

# **GROVELANDS MEDICAL CENTRE**

## **PRIVATE LETTERS & MEDICAL REPORT REQUESTS**

Thank you for your enquiry regarding a private medical letter or report.

Some requests made to GP surgeries fall outside NHS services and are therefore classified as private (non-NHS) work. Examples may include:

- Supporting letters
- Housing letters
- Fitness to travel letters
- Gym cancellation letters
- Insurance forms
- University or employer reports
- Legal or occupational health reports
- “To whom it may concern” letters
- Medical summaries requiring GP interpretation or opinion

### **IMPORTANT INFORMATION**

Patients are entitled to request a summary printout of their medical records free of charge.

However, many patients require something different — namely a personalised letter, report, opinion, or medical interpretation written by a GP or clinician. These documents require professional clinical review, preparation time, typing, administration, and medico-legal responsibility, and therefore fall under private work fees.

### **PRIVATE FEES**

Our fees for private letters and reports **start from** £95.

The final fee depends on several factors, including:

- Complexity of the request
- Length of the document required
- Time taken to review the medical records
- Time required to prepare and type the document
- Administrative processing time
- Whether professional clinical opinion is required

Some letters may take only a short time to complete, whilst others may require extensive review of historical records and preparation of detailed reports.

### **HOW TO HELP US PROCESS YOUR REQUEST**

To avoid delays and unnecessary amendments, we ask patients to provide:

- A clear explanation of exactly what is required

- The purpose of the letter/report
- Any questions or points that need addressing
- Relevant forms or supporting documents
- Submission deadlines (if applicable)

The more detailed the request, the more accurately we can prepare the document first time.

### **AMENDMENTS & EDITS**

One minor amendment/edit is included free of charge where reasonable.

Further amendments, substantial rewrites, additional information requests, or significant changes after completion may incur additional charges.

### **TIMESCALES**

We aim to complete the majority of private letters and reports within 7 days and often sooner where possible.

We understand that many requests are time-sensitive and we pride ourselves on providing an efficient and responsive service. However, private work is completed alongside NHS clinical duties and complex requests may occasionally take longer depending on workload and the nature of the report requested.

Many GP surgeries may take several weeks to complete private work requests, therefore we kindly ask patients to allow sufficient time whilst we endeavour to process requests as quickly as possible.

### **PAYMENT**

Payment is required before work commences unless agreed otherwise by the practice.

We appreciate your understanding and cooperation.

Grovelands Medical Centre