

EVEREST HOUSE SURGERY

Terms and Conditions - Covering Non-NHS Services/Professional Fees

What are professional fees:-

Fees for work outside doctors' main NHS contracts, includes:

- work for local and central government, e.g. social services work, mental health assessments; adoption medicals and reports
- reports and examinations requested by third parties, eg insurance reports, medico-legal work;
- reports and certificates requested by patients, eg to support an application for a driving licence, private prescriptions, travel cancellation forms.
- Details of all the services we charge for are shown on the Tariff sheets.

The current fee rates, for Professional Fees, are shown on the Tariff Sheets displayed adjacent to this information poster.

- The detail of what is included is also stated, ie Letter, Medical, etc.
- All fees are payable by either Cash, Card or by cheque (with a validated cheque card).
- Payment for MEDICALS, must be paid at booking or 24 hours in advance of the service being provided. Payment to be made at Reception.
- Requests for letters, Insurance Forms, medicals, etc. must be paid for IN ADVANCE. If you find you no longer require the paperwork/appointment, you may cancel your request, but this must be done with 48 hours of the request being made, the fee will then be returned to you. After 48 hours the fee will be retained.
- Documents will not be completed unless payment has been made in advance.
- A receipt will be issued for payment for any paperwork requested. Patients are asked to bring the receipt when collecting paperwork. Payments are recorded by the Practice.
- For Patients who are not eligible to receive NHS treatment, or those requesting treatment not available under the NHS contract, may incur, additional costs. Patients will be notified to you in advance of treatment, ie blood tests, x-rays, scans, etc.
- Paperwork will only be kept for 3 months from date of request.

Should you need any further information please do not hesitate to ask at Reception.

Fees are reviewed annually on 1st November