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CONFIDENTIAL

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**MEDICAL FEE CLAIM FORM**

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| Section 1 – Social Worker to complete and send to doctorTo: Doctor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Block Capitals Please)Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| In order to comply with the regulations or to provide the following services as indicated by Code Number \_\_\_\_\_\_\_\_\_\_\_\_\_ on the schedule overleaf, will you please examine / report / attend Case Conference (delete as applicable) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please send your report / confirmation of attendance at Case Conference together with this claim form to: |
| Officer’s Signature Team Manager’s SignatureName of Initiating Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Block Capitals Please) | **Social Work Office Address Stamp** |

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| Section 2 – Doctor to complete and return to Social Worker**CLAIM FOR FEES OR ALLOWANCES PAYABLE TO DOCTORS FOR SERVICES CARRIED OUT FOR LOCAL AUTHORITIES (OTHER THAN THOSE PROVIDED UNDER THE NHS)** |  |
| I declare that I have carried out the services as indicated by Code Number \_\_\_\_\_\_\_\_\_\_\_\_ on the schedule overleaf and wish to claim a fee in accordance with the National Health Service Act.. |
| Signature of Doctor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Doctor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Block Capitals Please)Please give Medical Practitioner StatusIf not General Practitioner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  **General Practitioner’s Stamp** |
| Are you an Approved Medical Practitioner under Section 12 of the Mental Health Act? Yes NoWhen claiming, please tick the appropriate box in answer to the following questions:-1. Date service given \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Is the patient on your list: Yes No3. Does this claim refer to: MEDICAL EXAMINATION ONLY    REPORT ONLY OR BOTH ATTENDANCE AT CASE CONFERENCE4. Was the examination carried out at the patient’s:   HOME PRACTICE PREMISES ELSEWHERE5. Was this the patient’s: FIRST EXAMINATION SUBSEQUENT EXAMINATION 1. If you saw more than one patient, or attended a case conference, please state the duration of the session to the nearest half hour \_\_\_\_\_\_\_\_\_
2. If you wish to claim travelling expenses, please state the total mileage incurred \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of car used: Make \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Engine Capacity \_\_\_\_\_\_\_\_\_\_\_\_\_\_ cc   Registration No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**PLEASE RETURN TO THE SOCIAL WORKOFFICE – ADDRESS IN SECTION 1** |

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| Section 3 – Social Worker to complete and send to Payment Office To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(PAYMENT OFFICE) |  |
| Name of Team Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Block Capitals)Responsibility for payment of fees rests with the Primary Care Organisation within which the person is usually resident or, in the case of services provided by a General Medical Provider, the Primary Care Organisation with which the Provider is in contract. Where there is no fixed abode, responsibility rests with the Primary Care Organisation within which the service is provided. |

**SCHEDULE OF SERVICES PROVIDED TO BIRMINGHAM CHILDREN’S TRUST FOR WHICH THE TRUST AND / OR THE BIRMINGHAM PRIMARY CARE ORGANISATIONS ARE FINANCIALLY RESPONSIBLE**

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| **The following services are the financial responsibility of Birmingham Children’s Trust:****Code No** |
| **02****01** | Medical evidence given at the request of a Court (NOT medical reports required by Social Care & Health as evidence or the attendance at Court of a Doctor when this is required by the Directorate of Social Care & Health – see Item 07 below)(Will be recharged by the Finance Section to the Court Authorities)Medical fees for adoption purposes. |

**The following services are the financial responsibility of the Primary Care Organisation**

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| **10****09****08****04****07****06****05****03** | Initial and routine examination of children looked after by the Local AuthorityExamination of prospective foster carersConsultant Ophthalmologist’s fee for examining people with a visual disability(*criteria for payment of fee outlined on form BD8*)Assessment under Mental Health Act – examination feeReports required by the Trust as Court evidence and attendance of Doctor at Court as a witness when required by the Trust.Medical examination and report for Community Care Assessment (use form H3 for report)Attendance at Case Conference or any other relevant meeting at request of social worker.Medical Report at request of Birmingham Children's Trust in relation to any of its Education, Social Services and Public Health responsibilities. |

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| Section 4 – Payment Office to complete  **£    p****Fee payable \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |  |
| **Travel: \_\_\_\_\_\_\_\_\_\_\_ Miles @ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Checked by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****TOTAL PAID: =============** |

**Completed forms should be forwarded to:**

**Ms Valerie Hogg**

**Contracts and Payments Department, Birmingham Shared Services Agency,**

**St Chad’s Court**

**213 Hagley Road**

**Birmingham B16 9RG**