

Castle Medical Group Practice

Patient request for Private Work form

Practice Partners

Dr A Zaidi
Dr M Kiani
Dr G Chomicz
Dr A Chowdhury
Dr Z Ziyad
Mr Sam Patel

Patient Name:		DOB:	
Address:			
	Postcode:		

Please write details of your request below. Please include any specific dates if required.

Please continue overleaf if required...

For Private letters, would you like your completed document emailed to you?

Yes

No

If so, please confirm your email address below:

Have you included a form that you would like a GP to complete on your behalf?

Please record any further details regarding the completion of your form.

Please read and sign the below, stating that you agree and ask Castle Medical Group Practice to proceed with your request.

- Fees must be paid in full in order for this practice to begin the process of your request.
- The timeframe for non-NHS documents is 28 working days. However, this may take longer during busy periods.
- We reserve the right to refuse, suspend or extend process time for Private Non-NHS work at any time or due to busy periods.

Record of fees paid (In Cash) for requested Private work

Patient Sign:

Date of Signing:

Patient Contact number:

Practice Admin:

Receipt Number

Receipt amount

Copy to Patient (tick)

Date payment taken

Staff Name

Scanned to Non-NHS Task and added to tray (tick)

Document Review and Completion:

Document reviewed by:

Document Completion date