

**High Pastures Surgery  
138 Liverpool Road North  
Maghull  
Merseyside  
L31 2HW**

**Tel: 0151 526 2161**

**Fax: 0151 527 2377**

**REQUEST FOR LETTER OR CERTIFICATE**

We are increasingly being asked to complete forms or supply letters or certificates giving details of a patient's medical condition or medical history. These requests may take some time to complete, particularly as they are often undertaken outside normal working hours.

We are unable to comply with such requests unless we have the signed consent of the patient or guardian giving their permission for medical details to be released. We would be grateful if you could sign below.

In addition, you should be aware that such letters, forms or certificates are not covered by the National Health Service and **so we may charge a fee**. A guideline to the usual scale of fees is on display in Reception. Please see overleaf for explanation.

Yours sincerely

High Pastures Surgery

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**CONSENT FORM**

I would be grateful if the Practice could provide me with a medical report, letter or certificate as outlined below. I hereby give permission for details of my medical condition or history to be released for the purposes of this report.

**I am aware that there is a fee for this service and agree to this.**

**Name of Patient:**

**Date of Birth:**

**Address:**

**Tel No:**

**Registered Doctor:**

**Please note: if you are requesting the GP to complete a holiday insurance cancellation form, we need the specific dates of the holiday, the exact date the holiday was booked, and the date that the holiday insurance was taken out. Please provide as much information as you can.**

**Nature of Request:**

**(Please be as specific as possible)**

**I am aware that there is a fee for this service and agree to this.**

**Signature:**

**Date:**

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### **EXPLANATION FOR PRIVATE REQUESTS AND FEES INVOLVED**

This is a brief explanation as to how the Practice handles requests for forms or certificates not covered by the NHS.

#### **What type of forms are involved?**

- Private sick notes (that is if they are specifically required for the first 7 days of an illness).
- Miscellaneous letters or forms, e.g. for employer, school, sports club, college/university, housing.

#### **How do you request them?**

Please fill in the standard Practice request form and your request will be processed as soon as possible **(please allow 10 working days)**, **although if your GP is on leave, you may have to wait until his/her return.**

#### **Fees involved**

These are usually determined by the BMA (British Medical Association). Current fees are displayed in Reception.

#### **Why is there a fee?**

These services are not covered by the NHS and the fee reflects the extra time and medico-legal responsibility of completing and signing them.