

# Bridgnorth Medical Practice



## Over the counter request consent form

As this service does not form part of a doctor's normal NHS duties, there may be a charge for your request and under GDPR it can take the doctor up to 30 days or longer to process. The fee will be payable on collection – we accept payment by card and cash.

You will be required to show a form of ID for your request to be completed.

Please supply as much information as you can as this will help the doctor on completion of the request. If your request requires a form to be completed, hand the form in with this consent form. Please note you may be contacted to supply further information if required to process your request.

By signing this form I am agreeing to the release of relevant medical information for the purpose of this request

Date of request	
Full Name	
DOB	
Address	
Contact Number	
Patient Signature	

Please tick the relevant box	
Letter from the GP – attach details	<input type="checkbox"/>
Private Medical Certificate – attach form for completion	<input type="checkbox"/>
Holiday Cancellation Form – complete all questions below. If this section is not fully completed the GP will not be able to complete your request Date holiday was booked: Holiday start date: Holiday end date: Date that you took your Travel Insurance policy out: Cancellation reason: Date you saw a GP: Illness/Condition:	<input type="checkbox"/>
Claim form / Insurance form – attach form for completion	<input type="checkbox"/>
Council Tax Exemption Form – attach form for completion	<input type="checkbox"/>
Other – please supply details below or attach form, the request will be put to the Doctor but please be advised that this is not NHS work and is at the discretion of the Doctor. You will be advised if this request cannot be completed.	<input type="checkbox"/>
COVID Exemption Certificate – attach form for completion	<input type="checkbox"/>

ID Seen (Passport, Photo Driving Licence, National 60+ Bus pass)	
Entry on EMIS	
Staff Initial	
Date	

Why GPs sometimes charge fees?	It is important to understand that GPs are not employed by the NHS, they are self-employed and have to cover their costs for staff, building, heating etc, the same as any small business. The NHS covers the costs for NHS work, but for non-NHS work, the fees charged by GPs contribute towards these costs.
Why does it sometimes take my GP a long time to complete any form?	Time spent completing non-NHS forms and preparing reports takes the GP away from the medical care of his or her patients. Most GPs have a very heavy workload and paperwork takes up an increasing amount of their time, so many GPs find they have to take some paperwork home at night and weekends.
I only need the doctor's signature	When a doctor signs a certificate or completes a report, it is a condition of remaining on the General Medical Council [the doctor's regulatory body] that they only sign what they know to be true. In order to complete even the simplest of forms, therefore, the doctor might have to check the patient's entire medical record. Carelessness or an inaccurate report can have serious consequences for the doctor with the General Medical council or the Police
Do GPs have to do non-NHS work for their patients?	With certain limited exceptions, for example a GP confirming that one of their patients is not fit for jury service, GPs do not have to carry out non-NHS work on behalf of their patients. Whilst GPs will always attempt to assist their patients with the completion of forms, for example for insurance purposes, they are not required to do such non-NHS work.