

Our Ref:

Your Ref: MEDCO T&C

12th April 2016

Dear Sirs,

Re: Provision of Medico-Legal Services Under the Medco Portal System for Road Traffic Accidents

This letter sets out the basis on which we will provide medico-legal services (**Services**) for the benefit of the clients of solicitors.

We will provide the Services to, and for the benefit of, your clients. You will act as agent for your clients in passing on instructions to us and you confirm that all instructions we receive from you will have been approved by your clients. We will normally report back to you and you will be responsible for passing on all reports and other information to your clients.

We will provide the Services with reasonable care and skill and materially in accordance with the service levels set out in the attached Schedule. No other terms shall apply to the provision of the Services other than any we expressly agree in writing.

The fees payable for the Services are as set out in the Schedule and you acknowledge that such fees are to be treated as professional disbursements in accordance with the Solicitors Accounts Rules (as amended from time to time) and paid in accordance with the payment terms set out in the Schedule.

Please sign below to confirm you understand and agree the terms of this letter.

Yours sincerely



Ben Elsom
For and on behalf of Medical Reports Limited

We understand and agree the terms of business as set out in this letter and the attached Schedules 1,2, 3.

Signed

Name

Position

For and on behalf of Solicitors

SCHEDULE 1

Medical Reports Ltd Services

Introduction

Medical Reports Limited offers a complete range of medico-legal services across England and Wales. By clearly defining the process we aim to provide an efficient, error free service that meets the expectations of our clients.

We provide our services to solicitors, insurers, employers and individuals.

Services to be provided

Medico Legal

- **Sourcing and Validating of expert to compile a report**
 - General Medical Council (GMC) registration
 - Specialist register membership
 - Professional indemnity insurance
 - The GMC's Fitness to Practice Panel and Interim Orders Panel

- **Nomination of expert**
 - Provision of Curriculum Vitae of experts
 - Provision of General Medical Council (GMC) registration
 - Provision of Professional indemnity insurance Information

- **Obtaining of patient's relevant medical history.**
 - Form of Authority for the release of medical records
 - Medical Records from GP, Hospital or treatment provider

- **Instruction of Expert**
 - Solicitors Letter of Instruction to Expert
 - Obtaining an Appointment Date
 - Notifying Solicitor and Patient of appointment date, time and location
 - Confirmation that client attended the appointment

- **Provision of Report to Instructing Party**
 - Quality checking of the report to ensure presentation accuracy, the presence of a clear prognosis and compliance with the Civil Procedure Rules
 - Provision of a treatment quotation where further rehabilitative treatment is recommended


- Provision of a quotation where further investigative tests are required

- **Provision of Addendums to the original report**
 - Instruct Expert to compile an addendum

- **Provision of Answers to Questions to the original report**
 - Send questions to expert and chase a response

- **Provision of Quotations**
 - Further investigative tests recommended in report such as x-rays, ultrasound, MRI CT Scans etc
 - Quotation for rehabilitative / treatment sessions recommended in the report
 - Quotation for other specialist reports from experts recommended in the report
 - Quotation for specialist equipment recommended in the report

We acknowledge that these are the services to be provided by Medical Reports Ltd

Signed 
 By a Director of Medical Reports Ltd

Signed.....
 By an authorised signatory of Solicitors

Date:...12th April 2016

Date:.....

SCHEDULE 2

Fees and Payment for Medical Records and Reports & Investigative Procedures

Type of Service	Medical Reports Ltd Fees
Medical Records.	Data Providers Fees +£30 + VAT Per Set of Records
MEDCO INSTRUCTIONS	Post April 06 th 2015
GP Report Without Review	£180.00 + VAT
GP Report With Review	£230.00 + VAT
RTA Orthopaedic Report	£420.00 + VAT
Consultant A& E Report	£360.00 + VAT
Physiotherapist	£180.00 + VAT
Addendum Report	£50.00 + VAT
Answering questions under CPR 35.6	£80.00 + VAT
DNA Fee for Consultant Appointment	£100 + VAT
DNA Fee For GP Appointment	£25 + VAT (No Charge for First DNA)

On completion of the relevant service Medical Reports Ltd will raise a request for payment in line with the fees outlined and or agreed on a case by case basis. The instructing solicitor agrees that the above fees are a professional disbursement and will be dealt with in accordance with the rules laid down in the Solicitors Regulation Authority Accounts Rules in relation to payments of Professional Disbursements.

Commercial Terms


Medical Reports Ltd agrees to provide **Solicitors** with deferred credit terms on invoices until case settlement.

Medical Reports Ltd agrees to provide **Solicitors** with a 25% bad debt write off provision for the initial Medco report. The 25% facility will be applied to each Medco Report invoice and the solicitor should retain 25% of each invoice for future write off requirements.

Terms of Payment

All Invoices are due for payment upon conclusion of the solicitor's client's case.

We acknowledge that these are the Terms on which the services are to be provided by Medical Reports Ltd

Signed 
By a Director of Medical Reports Ltd
Date: ... 12th April 2016


Signed.....
By an authorised signatory of Solicitors
Date:.....

SCHEDULE 3 SERVICE LEVELS

Specific standards and targets for the service

Medico Reports Ltd Service Level Standards		
	Requirement	Service Level Target Working Days
1	Acknowledgement of Instruction from Solicitor	1 Day
2	Contacting Client to obtain details for Form of Authority (if no form of Authority provided)	1 Day
3	Obtaining Medical Records Authority	10 Days
4	Receipt of Medical Records	40 Days
5	Appointment arranged with GP	10 Days
6	Appointment Arranged with Orthopedic Consultant	20 Days
7	Instruction of Expert	1 Day
9	Confirming cancelled/rearranged appointments	2 Days
10	Notifying Solicitor of Client Non Attendance at Appointment	2 Days
11	Provision of Report to Solicitor from Appointment	7 days
12	Provision of GP Report to Solicitor from Instruction	20 Days
13	Provision of Orthopedic Consultant Report to Solicitor from Instruction	30 Days
14	Providing further comments or amendments to Report	10 Days
15	Response to Queries from Solicitor	3 Days
16	Quotations following recommendations contained within report	3 Days

The above Service Standards will be used to monitor the performance of Medical Reports Ltd

Signed 
By a Director of Medical Reports Ltd

Signed.....
By an authorised signatory of Solicitors

Date:.... Date:.....