**REQUEST for information from GENERAL PRACTICE RECORDS[[1]](#footnote-1) (with thanks)**

(To be completed by support agency or individual)

**Name: …………………………………………………………………………………………**

**Date of Birth: ...………………………………………………………………………………**

**Address: ……………………………………………………………………………………...**

**…………………………………………………………………………………………………..**

**Signed Consent of above named: ……………………………………………………….**

**Name and contact details of any support agency involved:**

**…………………………………………………………………………………………………..**

**…………………………………………………………………………………………………..**

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**NOTE FOR INDIVIDUAL / SUPPORT AGENCY COMPLETING FORM**

* **Please do not make appointments to request letters**, instead complete this request form and give or send into the General Practice (GP) reception team.
* Most GPs will offer to respond to requests for letters within 2 weeks. They will be busy with lots of other work so please be patient. If the person is at risk of homelessness or seriously unwell, the response will be quicker.
* Home Office accommodation is provided on a ‘no choice’ basis and it is difficult to change/move accommodation even with letters from a doctor or nurse. It is also difficult to get council houses in different areas.
* Some people who have successfully requested moves, have then been more unhappy with their new accommodation. It is difficult to reverse a move.
* Regarding requests for:
* **Letters about food:** Unless the person has diabetes, coeliac disease or a serious food allergy, it is unlikely that a letter from the GP will result in any change in food arrangements.
* **Information for the job centre:** This does not need a letter. The person needs to ask for a fit note.
* **Information for benefits:** Letters are not necessary as the benefits agencies contact the GP directly for reports.
* **Information for concessionary travel:** Check the criteria for the local council as they can be narrow and require substantial and permanent disability.
* **To confirm ID and address for opening bank accounts:** These should be requested from GP only as a last resort and only in the situation when an individual is needing a bank account opening urgently because of benefits needing to be paid into it (i.e., the transition period between asylum status and leave to remain). Often the local refugee support organisation can do these and should be approached first.

**[[2]](#endnote-1)What is the request for?**

**1. Problematic conditions e.g., mould, infestation (Home Office and council)**

* Information about any impact on my health from the poor conditions in my accommodation (e.g. mould, infestation)

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**2. Home Office accommodation letters**

* Information about my health or disability to try and help me get more suitable accommodation in the same area.
* Information about my health or disability to try and help me move to another area.
* Information about my health to try and help me stay in an area (not be moved).
* Information about my health to try and help explain why I cannot share a room with others.
* Information about my health to try and help explain why I cannot be moved to a different type of accommodation such as a camp or a barge.

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**C. Letters for council housing**

* Information about my health to help the council assess my need for priority housing.

**D.** **Food in hotels**

* Diagnosed health condition which requires defined diet.

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**E. Concessionary travel**

* Information about disability.

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* **F. Basic report about medical conditions and medication for asylum claim**

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**G. Other (please specify)**

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**PATIENT TO PROVIDE SOME DETAIL**

Please provide a description here of your problems and reasons why you feel your health is affected by your accommodation situation …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**NOTE FOR GENERAL PRACTICE**

When an individual’s health is impacted by their accommodation and other situations, information from the GP record can make a very significant difference and be an effective health intervention reducing illness, symptoms, and appointment requests.

* Unfortunately, it is very unlikely that you can be reimbursed for your time. There is no public funding for these requests. People seeking asylum who are accommodated in houses received £47.39 per week for food, travel, clothing etc. People in hotels receive £9.58 per week (because food is provided). Charities, churches and the general public are reporting that they are having to meet requests for payments from GP practices.
* In addition to this proforma, there are also template letters for GP that can be adapted to respond to requests. These are available on SystmOne…… and YHPHN ……. These materials have been designed to make the requesting and response to requests as efficient as possible, recognising the absence of funding for letters and the severe strain and lack of resources in general practice.

1. [↑](#footnote-ref-1)
2. This template has been created by TortureID as part of a bank of resources for NHS clinicians who are working with people who are seeking asylum. [www.tortureid.org](http://www.tortureid.org). It has been created by Dr Jo Miller who is a GP working with people seeking asylum. They are suggestions, drawn from practical GP experience, about how to respond to common requests.  They are not 'official' templates with the endorsement of any organisations. The asylum environment is fast changing, and materials are likely to need updating regularly. Each template needs to be read through, agreed and adapted to the needs of the service planning to use them. [↑](#endnote-ref-1)