



Fees Policy

Review date March 2019

Background

Hope Citadel Healthcare is able to apply fees to work undertaken by practice staff and clinicians which is outside of the core NHS services for which Doctors / the practice are paid. The fees cover any costs of undertaking the work.

Examples of non-NHS services for which GPs can charge their NHS patients are:

- Signing passport application forms
- Certain travel vaccinations
- Private medical insurance reports
- Holiday cancellation claim forms
- Referral for private care forms
- Letters requested by, or on behalf of, the patient

Examples of non-NHS services for which GPs can charge other institutions are:

- Medical reports for an insurance company
- Some reports for the DSS/Benefits Agency
- Examinations of local authority employees

The list of Hope Citadel's fees are displayed prominently in each practice reception and copies are held within the clinical rooms for reference. If a patient or external agency is to pay a fee then they must be told, before the work is started, how much it will be and what they will get for the fee.

Where requested, an invoice will be sent to state the fee amount. The fee must be paid before the work is handed over to the patient or sent to the external agency / solicitor. Once the fee has been made, the work will be completed within 7 days unless otherwise stated.

If travel vaccines consist of multiple doses, the full cost of all the vaccines must be paid before the first one is administered.

Hope Citadel accepts cash, cheque and electronic payment (paypal) as payment methods. We are unable to offer credit as Hope Citadel does not have a consumer credit license. Once a fee is paid they patient or external agency will be given a receipt of payment.

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GP PRIVATE FEES FOR NON-NHS WORK

These fees are payable upon collection of form, certificate or letter, or when a medical is carried out. Please note that we are not able to offer credit as we do not have a Consumer Credit Licence.

Private Fees

Private Consultation	£80 (includes private prescription)
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Forms

Private Insurance Form	£25.00*(regd.Students only) £30.00 (registered only)
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Other Forms	£30.00 (registered only)
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Holiday Cancellation	£30.00 (registered only)
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To Whom It May Concern Letter	£20.00 (registered only)
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Home Office Letter	£30.00 (registered only)
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Attendance Note (Letterhead) (Appointment card free)	£10.00 (WI & regd.)
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Vaccination History	£5.00 (registered only)
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Medicals

HGV/PSV Medical	£125.00** (registered only)
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Sports Medical	£125.00** (registered only)
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Taxi Medical	£125.00** (registered only)
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Any Other Medical £125.00** (registered only)

Travel Vaccinations – full course – Registered Patients Only

Hepatitis A	£ FREE
Hepatitis B (course of 3)	£ 80.00
Hepatitis B (Booster)	£ 30.00
Typhoid	£ FREE
Men ACWY	£ 50
MMR	£ FREE
Revaxis (tetanus etc)	£ FREE
Cholera	£ 55.00
Rabies (course of 3)	£ 150
Rabies (Single Vaccine)	£ 50
Yellow Fever vaccine + certificate	£ 50.00
Japanese Encephalitis	£ Price on Request
Tickborne Encephalitis	£ Price on Request
Other vaccination prices available on request	
Private Travel Prescription (Anti-malarial etc)	£ 10.00

Please ask for a receipt if required.

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