

Terms and Conditions billing at Market Street Medical Practice

- Charges are as listed for private services offered.
- Charges will be reviewed annually at the 1st of April
- Any queries relating to prices or to the terms and conditions below should be addressed to the Practice Manager.

Travel Clinic

- Upon receipt of the travel questionnaire a travel clinic appointment will be booked for each patient
- An invoice will be produced providing a quote for all treatment that could be necessary.
- Patients have from the date of invoice issue until the date of the appointment to consider whether they wish to proceed with the treatment
- Cancellation of the appointment by the service provider may occur due to unforeseen circumstances.
- After clinic assessment it might become apparent other treatments are desirable or that certain treatments are unsuitable.
- The final invoice will reflect this.
- **Settlement for the outstanding balance will be required at the time of the clinic appointment.**
- A receipt will be issued for all fees paid

- Rabies, Japanese B & Tick Bourne Encephalitis are ordered on a named patient basis
- The cost of those vaccines must be settled prior to the vaccine being ordered.
- In the event of unforeseen cancellation of travel, the cost of the vaccine should be pursued from the clients Travel Insurer and cannot be refunded by the Practice.
- Cancellation of the treatment by the service provider may occur due to unforeseen circumstances. In his case charges will not apply

Private Letters, Private Forms received from Patients

- An invoice will be issued on receipt of the paperwork.
- Paperwork will be completed within 21 days of receipt.
- A £10.00 deposit is required for all items
- Once work has been carried out balancing payment remains outstanding to the patient
- **Settlement or the outstanding balance will be due on collection of the paperwork**
- A receipt will be issued for all fees paid

Medicals

- An invoice will be issued at the time booking the medical appointment
- A deposit of £15.00 is required on booking– non-refundable for non attendance
- Cancellation of the appointment will not incur any further charge in the event that the appointment is rebooked.
- **Settlement of the outstanding balance will be required on attending for the medical.**
- A receipt will be issued for all fees paid

Methods of payment for all patient services

- Debit or credit card (chip& pin) in person or over the telephone.
- Cash is accepted at the practice.
- Cheque – made payable to *Market Street Medical Practice*