

# HOOK SURGERY

## Policy for private medicals

The GPs will undertake private medical examinations for our own patients. We also carry out medicals by arrangement with insurance companies for people who are not patients of the practice. Exceptionally we may do them at the request of patients registered at other practices - please check with the Dr first.

This work is undertaken as private work and is not paid for by the NHS. Please see the attached list of examinations undertaken and the relevant charges.

These charges will be reviewed from time to time in line with national guidelines and publicised in the surgery.

- Staff must check the appointment with the Dr before booking it or make a provisional booking and confirm the booking with the patient when the Dr has agreed.
- When booking the appointment please check that the surgery has received the relevant papers for the Doctor to complete.

All papers must be received a week in advance; the patient is responsible for checking that they have been received. A medical cannot go ahead without the correct documentation. Medicals for different agencies require different examinations; we need to have the forms so that we know exactly what is required.

- An examination for a private medical is time consuming, taking 30-45 minutes, and is booked outside normal surgery times.
- If an appointment for a medical is cancelled with less than 24 hours notice (without good reason) the patient will be charged a cancellation fee of £25. The patient must be informed of this at the time of booking.

Date Policy agreed: 5.3.04

Date of Review: March 05

Reviewed

July 06

Aug 07

May 09

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