**Private Forms Checklist**

To all patients bringing in forms or written requests for work to be completed by their GP, please take note of the following:

1. Please ensure that all fields are completed as necessary and that the fields marked for **GP’s completion are left blank**.
2. Any form will need a signed consent to access medical records.
3. A separate signed and dated letter is usually required detailing the exact requirements from the GP and why.
4. Check the contact details we have on your record are correct.
5. **All private work is chargeable.** The exact charge may not be decided until the GP has seen the work that is involved.
6. Timescales for completion are USUALLY within 2 to 3 weeks depending on the GP’s workload and their annual leave. **They cannot operate to a deadline because of this.**

**Basic** **travel cancellation forms are always charged at £50**. We will always require:

* The date the trip was booked.
* The date the insurance was taken out.
* The date the trip was due to commence.
* The date of cancellation.
* The reason for cancellation.

Without the above information, we will be unable to complete the forms. Collection of forms or letters will be from the Reception desk. We will usually contact you when the form is ready but if you do not hear from us, please contact the surgery after 2 weeks.

**Individual Doctors reserve the right at any time to NOT complete private forms or requests at their discretion. It is only your registered GP who will complete any private work on your behalf. For any queries, please ask for Sonia Sherriff.**