

**Londonwide LMCs' template letter and invoice to Local Authority regarding requests for Collaborative Arrangement fees**

**Practice Letterhead**

To:

XXX [insert name of person requesting the report]

XXX Local Authority [insert name of Local Authority]

Date [insert date]

Dear Sir/Madam,

Our practice has received a request from you/the Local Authority for a non-statutory medical certificate/ statement/report regarding one of our patients: -

Name of patient .....

The practice is happy to respond to this request and must clarify that the preparation of this medical certificate/statement/report is not part of the services that GP practices are obliged to provide under their NHS contract. It is therefore subject to the Collaborative Arrangements referred to in the NHS Act 2006<sup>1</sup> and as such, it commands a fee.

Our charge to the Local Authority will be:

£.....

Before we undertake this work, we require payment of the full fee.

XXX ..... Practice Manager

XXX Practice .....

As you will be aware, the practice cannot release any patient identifiable information without the patient's informed and explicit consent or that of the patient's legal representative.

When responding to this letter, if you have not already done so, please would you kindly either enclose a hard copy or email us an electronic copy of the patient's (or patient representative's) original written consent together with your agreement to our reasonable fee and we will be

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<sup>1</sup> Part 3 Local Authorities and the NHS, sections 74 – 82, NHS Act 2006

pleased to prepare the requested medical certificate/statement/report. The practice's email address is: .....

If applicable<sup>2</sup>, please also advise us if the patient wishes to exercise their legal right to view the medical certificate/statement/report before it is sent off to you<sup>3</sup> in order to alert our practice to retain it for 6 months after completion.

Kind regards,

[insert signature]

Print name  
Practice Manager

XXX Practice .....

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<sup>2</sup> Report requested for insurance or employment purposes

<sup>3</sup> The Access to Medical Reports Act 1988 (c28)