



### The Elmwood Medical Practice

Dr J. Logan, Dr J Burnett, Dr L. Agnew, Dr D. MacDonagh,  
Dr M. Finnegan, Dr F. McCann, Dr M. Oliver

Name	
Date of Birth	
Telephone Number	

Request for additional medical evidence or Support – Please specify the following:

Reason for request:

Requested by:

A (SARS) Subject Access Request – Access to full or part of medical Records.

PLEASE SUPPLY FULL DETAILS OF REQUEST.

LETTER ☐ ATTACHED FORM ☐


### Charges for Non-NHS work

Many of the services we are asked to provide are not covered by the NHS and will therefore be subject to charges. Charges will, of course vary in accordance with type, length of work etc required. Some requests may require examination and assessment.

We will respond to your request usually within one month though complex requests may require an extension.

### Non NHS Work Charges

Private Medical Certificate	£50
Processing Holiday Cancellation forms	£100
Processing Private Medical Insurance Forms	From £180
Pre-employment questionnaire (without examination)	£30
General GP letter attesting to medical history	From £100
Private Medical Examination (HGV, PSV, etc)	From £150 prepaid at booking
Private Medical Examination for insurance company purposes	From £150 depending on report required
Sport Medicals (at GP discretion)	From £150

**All Fees are subject to review**

### Subject Access Requests (SARS)

Please note that we are obliged to provide a SARS from your medical records free of charge on one occasion only. All further requests will incur a fee.

- I have read & fully understood the practice policy regarding the release of medical evidence and consent to the release of confidential information.
- I am aware that some services are subject to charges.

NAME:

Date

Signature

For Office use only

Date	Receptionist	GP	Fee	Estimated time period
Action			Initials	