medical Records Policy. Please note there is no fee for this service. Patients can collect the relevant forms from Reception.

## Payment methods

Payments for these services can be made via bank transfer. Cheques are to be made payable to Spa Medical Centre, or cash can be accepted.

## Statement of costs

Patients who require non-NHS services will be given a statement of costs pro forma, shown at [Annex A](#_Annex_A_–).

## Recommended fees

The BMA no longer provides a table of suggested fees, but one can be found at [Annex B](#_Annex_B_–). It is recommended that when calculating fees, the [BMA fees calculator](https://www.bma.org.uk/pay-and-contracts/fees/fees-calculator/bma-fees-calculator) is used (login required) as this determines how much organisations need to charge to be financially viable.

# Summary

It is the responsibility of Spa Medical Centre 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](#_Annex_B_–) is to be displayed in the practice waiting room and on the organisation’s 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 and conditions of the service** | Insert specifics here: |
| **Additional costs** | The following are potential additional costs: |
| **Refund information** | Refunds are applicable in the following circumstances: |

**Section 3: Payment method**

|  |  |
| --- | --- |
| Payment by cash/cheque (ensure receipt is issued and record cheque no) |  |
| Payment by bank transfer (ensure receipt is issued) |  |

**Payment is due before the service is provided.**

**Section 4: Patient declaration and signatures**

I understand that the service(s) I have requested is/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 in which a refund may be applicable.

|  |  |
| --- | --- |
| **Staff signature and date** |  |
| **Print name** |  |
| **Patient signature and 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.***

## 

|  |
| --- |
| **SPA MEDICAL CENTRE NON-NHS FEE LIST** |

|  |
| --- |
| **The services detailed in the table below are NOT funded by the NHS and therefore have an associated cost.** |

|  |  |
| --- | --- |
| **Non-NHS service** | **Fee** |
| **Driver licensing**   * DVLA Medical Report (no exam) * DVLA Medical Examination | £40.00  £85.00 |
| **Certificates, forms and reports**   * To Whom it May Concern Letter Standard * To Whom it May Concern Letter Detailed * Holiday Cancellation Form * Fitness to Travel/Medication Letter * Private Medical Insurance Claim Form * Medical Report Stating Fact No Opinion * Medical Report Stating Brief Moderately Detailed * Medical Detailed Report with GP Opinion * GPR/PMA Insurance Report * GPR Additional Information * Ofsted Child Minder Report * AH2 Fostering Update Form * Firearms Certificate Form * CICA Form | £20.00  £40.00  £40.00  £20.00  £45.00  £67.00  £89.00  £133.00  £104.00  £27.00  £87.50  £54.00  £50.00  £50.00 |
| **Medical examinations**   * Taxi Driver Medical * Fostering/Adoption Medical | £120.00  £120.00 |
| **Social Services/Wiltshire Council**   * Blue Badge * Housing Report (Local Authority) * Bus Pass * Council Tax Form | £10.00  £25.15  £0.00  £0.00 |

**There are some other non-NHS services that will require payment. If you require a service not detailed on this statement, please enquire at reception.**

**\*** At the time of writing (June 2023)**,** [Fees for driver licensing](https://www.bma.org.uk/pay-and-contracts/fees/fees-for-doctors-services/fees-for-driver-licensing-and-the-dvla) are currently under review as they were last agreed in 2004.

1. [Why GPs sometimes charge fees - BMA](https://www.bma.org.uk/advice/employment/fees/why-gps-charge-fees) [↑](#footnote-ref-1)