

# CATHAYS SURGERY

137 Cathays Terrace  
Cathays  
Cardiff  
CF24 4HU

## PRIVATE AND CONFIDENTIAL

To Whom It May Concern:

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This student has made an appointment because he/she has been requested by you to obtain a medical certificate.

It is now practice policy to wait until we have received a formal written request from the department.

Please can you give the patient a **WRITTEN** request stating what medical information is required and also indicate the purpose of the request.

The patient will also need to give us written authorisation (consent forms available on our website) to allow us to release their medical details.

The patient will be required to pay a fee from £25.00 for this service as it is not a part of GMS (NHS) services. (This fee will be higher for more complex / detailed reports).

It is the patients responsibility to bring the request, consent and payment altogether to the surgery so that the GP can then produce a letter (These letters can take up to **14 days** to be completed).

Yours sincerely

Helen Langbridge  
Senior Administrative Assistant

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