Fee Guidance for GPs who receive Information Requests

http://bma.org.uk/practical-support-at-work/pay-fees-allowances/fees

Request	Information	Responsibilities	Method	Fees - If applicable should be paid in advance of the work being undertaken
Access to Records for Deceased Patients	The Access to Health Records Act 1990 (AHRA) provides a small cohort of people with a statutory right of to apply for access to information contained within a deceased person's health record.	Any requests made by the patient are to be upheld after death. I.e. if the patient asks for their patient records not to be shared for whatever reason while alive, this request should be adhered to when they have died.	Manual Records.	Where an applicant is permitted to view a record which is held manually and has been added to in the forty days preceding the application, access is free of charge. Where the record has not been added to in the preceding forty days a charge of £10 may be levied to view the record.
			Computer Records.	Where an applicant is permitted to view a record which is held wholly or partially on computer a fee of £10 may be charged.
			Hard Copies of the Information.	If an applicant wishes to obtain a copy of the record, they may be charged a fee. There is no limit on this charge, but it should not result in a profit for the record holder. This fee is over and above the £10 for the initial access.
	Where health information is to be disclosed for the deceased in the absence of a statutory basis.		Full Disclosure.	Any fees charged should be reasonable and proportionate to cover the cost of satisfying a request. It is recommended NHS organisations follow the fees structure established for the AHRA above.
Access to Records for Living Patients	The Data Protection Act 1998 governs access to the health records of living people. It became effective 1st March 2000, and superseded the Data Protection Act 1984 and the Access to Health Records Act 1990, though the Access to Health Records Act 1990 still governs access to the health records of deceased people. The Data Protection Act 1998 gives every living person the right to apply for access to their health records.	Under the Data Protection Act 1998 (Fees and Miscellaneous Provisions) Regulations 2000, patients may be charged a fee to view their health records or to be provided with a copy of them.	Computer Records.	All charges include postage and packaging costs. Health records held totally on computer: up to a maximum of £10.
			Manual Records.	Health records held totally manually: up to a maximum of £50.
			Part Computer/ Part Manual.	Health records held in part on computer and in part manually: up to a maximum of £50.
			To allow patients to view their health record (where no copy is required).	· Health records held totally on computer: up to a maximum of £10. · Health records held in part on computer and in part manually: a maximum of £10. · Health records held manually: up to a maximum of £10 unless the records have been added to in the last 40 days in which case viewing should be free.
Accident/ Sickness Insurance	Short certificate of incapacity without examination for patient to claim under accident/sickness insurance or to support a claim for payment of benefit under accident/sickness insurance policy.		Straightforward certificates of fact.	£16.50
			More Complex certificates.	£28-£58.50
			Extract from records.	£56.50
			Report on a pro forma, no examination.	£83.50
			Written report without examination, providing a detailed opinion and statement on the condition of the patient.	£124.50
			Comprehensive clinical examination including report, certificate, or completion of necessary forms.	£169.50
Assessment of Mining Injury	Counter certificate required by branches when a miners' union is considering contesting the decision of an industrial injuries tribunal.		Reports and examinations.	Doctors may charge the company a fee for this work. Fees for this work should be fully reflective of the time and expertise needed to complete the task.
ATOS Healthcare ESA113 Forms	ATOS Healthcare is a leading occupational health (OH) service provider and the agency used by the DWP to collate healthcare forms.	The ESA113 forms are a contractual requirement.	Completion of a form.	No Fee.
Attendance at a Police Station	At the request of a patient.		Examination.	Doctors may charge a fee for this work. Fees for this work should be fully reflective of the time and expertise needed to complete the task.

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BUPA Forms	Private Health Insurance.	GPs do not have a contractual obligation to complete these forms.	Completion of a form.	For the form that BUPA and other PMI providers ask new and potential subscribers to complete, there is no agreed fee. However some insurers, on request, are prepared to offer a 'contribution' to GPs' costs, which in the case of BUPA is £15.
Change of a Child's Name	A child's legal name can easily be changed by Deed Poll providing everyone with parental responsibility for the child consents to the name change. If the child is 16 years of age or over (or approaching their 16th birthday), they must apply for their own Deed Poll for which parental consent is not required.	GP's must be satisfied that everyone with parental responsibility for the child has consented to the name change.	Parent to provide a copy of the Deed Poll documentation.	No Fee.
Childminder Forms	In order for people to be registered as childminders OFSTED must check on their suitability.	The responsibility for the regulation of childminding and day care for children under eight transferred from local authorities to the Office for Standards in Education (OFSTED) from 2001.	Completion of a form.	The GP fee for the completion of the required form will be paid either by the intended childminder, the person in charge or the employer. OFSTED is not responsible for paying this fee. Completion of childminder health form: £87.50.
Commission of Social Care Inspections (CSCI)	The remit of the CSCI includes the regulation, review and inspection of all social care services in adult and children's services in the public, private and voluntary sectors. In collating this information, the CSCI provides documentary evidence of the quantity and quality of social care services at both a local and national level.	There is no regulatory obligation for GPs to fill in the CSCI comment cards on care homes, although it would appear an ideal conduit to share information to promote and ensure the safe and effective delivery of health and social care. Irrespective of the comment form, there would be an ethical duty to inform the CSCI about aspects of a care home's delivery of care in certain circumstances e.g. if the care administered in a care home posed a serious and imminent threat to public health or to the life or health of another individual.	Completion of a form.	Doctors may charge a fee for this work. Fees for this work should be fully reflective of the time and expertise needed to complete the task.

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Court Exemption	From attending as a witness, on medical grounds		Reports and examinations	Doctors may charge the company a fee for this work. Fees for this work should be fully reflective of the time and expertise needed to complete the task.
Cremation	Before any cremation can take place there are a series of forms that have to be completed, which are laid down in the Cremation Regulations.	Form 4 must be completed by the registered medical practitioner who attended the deceased during their last illness. Form 5 must be completed by a registered medical practitioner who is neither a partner nor a relative of the doctor who completed form 4. Form 12 is completed by a doctor appointed by the Home Office as a medical referee who undertakes a final check of the preceding forms. With the introduction of new regulations at the beginning of 2000, medical referees also have to complete form 13 regarding the cremation of body parts retained for medico-legal and other purposes. The fees for forms 4 and 5 are paid by the funeral director (who will almost invariably pass the cost on to the relatives) and the fees for forms 12 and 13 by the cremation authority. After completing form 4, it is necessary to confirm that no pacemaker or radioactive implant has been left in the body. A separate fee is charged if a doctor has to remove a pacemaker from a body. Medical referees at crematoria are paid by local authorities to scrutinise cremation certificates. If not satisfied, medical referees are required to contact the doctors completing certificates 4 and 5 and, if necessary, order a necropsy examination. They also have a duty, where appropriate, to refer a case to the coroner.	Completion of a form.	a) Form 4 - certificate of medical attendant: £73.50 b) Form 5 - confirmatory medical certificate : £73.50. Pacemaker removal negotiable Crematorium medical referee *negotiable (£18.50) forms F and FF
Department of Work and Pensions - Disability Living Allowance (DLA)	Some people who make a claim for Disability Living Allowance may be asked to have a medical examination. This is usually because more information is needed before a decision about the claim can be made.	GPs do have a contractual Obligation to complete the statement section of the form (a brief description of their patient's illness and disabilities and how they are affected by them).	Completion of a form.	No Fee.
	Where there is insufficient clinical information to make a decision, factual reports may be requested from the GP.	GPs do not have a contractual obligation to complete Factual reports for DLA, Attendance Allowance or form DS1500 (Special Rules).	A medical examination involves an interview and sometimes a physical examination with a healthcare professional who has completed specialised training in disability awareness.	Completion of the forms attract a separate fee of £33.50 paid by the DWP which can be found in Fee Schedule 1 (http://www.bma.org.uk/employmentandcontracts/fees/fees1.jsp?page=3#DWP) .

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Department of Work and Pensions - Withdrawal of Incapacity Benefits	Many healthcare professionals working for Atos Healthcare on behalf of the DWP require medical evidence for patients seeking incapacity benefits.	Claimants should contact Jobcentre Plus or the Appeals Service, where appropriate, if they think that further evidence is necessary to support their claim or appeal. They should state cleary their reasons for believing that further evidence is necessary. NHS GPs are under no obligation to provide medical evidence. The LMC would not recommend that GPs carry out this work unless requested by Jobcentre Plus due to the risk of a breakdown in communication between the GP and patient.	Report.	Doctors may charge the company a fee for this work. Fees for this work should be fully reflective of the time and expertise needed to complete the task.
Driving Licence Photo-card	Required by the DVLA.	GPs do not have a contractual obligation to complete these forms.	Completion of a form.	The doctor can charge his or her own fee if the patient makes the request. If the request comes from a Driver and Vehicle Licensing Agency (DVLA) form, the DVLA will pay a fee under the BMA 'Treasury' rate fees.VOC certificate - £12.00 Series II pro forma - £39.00 Copy of visual fields from records - £41.00 VOC resting ECG - £86.00.
Drivers/Pilots	Fitness to drive for insurance purposes (elderly driver, racing driver, large goods vehicles and passenger carrying vehicles, taxi etc).		Reports and examinations.	Doctors may charge the company a fee for this work. Fees for this work should be fully reflective of the time and expertise needed to complete the task.
Family Planning	For patients who are not on a GP's List			A fee for prescribing and fitting a contraceptive appliance, and a fee for prescribing and fitting an intra-uterine device.
Firearms	A firearms licence is a licence or permit issued by some governments (typically by the police) of a country, that allows the licensee to buy, own, possess, and use firearms, often subject to a number of conditions or restrictions, especially with regard to storage requirements or the completion of a firearms safety course, as well as background checks, etc.	The Firearms (Amendment) Act 1997 indicates that there is currently no statutory role for Medical Practitioners in the process of granting a gun licence. However, the Association of Chief Police Officers has been in discussion with the British Medical Association for several months about a possible role for General Practitioners in the licensing procedure. The discussion and resolution at National level continues.	Completion of a form.	The completion of applications for firearms is not covered under doctors' NHS terms and conditions of services. Doctors that chose to do this work may, therefore, charge a reasonable fee based on the time spent completing the form.
Fitness for Education	To attend university, college, teacher and nurses training and, for dentists, completion of the form of Application for first registration of a dentist issued by the GDC.		Extract from records.	£56.50
			Report on a pro forma, no examination.	£62.50
			Written report without examination, providing a detailed opinion and statement on the condition of the patient.	£124.50
			Comprehensive clinical examination including report, certificate, or completion of necessary forms.	£169.50
Fitness for Sport	Health clubs sometimes require a brief written report to certify that a patient is fit for exercise.	GPs do not have a contractual obligation to complete these forms.	Straightforward certificates of fact.	£16.50
			More Complex Certificates.	£28-£58.50

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Fitness to Travel Certificate	Required by insurance companies.	BMA discourages doctors from signing certificates which indicate that the patient will be fit for the duration of the holiday. If the patient is subsequently taken ill whilst under such a guarantee there may be medico-legal consequences for the doctor. Travel vaccines that are not provided anywhere under the NHS for public health reasons can be privately provided by practices; •A limited number of travel vaccines are provided on the NHS for public health reasons.	Completion of a form.	Doctors may charge the company a fee for this work. Fees for this work should be fully reflective of the time and expertise needed to complete the task.
Fitness to Work	The new Statement of Fitness for Work allows you to advise one of two options: Not fit for work: where the assessment of the patient is that they should refrain from work for a stated period of time. May be fit for work taking account of the following advice: where the assessment is that the patient's health condition does not necessarily mean they cannot return to work; however they may not be able to complete all of their normal duties or hours, or they may need some support to help them undertake their normal duties.	The national expectation for employers is that they can self certify for 7 consecutive days. The Statement may be issued: on the day that you assessed your patient; on a date after you assessed your patient if you consider that it would have been reasonable to issue a Statement on the day of the assessment; or after consideration of a written report from another doctor or registered health care professional.	Completion of a form.	NHS General Practitioners are required to issue, free of charge, a Statement of Fitness for Work to patients for whom they provide clinical care. Other doctors are also required to issue Statements where appropriate to patients for whom they provide clinical care. You do not need to issue a Statement to a patient until they have been off work for more than 7 calendar days.

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Health Protection Agency	Doctors in England and Wales have a statutory duty to notify a 'Proper Officer' of the Local Authority of suspected cases of certain infectious diseases. The HPA on some occasions may ask you to provide them with further information.	GPs do not have a contractual obligation to complete these forms. It is a detailed interviewer form designed for a member of environmental health or the HPA to interview a patient and there is nothing in the GP regulations to force you to undertake this work.	Questionnaires.	Doctors may therefore charge the company a fee for this work. Fees for this work should be fully reflective of the time and expertise needed to complete the task.
Lectures	At a college or University.		Appearance for a specific period of time	Doctors may charge the company a fee for this work. Fees for this work should be fully reflective of the time and expertise needed to complete the task.
Medical Information and Insurance	The insurance industry also sometimes needs medical information when assessing insurance claims. Typically this happens when the payout on a claim is triggered by an insured person having a particular medical condition.	Reports and medical examinations undertaken at the request of insurance companies are not part of the terms of service of either NHS GPs or hospital doctors. GPs are reminded that they cannot charge their NHS patients for consultations that arise from this process, such as the discussion of health concerns that have come to light during the course of applying for insurance.	General Practitioners Report and Patient Records	Doctors may therefore charge the company a fee for this work. Fees for this work should be fully reflective of the time and expertise needed for pre-and post-test discussions. Relevant guidance is available on the BMA website.
Mental capacity	The Mental Capacity Act came into force on 1 October 2007 establishing a new Court of Protection with extended powers. Under the Act a new system of Lasting Powers of Attorney (which will replace the previous Enduring Powers of Attorney) has been introduced. This allows an individual (the 'donor?) to appoint someone (the 'attorney') to make decisions on their behalf regarding 1) their property and financial affairs (as could be done under the old system with Enduring Powers of Attorney), and or 2) in respect of personal welfare and healthcare decisions (which couldn't be done under the old system). As part of this modified structure, the Court of Protection assessment of capacity form (COP3) has replaced the CP3 medical certificate.		Completion of a form.	Doctors may charge a fee for this work. Fees for this work should be fully reflective of the time and expertise needed to complete the task.
MOD Work				The BMA and MoD no longer agree fees, (although there were agreements in the past). BMA advice to doctors undertaking work for the MoD is to set their own fee, although we understand that the MoD has its own schedule of fees.
Parking Permits for Disabled Patients	The Blue Badge scheme is administered via a central Help line.	GP input should be a last resort. Completion of these forms should not require an appointment.	Completion of a form.	GP may charge for the service if they feel it appropriate.
Police Requests to Access Patient Records	Required for the purposes of the prevention or detection of crime, or apprehension or prosecution of an offender.	Where a proposed disclosure is for the purposes of the prevention or detection of crime, or apprehension or prosecution of an offender, and when failure to disclose would be likely to prejudice these objectives in a particular case, then the fee provisions of the Data Protection Act 1998 do not apply. The police representatives contacting the data controller (GP or PCT) have the responsibility of demonstrating the necessary statutory exemption from the fee regime. Therefore the police representative must state that the police authority requires the information for the purposes of investigating a crime and have statutory exemption from the fee provisions under the Crime and Disorder Act.	Full Disclosure.	No Fee.
Private Sick note	(incapacity certificate), required by patient for presentation to an employer (except those that the doctor is obliged to provide for statutory sick pay (SSP) purposes).		Straightforward certificates of fact. More Complex Certificates	Doctors complying with this request may charge a suitable fee for this work. Fees for this work should be fully reflective of the time and expertise needed to complete the task.

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School Sick Note	School cannot request a doctors note. The school is obliged to accept a note from the pupil's parent or guardian. Some schools are under the mistaken impression that if a student is absent for an external exam (e.g. GCSE/A level exam) then they require a note from a GP to verify that they were unwell. This is not the case.	GPs do not have a contractual obligation to complete these forms.	Letter.	Doctors complying with this request may charge a suitable fee for this work. Fees for this work should be fully reflective of the time and expertise needed to complete the task.
Seat Belt Exemption			Reports and examinations.	Doctors complying with this request may charge a suitable fee for this work. Fees for this work should be fully reflective of the time and expertise needed to complete the task.

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Validation of Private Medical Insurance Form	To support a claim for benefit in connection with private medical insurance, or completion of a 'pre-treatment' form.		Straightforward certificates of fact.	£16.50
			More Complex Certificates.	£28-£58.50
			Extract from records.	£56.50
			Report on a pro forma, no examination.	£83.50
			Written report without examination, providing a detailed opinion and statement on the condition of the patient.	£124.50
			Comprehensive clinical examination including report, certificate, or completion of necessary forms.	£169.50
Voluntary aid societies	Commercial organisations which are required to offer courses under the Health and Safety at Work Act 1974. These are organised by the British Red Cross Society, the St John Ambulance Association and St Andrew's Ambulance Association.		Lecture on first aid to commercial companies at the behest of the voluntary aid society.	One hour's duration : £177.50
			Examination.	Per Hour: £177.50
Welfare of the Child Certificate	Under the terms of the Human Fertilisation and Embryology Act (1990), any fertility centre in the UK offering licensed treatment services that might result in the birth of a child must take into account the welfare of any child who may be born as a result of the treatment, or of any other child who may be affected by the birth.		Completion of a form.	Regarding the completion of the welfare of the child questionnaires by GPs, if the work is required by the Human Fertilisation and Embryology Authority (HFEA) on a clinical level then no charge should be made. However, if the work is required to comply with HFEA commissioned work then the work could be subject to a charge, as determined by the GP based on the time taken to complete the form.
Work for Pharmaceutical Companies			Post-market surveillance forms.	Per Form: £16.50 More detailed form: £32.50
			Completion of a medical research questionnaire.	£42.50-£106
			Participation in clinical trials (per hour).	£223