

Patient Request for a Doctor's Letter or Copy of Medical Records



Please complete this form in full and email it to gpdirect@nhs.net.

PLEASE NOTE: Doctors' letters are not covered by the NHS and therefore a charge will apply for completing the above request.

Patient name			
Date of birth			
Organisation requesting letter			
<p>What is your request?</p> <p>Please give us as much detail as possible of what you require to be included in the letter.</p> <p>IMPORTANT NOTICE: The GP will only be able to write the letter based on the factual information available to us from your medical record.</p>			
<p>IMPORTANT NOTICE: The practice policy for completing doctors' letters requests is 10 working days for routine requests (£30).</p> <p>If you require the report to be completed sooner, we have a priority service, with a turnaround of three working days (£45)</p>	<p>Please tick one of the four options below:</p> <p><input type="checkbox"/> I would like to request a routine letter (10 working days) for £30.00</p> <p><input type="checkbox"/> I would like to request a priority letter (3 working days) for £45.00</p> <p><input type="checkbox"/> I would like to request a copy of my electronic records (free of charge) Within 28 Days <small>(Just electronic records)</small></p> <p><input type="checkbox"/> I would like to request a copy of my full medical records (free of charge) Within 28 Days <small>(Paper and electronic records)</small></p>		
<p>Payment Please indicate how you wish to make payment</p>	<p><input type="checkbox"/> Online (we will email you an electronic invoice, please enter email address below)</p> <p><input type="checkbox"/> Via SMS Secure payment link (we will text you the link)</p> <p><input type="checkbox"/> In person (cash or card)</p>		
Email (for online payment)		Mobile Number	

- Please tick this box to confirm you are aware we are only able to prepare the letter based on the information we hold in your medical record
- Please tick this box to confirm you are aware it may take up to 10 working days to complete a routine request, 3 working days to complete a priority request & 28 days for copies of medical records
- Please tick this box to confirm you are aware that we will not proceed with this request until payment is made
- Please tick this box to confirm you are happy to receive SMS updates
- Please tick this box to confirm that you are aware that when collecting the above request valid photo ID will be required
- Please tick here to confirm the above information is correct and you are happy for us to proceed once payment is made**

Once you have completed all of the above please email this form to: gpdirect@nhs.net