



# THURSBY SURGERY

Thursby Surgery Main Site | 2 Browhead Road | Burnley | BB10 3BF

Daneshouse Branch Surgery | Old Hall Street | Burnley | BB10 1LZ

Tel: 01282 911430

Email: thursbysurgery@nhs.net

## **Private Work - Consent and ID Request**

Thank you for your recent request for information.

In order to process this request we require you to fill in this form of consent and to provide a copy of your photo ID.

Both of these need to be returned along with your request before we are able to start the process of you obtaining the information you require.

If these are not sent back to us we cannot process your request.

On receipt of your completed consent form, photo ID and request this will be processed and can take 4-6 weeks to complete and may incur a charge depending on what you have requested.

Please do not contact the Surgery chasing up your request until 4 weeks after the date you submitted all the above information.

We aim to complete your request within 4-6 weeks however please note that NHS work takes priority and if we are busy, we may exceed this timescale as this request is private work.

**Private Letters require pre-payment of £40.** Private letters may vary from 1 line to several paragraphs, please be advised that you are not paying for the content, but for the time it takes to review your medical records and any action that needs to be taken to complete your request.

We cannot guarantee that the letter/form that we complete will satisfy any third party. The clinician can only supply their opinion and facts on your condition.

### **Completion of Forms unless indicated otherwise require a pre-payment of £40.**

Payments can only be made in cash.

Payment is non-refundable unless we are not able to complete your request, for which we will require your copy of the receipt.

We will inform you when your request has been completed and is ready to collect. Once you have been informed your Private Work is ready you have 28 days to collect it, after this time it will be destroyed. Please be aware that you will not be entitled to a refund for uncollected private work.

### **To be completed in clear block capitals**

Patients Full Name	
Date of Birth	
NHS Number (if known)	
Address	
Telephone number	
Print Name	
Patient Signature	
Date	

Please print this form off and complete, once completed please bring to reception along with your photo ID and request. If you are unable to print these forms are available in the foyer of Thursby Surgery.

Many thanks,

*Thursby Surgery*

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*Practice Use Only*

Date Request Received	Type of Request	Charge	Date Paid	Receipt #	Date Processed	Clinician	Date Clinician Completed	Date Request Completed

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NHS staff will begin to ask for your NHS number more often. Your NHS number is unique to you and using it to identify you correctly is an important step towards improving the safety of your healthcare. If your NHS number is not contained within this letter please contact us to find out what it is.