

**MR DAVID L SHAW**  
MSc FRCS(Ed) FRCS(Orth)  
**CONSULTANT ORTHOPAEDIC SURGEON**

## **TERMS FOR PREPARING A MEDICAL REPORT**

1. It is your responsibility to ensure that Mr Shaw receives adequate instructions, the appropriate medical records and x-rays, signed authority to disclose information and that the report is sufficient for your purposes.
2. The fee for preparing a written report will be as stated in the covering letter.
3. The fee for inspecting all relevant documentation, including medical records, responding to emails & and all other time spent in relation to this matter (except related to 2 above) will be £115.20 – 144.00 per hour.
4. Unless otherwise agreed & in all cases including legal aided cases and in accordance with Law Society/British Orthopaedic Association Guidelines (1995) payment is due within six weeks of receipt of the report by yourselves.
5. If your Client is legally aided you should immediately apply for payment on account (Regulation 101) from the area Legal Aid office/Legal Services Commission. This should in all cases allow payment to be received within six weeks of receipt of the report by yourselves (Legal Aid Head Office, August 1990).
6. Interest charges and compensatory payments will be levied upon overdue accounts in accordance with the Late Payment of Commercial Debts Act.
7. Late payment may result in a complaint to The Solicitors Regulation Authority or relevant national regulator.
8. Costs incurred in the procurement of medical records including X-rays, other information or investigations will be passed on to you for payment.
9. If you cancel your request more than 14 days after receipt of these terms a fee will be charged reflecting the work and administrative time to the date of cancellation.
10. Related expenses will be charged as follows: First class rail travel, business class air travel, car at £ 0.80 per mile.
11. Copies of medical records provided will either be returned upon request with the medical report or they will be destroyed six months after the file become inactive.
12. Unless you instruct otherwise, all computerised records will be stored for 8 years and then destroyed.