KINGSWINFORD

Medical Practice

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Non-NHS Work Policy

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Name	Position within the Practice
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Change History		
Version	Date	Comments
2	16/02/2026	Update of non-NHS work fees

Document complies with the Equality Act 2010	

1 Introduction

1.1 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] Their priority will always be the provision of safe and effective care to their patients, funded by the NHS.

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 Kingswinford Medical Practice will charge a fee to either patients or third parties.

1.2 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. 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This document and any procedures contained within it are non-contractual and may be modified or withdrawn at any time.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.

2 Services for which a fee is applicable

2.1 Administrative considerations

The BMA's 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

[1] Why GPs sometimes charge fees - BMA

- 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 person/company requesting the work has signed consent, if appropriate
- Log the arrival of the document/form/request 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
- Complete the invoice, log the date of posting or reporting to the relevant authority (where required)
- 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 relevant 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, either in writing, typed directly onto an electronic report template or by dictation
- 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

2.2 Processing of certificates, forms and reports

Patients are to be advised that certificates, forms and reports will usually be processed within 28 days.

2.3 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.

2.4 Payment methods

Payments for these services can be made via cheque, cash or BACS. Cheques are to be made payable to the doctor undertaking the non-NHS work.

2.5 Statement of costs

Patients who require non-NHS services will be given a non-NHS work pro forma, shown at Annex A.

2.6 Fees

A list of Kingswinford Medical Practice's current fees for non-NHS work is located in the appendix.

2.7 Right of refusal

Kingswinford Medical Practice has a right to refuse any non-NHS work. This includes medicals and reports that require a doctor to have additional training or expertise.

Examples of non-NHS work that we do **not** routinely complete, include (but are not limited to):

- Identification checks, including passport picture verification,
- Mental capacity assessments for non-medical purposes (e.g. finances),
- Fit to fly medicals and reports,
- High risk activity medicals and reports (e.g. scuba diving, parachuting, or similar),
- Occupational health assessments or reports.

3 Summary

It is the responsibility of Kingswinford Medical Practice to ensure that the service user is given appropriate information regarding the cost of the services detailed in this policy.

A copy of the fees are to be displayed in the practice reception area and provided on request electronically, ensuring that all patients are aware of those services that are not funded by the NHS.

Annex A: Table of Fees (as of Feb 2026)

The fees are set by the GPs at their discretion, however, in accordance with British Medical Association guidelines. Fees vary depending on the volume of work required by the GP.

Non-NHS Service	Fee
Simple letters or forms (not requiring medical/examination): • Travel insurance claim forms • Employment related • Finance related • Health club/gym membership related • Firearms medical forms • Private sick note (<7 days of absence) • School letters • Blue badge letters • Any other simple miscellaneous doctors letters or forms	£40-100 (depending on the time required and complexity of the letter/form).
Complex forms, letters or reports requiring extracts of medical records, or detailed reviews of medical records.	Up to £140
Duplicate copies of records (more than 1 copy in 12 months), excessive requests for records (SAR), copies of records in accordance with AMRA 1988	Up to £140
Medicals for HGV licence/PSV/Life Insurance/fostering/adoption (requiring full medical)	£140