

## Access to Medical Records

Type	Fee Chargeable
Electronic access to medical records	Free of charge to patient
Summary print out	Free of charge to patient
Subject Access Request <ul style="list-style-type: none"> <li>- Electronic copy of medical records</li> <li>- Printed copy of full medical records - <i>For collection only</i></li> </ul>	Free of charge to patient Printing cost of 20p per 10 sheets (double-sided)

## Certificates, Applications, Forms & Reports

Type	Fee Chargeable
Adoption <ul style="list-style-type: none"> <li>- AH Health Assessment – includes GP appointment</li> <li>- AH2 Update – paperwork only</li> </ul>	£132.00 £88
Application for firearms licence	£88
Childminder <ul style="list-style-type: none"> <li>- Completion of health assessment form for OFSTED</li> </ul>	£88 <i>Payable by requestor (patient or employer)</i>
Debt & Mental Health evidence form	Free of charge
Department for Work & Pensions (PIP) <ul style="list-style-type: none"> <li>- Patient request for further evidence in relation to appeal</li> </ul>	Price on application
Documentation for travel <ul style="list-style-type: none"> <li>- Simple factual certificate or letter (not opinion)</li> <li>- Assessment / Letter to fly in pregnancy (includes GP appointment, dated within 7 days of flight)</li> </ul>	£88 £132.00
Fitness to attend / Fitness to participate in an activity not listed in exclusions <ul style="list-style-type: none"> <li>- Completion of report from records</li> </ul>	Price on application
General letter or report <ul style="list-style-type: none"> <li>- "To whom it may concern" factual letter (not opinion)</li> <li>- Short report from medical records (max 1 page)</li> <li>- Extended report from medical records</li> </ul>	£44.00 £44.00 Price on application
Insurance claim form / Travel cancellation <ul style="list-style-type: none"> <li>- Completion of BASIC form</li> <li>- Completion of COMPLEX form</li> </ul>	£88 Price on application

Medical evidence for domestic violence victim seeking legal aid - Letter / Report	Free of charge
Melton Borough Council - Severely Mentally Impaired Persons discount form (Council tax)	Free of charge
Private prescription	£44.00
Private sick note (incapacity certificate) <i>Where required by patient for presentation to an employer, except where the doctor is obliged to provide for statutory sick pay purposes</i>	£44.00 <i>Payable by requestor (patient or employer)</i>

## Consultations, Examinations & Investigations

Type	Fee Chargeable
Diagnostic tests	
- Private blood test – no interpretation (excluding Pathology costs)	£44
- DNA testing (excluding test kit)	£44
Driving medicals (Full medical & report)	
- Group 2 Licensing for HGV / LGV / PCV	£132.00
- Taxi medicals – MBC Group 2 Medical report	£132.00
- Annual diabetic Declaration	£44.00
Private medical	
- Full report from records	Price on application
- GP examination & report	Price on application

## Terms & Conditions

- Payment is required in cleared funds prior to work commencing.
- Refunds for non-NHS work will only be considered under the following circumstances:
  - If GP medical examination appointment is cancelled by LHMP
  - If GP medical examination appointment is cancelled by patient: Minimum 7 days prior to appointment = 100%, up to 1 day prior to appointment = 50%, same day cancellation or did not attend appointment = 0%
  - If work has not already commenced
- Fees are stated net of VAT. VAT is not applicable at the time of publication.
- We aim to complete non-NHS work within 30 working days of receipt. We will inform you if there is likely to be any delay to this. We are unfortunately unable to expedite any requests for non-NHS work.

## Services not available from Latham House

### Certificates, Applications, Forms & Reports

Type	Alternative providers
Assessment of mental capacity Mental Health Act Assessment (MHAA)  <i>We may consider a factual statement regarding capacity for health decisions on an individual basis (POA)</i>	Court of Protection Visit <a href="https://www.gov.uk/courts-tribunals/court-of-protection">https://www.gov.uk/courts-tribunals/court-of-protection</a>  Private psychiatry provider
Blue badge	Visit <a href="http://www.gov.uk/browse/driving/disabilityhealth-condition">www.gov.uk/browse/driving/disabilityhealth-condition</a>
Community service exemption	Contact Parole Officer
Court exemption	Contact the Clerk of the Court
Education <ul style="list-style-type: none"> <li>- Certificate of illness during exams</li> <li>- School Fees</li> <li>- School dietary forms</li> <li>- School toilet passes</li> </ul>	Contact the school for alternative options
Fitness for exercise or hazardous activity i.e. scuba diving, parachuting, marathon running	Private provider
Fitness to be at sea	Visit <a href="https://www.gov.uk/seafarer-medicalcertificates">https://www.gov.uk/seafarer-medicalcertificates</a>
Fitness to fly (non-pregnancy)	Contact your airline Visit <a href="https://www.caa.co.uk/passengers/beforeyou-fly/am-i-fit-to-fly/health-information-forpassengers/">https://www.caa.co.uk/passengers/beforeyou-fly/am-i-fit-to-fly/health-information-forpassengers/</a>
Freedom from infection certificate	Private provider
Golf buggy permits	Contact the golf club for alternative options
Holiday insurance certificate	Contact your insurance provider
Housing letter for council	Contact Melton Borough Council to advise them to request GP letter if indicated
International certificate of Vaccination or Prophylaxis (ICVP)	Visit <a href="https://www.nhs.uk/vaccinations/travelvaccinations/travel-vaccination-advice/">https://www.nhs.uk/vaccinations/travelvaccinations/travel-vaccination-advice/</a>
Letters for utilities providers	Contact your utility provider Summary print out available free of charge
Reports & letters of support / opinions for benefit claimants	
Seatbelt exemption certificate	Contact DVLA

## Consultations, Examinations & Investigations

Type	Alternative providers
ECG	Private diagnostics provider
Travel vaccinations (non-NHS)	Visit <a href="https://www.nhs.uk/vaccinations/travel-vaccinations/travel-vaccination-advice/">https://www.nhs.uk/vaccinations/travel-vaccinations/travel-vaccination-advice/</a>
Yellow fever vaccination	Yellow fever vaccination centre Visit <a href="https://nathnacyfzone.org.uk/search-centres">https://nathnacyfzone.org.uk/search-centres</a>

## Professional References, Witnessing & Signatures

Type	Alternative providers
Power of attorney	Visit <a href="http://www.gov.uk">www.gov.uk</a> <i>Births, deaths, marriages and care</i>
Character references	Refer to your documentation for alternative professionals who may offer this service
Counter signatures	
Witnessing	

## FEES FOR NON-NHS WORK

### **THIRD PARTY FEES** **Effective from 1<sup>st</sup> April 2025**

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Subject Access Request <ul style="list-style-type: none"> <li>- Electronic copy of medical records</li> <li>- Printed copy of full medical records (<i>for collection only</i>)</li> </ul>	Free of charge to the patient Printing cost of 20p per 10 sheets (double-sided)

Service Type – Third Party	Fee Chargeable	Estimated Time
Army medical reports (Entry into Forces) <ul style="list-style-type: none"> <li>- Medical questionnaire</li> <li>- Copy of medical records</li> </ul>	£65 £50	15 mins
Clinical trials <ul style="list-style-type: none"> <li>- Fitness to participate in clinical trial (factual report only)</li> </ul>	£88	20 mins
Department for Work & Pensions – Capita PIP <ul style="list-style-type: none"> <li>- GP Factual Report</li> <li>- Patient request for further evidence from GP in relation to appeal (patient to pay)</li> </ul>	£33.50 POA	10 mins
Department for Work & Pensions <ul style="list-style-type: none"> <li>- SR1 / DS1500</li> </ul>	£17	
Employment Medicals & Reports – Employer <ul style="list-style-type: none"> <li>- Report only</li> <li>- Patient examination &amp; report</li> </ul>	£88 £132.00	20 mins 30 mins (F2F GP)
Family Court – Solicitor <ul style="list-style-type: none"> <li>- Report / questionnaire</li> </ul>	£50.40 per patient	20 mins
Fitness to Drive – DVLA <ul style="list-style-type: none"> <li>- Medical questionnaire (report only)</li> <li>- Patient examination &amp; report</li> </ul>	£40.00 £132.00	10 mins 30 mins (F2F GP)
Fostering – Local authority <ul style="list-style-type: none"> <li>- Health assessment (report only)</li> <li>- Patient examination &amp; report</li> </ul>	£88 £132.00	20 mins 30 mins (F2F GP)
Insurance Claim – Insurance provider <ul style="list-style-type: none"> <li>- Medical questionnaire / report</li> </ul>	£88	20 mins

## FEES FOR NON-NHS WORK

Medical insurance applications – Insurance provider <i>GP report for insurance applicants (Life assurance, income protection, etc)</i> <ul style="list-style-type: none"> <li>- Targeted report (single condition)</li> <li>- General Practitioners Report (GPR)</li> <li>- Supplementary report</li> </ul>	£88 £132.00 £44.00*	20 mins 30 mins 10 mins
<i>*Unless should have been provided in original report, then FOC</i>		
Private medical <ul style="list-style-type: none"> <li>- Full report from records</li> <li>- Patient examination &amp; report</li> </ul>	£88 £132.00	20 mins 30 mins (F2F GP)
Safeguarding reports / Case conference <i>*Payable by ICB</i>	£50 per patient*	10 mins
Solicitor's report <ul style="list-style-type: none"> <li>- Subject Access Request on behalf of patient</li> <li>- GP report</li> </ul>	Free of charge POA	On application
Veterans UK <ul style="list-style-type: none"> <li>- GP factual report</li> </ul>	£39.09	10 mins

### **Terms & Conditions**

We do not accept Subject Access Requests directly from insurance companies on behalf of the patient for the purpose of applying for an insurance policy.

Payment is required on acceptance of work and within 14 days of invoice date. Reports will only be released once payment has been received. Trusted partners will be offered more flexible terms.

We aim to complete non-NHS work within 30 working days of receipt. We will inform you if there is likely to be a delay to this. We are unfortunately unable to expedite non-NHS work.