



Leven Health Centre, Victoria Road, Leven KY8 4ET

NON-NHS FORMS AND LETTER REQUESTS

Scoonie Medical Practice is an NHS practice. Patients often ask doctors to write letters, complete and sign medical forms or supply medical information to third parties. This work is not covered by the NHS contract and is classed as Private work. If we do the work we are entitled to charge for providing this service. **Details of our fees are displayed at Reception and Notice Board. Charges are taken from the BMA (2022).** Please hand in any forms/letter requests to reception, please do not make an appointment, or ask when you are in for an unrelated appointment as the doctor will be unable to do the work then and it won't be tracked.

For proof of medications and medical problems – we can provide a free of charge print out, just ask

Examples of the work we will do but that is chargeable (NON-NHS forms)

- Private medical insurance claims, e.g. income protection, critical illness.
- Holiday insurance cancellation claim forms.
- DVLA Medical Questionnaires
- Driver Medicals (for D4 you may want to try Drivers Medical Solutions if there is a time limit, there are other companies – shop around.
- Fostering/Adoption/Childcare applications.
- Fife Health & Social Care requests for information
- Fire Arms/Shotgun forms for the Police
- Bus pass travel (health reasons e.g. epilepsy)
- Severely Mentally Impaired certificates for Council Tax
- Employment related forms & report requests from employers (only if there is no access to Employers medical team or occupational health)
- Insurance reports work that comes directly to us from companies where you are responsible for the fee

Work we do not do

- **Housing letters:** Fife Council or Occupational Therapy will contact us if they need to.
- **Bin collection** take out and return letters and extra bins. If you have a MED3 certificate in place use that, you can request a duplicate at Reception, if not, we ask that you contact one of the others on the Fife Council list i.e. Elected Member (Local Councillor), Paid Carer, Housing Officer or Social Worker, or ask for an Assessor from Fife Council to visit you. Give them this so they know our Policy is not to do letters about bins.
- **Extra capacity bin for medical grounds** – request an assessor from Fife Council and attach this information to any application. A carer or nurse maybe able to do a note for you, or your MSP. IF all this fails speak to Shirley Vesty here who will be able to help.
- **Soul and conscience letters** for non attendance at Court Witness or Accused, because the Doctor can be called to Court due to having done a letter
- **Fit to scuba dive:** go to [Scottish Medicals | HSE Diver Medicals in Scotland | Dollar, Scotland, UK](#) for signposting and advice, or your Diving organisation
- **Fitness for holidays, VISAs, expeditions, cruise, summer camps, fitness to fly incl pregnancy,** – please consult a private travel clinic, there are local travel health clinics in Fife and Perth
- **Fit to skydive, participate in motor sports, sports, fit for gym membership**
- **Blue Badge (BB)** correspondence, They need to communicate with us with your consent. You will be interviewed by the BB Team.
- **Education related letters.** The school nurses and pupil support staff should help
- **Not fit for work, if a MED3 certificate doesn't cover it you should go to an Occupational Health Service or speak to your employer.**

These lists are not exhaustive.

In order to complete or just sign even what you might think is the simplest of forms the doctor may have to check a patient's entire medical record. Also often signing a declaration or certificate is required and the GP may not have the knowledge to do this, they are generalists, they are not experts in travel health, occupational health etc. They have their GMC Registration to consider. We will contact you to advise the payment amount before completion if we will do the work. NHS consultations with unwell patients must take priority over non-NHS work. The practice tries to complete any private requests within 14 days of receipt. However there may be a delay when there is a high number of requests or a doctor is absent from the practice. There are several Private GP clinics., St Andrews (STAG), Edinburgh, Glasgow you will find these by searching the internet, if you need help with this let us know.

As a guide our fees are based on an hourly rate of £186. Please contact Shirley Vesty at the Practice if you have any further questions or special requests.