TURRIFF MEDICAL PRACTICE
MEDICAL REPORT REQUEST - FORM

It is important you are aware that completion of a report or a form by our GPs is an Non NHS Service and a fee will be applied. This fee will be payable at the time you complete this form and provide us with your documentation. We may not always be able to fulfill your request but this will still incur GP and admin time to make this assessment therefore a proportion of upfront fee will be retained should this situation arise.

The fees are based on the British Medical Association suggested scaled and our reception staff will be happy to advise you of these. The Practice reserves the right to update the non-NHS fees at their discretion.

We will make contact with you to advise if the work has been completed or if we are unable to undertake your request. We will do this by phone, email or SMS. Should your paperwork not be collected from our reception desk within two months we will destroy the information.

We will endeavour to turnaround your request within 28 days but this is not always possible and extension of this time period will be communicated to you as necessary.

APPLICANTS DETAILS

Name :	Date of Birth:
Address	Telephone Number
Email Address:	Mobile Number:

I understand that in requesting a Non-NHS service that I will pay the upfront cost when I hand my documents to reception and acknowledge this fee is not fully refundable should Turriff Medical Practice be unable to fulfil the request.

I consent to Turriff Medical Practice contacting me by phone, SMS or email and to leave messages on my phone advising me of the status of my request. I confirm that if I have provided email contact details that I am happy to be contacted by this method and that I am aware that this is not a secure method of communication and will not hold Turriff Medical Practice liable for any data breach in regard to emails regarding my Request

Signature of Applicant:	Date:

COLLECTION OF REPORT

Turriff Medical Practice will only provide the medical report to the patient to whom they relate.

We will contact you either by email, SMS or telephone to advise when the records are ready for collection, if the report has not been collected within two months of our notification that it is ready we will destroying it.

You will be asked to sign a collection form and confirm you are responsible for the security of the information once it leaves the Medical Practice.

ID must be provided again at time of collection.

TO BE COMPLETED BY RECEPTION STAFF		**TO BE COMPLETED BY REPORTING DESK**	
Date Request Received:		Request to GP:	
Patient Advised of cost::		Date Report Ready:	
Payment Received & Added to Petty Cash Box		Cost to Patient:	
Patient Advised Timescale for completion:		Patient Contacted by Phone/Email/SMS:	
Patient Advised ID Required if collecting:		Patient Advised to Collect Themselves	
Receipt of Documentation Recorded in Vision		Patient Advised to Bring ID when Collecting	