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Litfield House Medical Centre
1 Litfield Place, Clifton
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Medicolegal Reporting Terms and Conditions:

1. A full written instruction for a medico-legal report should include a clear outline of the case including the relevant legal issues.
2. A list of all the questions that require clarification / opinion and discussion in the report should be made available.
3. I shall be available for a telephone discussion if any instructor wishes to seek advice about a case prior to instruction.
4. I shall aim to see the client for the psychological assessment within 4-6 weeks of receipt of a letter of instruction along with all the required paperwork.
5. I require the following documentation prior to examination of the client:
 - Full letter of instruction
 - Copy of GP medical records
 - Copy of hospital notes
 - Reports by Psychiatrists, Psychologists and any other mental health professionals seen by the client
6. I shall honour reasonable requests to make minor alterations to the report except where such alterations conflict with the independent opinion of the report.
7. Reports and qualifying work and conferences will be based on an **hourly rate of £150 unless otherwise agreed** and may, if requested, be presented as an overall anticipated fee. Such time includes reading relevant documentation, examination of the client, telephone conversations, meetings and conferences, travelling time and report preparation. Straight forward reports and report preparations normally take 4-6 hours. Complex reports can take in the region of 6-10 hours.
8. Additional reports, addendums, joint statements, etc. will be charged at the hourly rate of £150 per hour unless otherwise agreed.



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9. **Attendance at court as a professional/expert witness will be on the basis of £150 per hour.** This is £1200 per full day plus travel time and preparation time.

10. If a court appearance is cancelled or rescheduled at less than 2 working days notice **I will levy a cancellation charge of £950 per day.** If court attendance is cancelled with less than one week's notice I will charge £500 per day.

11. Please note that these fees will not be subject to assessment or taxation by the court.

12. The solicitors firm instructing me shall be liable for my fee whether or not recovery from the client or other sources is achieved.

13. My fee will be **paid strictly within 90 days from the date of the invoice sent** . In line with government guidelines interest may be charged at 8% above base rate on overdue invoices from time of submission to time to settlement. I am prepared to consider alternative payment arrangements upon discussion.

14. Interviews will normally take place at Litfield House Medical Centre, Clifton, Bristol BS8 3LS, however a second venue in South Gloucestershire can be arranged. I can travel to the claimant's home or local GP practice if preferred, subject to payment at my normal rate for travel time.

Reports will be provided approximately 2 weeks following assessment subject to complete medical records being available at the time of assessment.



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