

# SCARBOROUGH MEDICAL GROUP

## SMG Private Service Fee Arrangement Form

You have enquired today about the practice providing a service for which it is likely there will be a private fee to be paid by you. Please fill in details which you are able to below and hand this form to the receptionist along with any forms you wish to be completed ahead of any appointments you might need to make. We will endeavour to provide all services as quickly as possible but NHS workload takes priority.

Patient Name	NHS Number	DoB
<b>Service</b> (Requiring Fee) – brief description of what service you require and why.		
<b>Fee(s) Chargeable -</b>  (VAT applicable Y / N)	The receptionist may not be able to give you an exact price before the relevant staff at the practice has the chance to look into what you require. <i>*Please indicate to the receptionist if you wish to know the exact price before we proceed with completion of your request.</i>  £ _____ £ _____ £ _____  VAT _____  Total _____  <b>Tick to indicate price currently unknown:</b> _____	
<b>Circumstances under which additional fees may be chargeable</b> (for a linked or continuance of this service)	* If you require blood tests, the hospital will make an additional charge for the processing of these.	
<b>Terms under which a refund may be made</b>	<b><i>Once your request has been carried out no refund will be made. However, if you withdraw your request before work has been carried out, no charge will be made.</i></b>	
<b>Patient Consent / Authority to proceed with service</b>	I request and authorise the practice to proceed with this service and understand the terms of the fee chargeable, including the circumstances (above) under which a refund may be available.  <b>Signed</b> ..... <b>Name (print)</b> .....  <b>Date</b> .....  <b>Preferred contact number in the event we need to discuss your request:</b> .....	
<b>Accepted and explained by:</b> <b>**Staff should provide a copy of the fees leaflet to patient</b>	<b>Staff signature</b> .....	<b>Date</b> .....