



# Fochabers Medical Practice

Fees made in line with BMA Fee Finder guidance

These standard charges are considered to be for normal and routine non-NHS services carried out by Fochabers Medical Practice. They are subject to adjustment either way on a case-by-case basis depending on the situation and actual time and effort involved in the preparation and delivery of the service.

Practice Manager | Fochabers Medical Practice | 12 High Street | Fochabers | IV32 7EP | 01343 820247

---

## Non NHS Charges Guidelines

As at:

12-Mar-18



## DVLA

Ser	Service	Charge	Remarks
1	Drink Driving	£100.00	
2	DVLA Blood Test Only	£39.00	
3	DVLA BPREPLY	£40.00	
4	DVLA CG2 - Questionnaire	£40.00	Completion of questionnaire
5	DVLA CN1	£85.00	Completion of questionnaire
6	DVLA CN2EXAM-	£85.00	Completion of questionnaire
7	DVLA DG2 - Questionnaire	£40.00	Completion of questionnaire
8	DVLA FEP2V - Questionnaire	£40.00	Completion of questionnaire
9	DVLA M2	£40.00	Completion of questionnaire
10	DVLA PK2EXAM-34564796	£85.00	Examination Required
11	Medical	£100.00	
12	Medical HGV / PSV	£100.00	
13	Questionnaire - DVLA PK2C	£42.00	Completion of questionnaire

## Employment

Ser	Service	Charge	Remarks
14	Asbestos Medical Examination (A)	£50.00	Agreed prior to examination
15	Asbestos Medical Examination (B)	£75.00	Agreed prior to examination
16	Asbestos Medical Examination (C)	£100.00	Agreed prior to examination
17	Asbestos Medical Examination (D)	£125.00	Agreed prior to examination
18	BCG Vaccination	£79.80	
19	Certificate of Incapacity	£45.00	
20	Childminder Health Form	£91.00	
21	DWP GP Factual Report	£33.50	
22	Employment Medical	£100.00	
23	Extract Record (No Examination)	£67.00	
24	Full medical with report	£80.00	
25	NHS Employee (Prospective)	£55.00	
26	Pre-Employment Medical - (Full)	£100.00	With Report
27	Report (No Examination)	£80.00	Per 30 Minute session
28	Report and Opinion < Nov 17	£100.00	
29	Report and Opinion > Nov 17	£133.00	
30	Report on Pro Forma	£89.50	

## First Aid

Ser	Service	Charge	Remarks
31	Training First Aiders	£177.50	Per hour
32	Training First Aiders Examination	£177.50	Per hour
33	Training First Aiders Mileage	£0.56	Per mile

## Gender Recognition

Ser	Service	Charge	Remarks
-----	---------	--------	---------

This document is uncontrolled when printed. Contact the Practice Manager in the first instance.

Ser	Service	Charge	Remarks
34	Gender Recognition	£80.00	Medical Report pro forma

## Government

Ser	Service	Charge	Remarks
35	Community Service Cert of offenders who fail to attend	£40.60	Scotland only
36	Extract from Records	£48.40	
37	Medical Examination and report in surgery	£135.20	eg 45 mins
38	Report on pro forma	£61.90	eg 20 mins
39	Report written	£94.15	eg 30 mins
40	Session	£560.00	eg 3 hours
41	Work in Surgery	£186.20	Indicating time where appropriate
42	Work out of surgery	£188.30	Up to 2 hours
43	Work out of surgery	£94.15	Up to one hour
44	Work out of surgery	£282.45	Three hour session
45	Work out of surgery - Certificate	£19.80	No time element invloved

## Insurance

Ser	Service	Charge	Remarks
46	Aegon Questionnaire	£22.70	
47	GP Report for insurance applicants	£104.00	
48	GP Report for insurance applicants (SW)	£118.00	Scottish Widows
49	GP Report for insurance companies (simple format)	£20.00	
50	GP supplementary reports	£27.00	
51	Life Assurance (Royal London 2017)	£89.00	

## Medical Records

Ser	Service	Charge	Remarks
52	Access to Medical Records	£50.00	
53	Court Exemption	£25.00	
54	Power of Attorney Certificate - GP Attendance	£95.00	
55	Power of Attorney Certificate - Non GP Attendance	£80.00	GP Not in Attendance
56	Report - Written without Examination	£133.00	
57	Report on Pro Forma	£89.50	No Examination
58	Solicitor - copy charge	£0.50	per sheet to a maximum of £50
59	Solicitor - Extract from Record	£67.00	
60	Solicitor - Patient Records - With Consent	£50.00	
61	Solicitor - Postage	£5.00	
62	Solicitor - Report with additional Information	£80.00	

## Medico-Legal

Ser	Service	Charge	Remarks
63	Certificate - Accident	£45.00	
64	Certificate - Cremation Form 4	£82.00	Incurrs charge 57.5p per mile

This document is uncontrolled when printed. Contact the Practice Manager in the first instance.

Ser	Service	Charge	Remarks
65	Certificate - Cremation Form 4 Mileage	£0.57	
66	Certificate - Cremation Form 4 Mileage	£0.57	
67	Certificate - Cremation Form 5	£82.00	Incurrs charge 57.5p per mile
68	Certificate - Insurance	£45.00	Patient
69	Certificate - Sickness	£45.00	

## Miscellaneous

Ser	Service	Charge	Remarks
70	Administration	£15.00	Per Half hour
71	Attachments (per printed page)	£0.50	Per Page
72	Blood Group (Private)	£50.00	Includes Laboratory costs
73	Blood Test (Private)	£50.00	Normally for Job Applications
74	Certificate - Sports Medical	£45.00	
75	Certificate - Sports Medical (With Examination)	£50.00	
76	Disabilty Living Allowance (DLA)	£55.00	
77	Document Request Turnaround 01: < 7 Days	£30.00	
78	Document Request Turnaround 02: 7 - 13 Days	£20.00	
79	Document Request Turnaround 03: 14- 20 Days	£15.00	
80	Document Request Turnaround 04: 21 - 27 Days	£10.00	
81	Electrocardiogram (ECG)	£45.00	
82	Flu Vaccination (Private)	£30.00	
83	Hepatitis B Result (Copy)	£12.00	
84	Home Visit	£60.00	
85	House of Care Bursary	£1,000.00	
86	Housing Department Report	£25.00	
87	Kinship / Fostering	£35.00	
88	Letter - Discretionary	£10.00	
89	Letter - Discretionary	£20.00	
90	Letter Stating Fact	£18.00	
91	Letter Stating Fact (Complex Certificate)	£45.00	
92	Medical Information (Routine)	£25.00	
93	Mental Health Act Section	£80.00	
94	Mileage	£0.25	Per mile
95	Pacemaker Removal	£75.00	
96	Postage	£5.00	
97	Postage (Documentation)	£5.00	Covers cost of postage and time taken to post
98	Postage (Quotation)	£1.00	Standard Class Envelope
99	Report - Simple	£25.00	
100	RTA Emergency Treatment	£21.30	Per person treated
101	RTA Emergency Treatment Mileage Allowance	£0.41	Per mile
102	Services (Undisclosed)	£50.00	
103	Shotgun Licence Certificate	£25.00	
104	Sick Note (Private)	£25.00	

This document is uncontrolled when printed. Contact the Practice Manager in the first instance.

Ser	Service	Charge	Remarks
105	Spirometry	£45.00	
106	Treatment	£30.00	
107	Working with Children Under 8	£91.00	

## No Charge

Ser	Service	Charge	Remarks
108	Certificate - Bankruptcy	£0.00	
109	Certificate - Coroners' Council Tax Exemptions	£0.00	
110	Certificate - Coroners' Post Mortem	£0.00	
111	Certificate - Death	£0.00	
112	Certificate - DWP	£0.00	
113	Certificate - Notification of infectious diseases	£0.00	
114	Certificate - Paternity	£0.00	
115	Certificate - Professional evidence in court	£0.00	
116	Certificate - Stillbirth	£0.00	
117	Certificate - To establish unfitness for jury service	£0.00	
118	Holders of EHIC	£0.00	Travel
119	Vaccination for Travel Abroad	£0.00	Travel

## Seafarer

Ser	Service	Charge	Remarks
120	ENG 1 Seafarer Medical Exam	£80.00	
121	Medical Referee (per Review)	£280.00	
122	Medical Referee for attending casework meeting	£400.00	

## Travel

Ser	Service	Charge	Remarks
123	Fitness to travel Certificate / Letter	£45.00	
124	Freedom from Infection	£45.00	
125	Holiday Cancellation Certificate and Report	£45.00	
126	Holiday Cancellation Certificate and Report (Long)	£55.00	
127	Holiday Cancellation Exam and Report	£45.00	
128	International Certification of Vaccination	£18.00	
129	Passport Form / Photograph	£17.00	
130	Prescription (Private Issue)	£25.00	
131	Private Consultation	£30.00	Per 10 minute consultation
132	Travel Insurance - Copy Charge	£0.50	per sheet to a maximum of £50
133	Travel Insurance - Extract form Records	£67.00	
134	Travel Insurance - Patient Records - With Consent	£50.00	
135	Travel Insurance - Report with additional Information	£80.00	

## Tribunal

Ser	Service	Charge	Remarks
-----	---------	--------	---------

This document is uncontrolled when printed. Contact the Practice Manager in the first instance.

Ser	Service	Charge	Remarks
136	Mental Health Review	£469.00	Medical Members
137	Tribunal Appointments	£345.00	Medical Members

## **Administrative Guide to fees for non-NHS services**

Practice administrative staff must:

- Check all relevant paperwork is provided
- Formal notification of the doctors 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
- Log the arrival of the document in the practice system
- Search patient 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 Practice record system
- Make diary entry or bring forward date to post completed report
- Complete payment claim form, log date of postage or report to relevant authority
- Chase the payment if appropriate
- Receive either payment schedule from requesting authority and reconcile with bank statement, or receive payable order or cheque and arrange banking.

GPs must:

- Assimilate contents of request, confirm patient consent has been granted to divulge if in order, and ascertain whether or not the Access to Medical Reports Act, Data Protection Act or Access to Health Records Act, applies
- 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 they certify in a report or certificate are correct.
- Produce an appropriate response, either in writing, typed directly onto electronic report template, or by dictatio. 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.





