

### Patient request for a doctor's letter

Please complete this form in full and bring it in to one of our reception sites with the full fee so we are able to process your letter. Presently the practice only accepts payments in cash.

Patient name	
Date of birth	
Organisation requesting letter	
<p>What is your request?</p> <p>Please give us as much detail as possible of what you require to be included in the letter.</p> <p><b>IMPORTANT NOTICE:</b> The GP will only be able to write the letter based on the factual information available to us from your medical record.</p>	
<p><b>IMPORTANT NOTICE:</b> The practice policy for completing doctors' letters requests is 10 working days for routine requests (£25).</p> <p>If you require the report to be completed sooner, we have a priority service, with a turnaround of <b>three working days</b> (£37.50)</p>	<p>Please tick <b>one</b> of the four options below:</p> <p>I would like to request a routine letter (10 working days) for £25 <input type="checkbox"/></p> <p>I would like to request a priority letter (3 working days) for £37.50 <input type="checkbox"/></p> <p>I would like to request a copy of my electronic records (free of charge) <input type="checkbox"/> Within 28 Days</p> <p>I would like to request a copy of my full medical records (free of charge) <input type="checkbox"/> (Paper and electronic records) Within 28 Days</p>
Date	
Signature	

**PLEASE NOTE:** Doctors' letters are not covered by the NHS and therefore a charge will apply for completing the above request. The current charge at GP Direct is £25 for a routine letter request and £37.50 for a priority request.

Please tick this box to confirm you are aware we are only able to prepare the letter based on the information we hold in your medical record

Please tick this box to confirm you are aware it may take up to 10 working days to complete a routine request, 3 working days to complete a priority request & 28 days for copies of medical records