

Private letter / Private Sick Note Policy

This service of Employment and Educational Sick Notes is an additional to NHS services and therefore is charged at £30, payable at reception.

We Require the following information from patients:

- Full Name of Patient
- Name of organisation or establishment the letter is for
- Purpose/Reason for the letter request
- What specific information do you require included in the letter?

Please complete the request out by downloading the form from our website or request it at reception.

Please note that your request will take a minimum 7 working days for completion. Of which you can collect from reception once notified.

Employment & Educational Sickness notes

These services form part of NHS services and are provided at our practice at no cost to patient at point of access.

Off Sick for less than 7 Days

If you are off sick for less than 7 days you do not need to see a Doctor.

You can complete a self-certification **SC2 Form** online at:

<https://www.gov.uk/government/publications/statutory-sick-pay-employees-statement-of-sickness-sc2>

Off Sick for more than 7 Days

You will need to book an appointment with our GP for review in over to gain a **Med3** Sickness Certificate.

Sickness notes are NOT deemed as URGENT appointments with in our practice.