

Private Fees	
<ul style="list-style-type: none"> • Payment for the expected fee will be requested in advance before the work is done. • Additional fees may be payable depending on the time taken and complexity of the task. • We aim to complete all routine private certificates within 20 working days. (We usually do this within 10 working days, but clinical work is always given priority). • We may not always be able to sign certificates such as diving certificates. Please show us what is required in advance for review. We do not witness signatures for passports. • If an eye examination is required for your medical you will need to see an optician for this to be done. • If an appointment for examination is needed to complete the form payment will be taken at time of booking. Failure to attend this appointment without contacting us will result in you being issued a refund. 	
Personal Medical Letters (signed with practice letterhead)	
Minimum fee for private letters (up to 15 minutes' work)	£40.00
Additional fee per 15 minutes, beyond first 15 minutes	£20.00
Examples – To Whom It May Concern, Intermission from Studies, Fit to Resume studies, Exam/academic accommodation, Housing Office, summaries, any other signed / stamped letter	£40.00
Insurance forms and Certificates	
Minimum fee for insurance forms and certificates	£60.00
Minimum fee with appointment for examination to complete form	£100.00
Additional fee per 15 minutes, beyond first 15 minutes	£20.00
e.g. insurance application medical forms, holiday cancellation, insurance forms for private referral (referral itself is free of charge), camp certificates, remote travel certificates, fit-to-fly certificates, sporting event certificates, private sick notes NOTE: please send forms in advance for us to assess whether or not we can sign it. Some may require a specialist e.g. diving, extreme sports.	
Expedited service (3 working days) for letters, forms & certificates	£40.00
<i>subject to availability – only when clinical work allows</i>	<i>additional fee</i>
Available without charge:	
1) printed copy of medical record summary	no fee
2) printed copy of regular / recent medication lists	
3) adrenaline autoinjector travel certificates e.g. EpiPen	
Copy of Medical Records:	no fee
often not needed – access via NHS or Airmid app	
electronic copy (SARS request) new sealed flash drive / memory stick required	no fee
Paper copy (SARS request) – administrative fee	£10 - £50