

Patient Request for a Doctor's Letter or Copy of Medical Records

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.

PLEASE NOTE: Doctors' letters are not covered by the NHS and therefore a charge will apply for completing the above request.

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>IMPORTANT NOTICE: The GP will only be able to write the letter based on the factual information available to us from your medical record.</p>	
<p>IMPORTANT NOTICE: 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 three working days (£37.50)</p>	<p>Please tick one 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) Within 28 Days <input type="checkbox"/> (Just electronic records)</p> <p>I would like to request a copy of my full medical records (free of charge) Within 28 Days <input type="checkbox"/> (Paper and electronic records)</p>
<p>Payment Please indicate how you wish to make payment</p>	<p>Online (we will email you an electronic invoice) <input type="checkbox"/> (please enter email address below)</p> <p>In person (cash or card) <input type="checkbox"/></p>
Email (for online payment)	

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

Please tick this box to confirm you are aware that we will not proceed with this request until payment is made

Please tick this box to confirm you are happy to receive SMS updates

Please tick here to confirm the above information is correct and you are happy for us to proceed once payment is made

Once you have completed all of the above please email this form to: gpdirect@nhs.net