

**Ardach Health Centre**  
**Completion of Forms/Reports by GP**

- Please ensure you have completed all of your parts of the form and signed consent for the GP to release information from your medical records before handing it in. If this is not completed this may result in delays in getting it back to you.
- Please allow up to **28 days** for your form to be completed. We can contact you to let you know when it is ready to be collected, if you wish. (We ask that you allow this timescale as most GPs have a very heavy workload and paperwork takes up an increasing amount of their time, so many GPs find they have to take some paperwork home at nights and weekends)

*“I only need the doctor's signature - what is the problem?”*

*When a doctor signs a certificate or completes a report, it is a condition of remaining on the Medical Register that they only sign what they know to be true.*

*In order to complete even the simplest of forms, therefore, the doctor might have to check the patient's entire medical record. Carelessness or an inaccurate report can have serious consequences for the doctor with the General Medical Council (the doctors' regulatory body).*

- A fee will be charged for completing your form which is to be paid on collection. (We accept payment by cash, cheque or BACS transfer) The fees charged by GPs for non-NHS work is to contribute towards their costs. It is important to understand that most GPs are not employed directly by the NHS. As they are self-employed contractors they also have to cover other costs such as staffing and buildings – in the same way as any small business.

An example of some of the fees charged are as follows:

- Holiday cancellation certificate      £45
- Private medical insurance form      £50
- Power of Attorney/Will      £90 (£110 for a couple applying together)
- To Whom It May Concern letter      £20
- HGV Medical      £150