

CHECK LIST FOR APPOINTMENTS

You should have printed and completed the Personal History Form and followed the general requirements **prior** to your appointment for assessment being made at the Stapleford Centre. Post them to the Stapleford Centre giving plenty of time for them to arrive.

This check list is for your convenience so that you know that you have everything we will require. You should print this list and keep it with your Clinic correspondence.

Please make sure that you have sent all of the following – keep copies	
1. PERSONAL HISTORY FORM The Personal History Form completed as fully as possible.	
2. PHOTOGRAPHIC I.D. (preferably a passport). A photocopy of this can be sent, but the real thing must be presented before you are assessed.	
3. DOCUMENTED PROOF OF ABILITY TO PAY FOR YOUR TREATMENT*. The Home Office requires this. Proof can be two recent wage slips or bank/building society statements showing regular income. State benefits cannot be accepted as funding for your treatment. If you are not working, you will need a guarantor, in which case they will need to provide us a signed letter stating their willingness to pay for your treatment. They will need to provide the same proof as above and an advance payment of one month's treatment fee. This payment will be held by us and only used in the event of you being unable to pay for a prescription on time. This should only be seen as an emergency fund to prevent you becoming in debt to us. Therefore, if any of this fund is used, you will be required to repay the amount used in order to remain a month in hand.	
4. DEPOSIT A £150 deposit to book your initial appointment. The balance to be paid at the time of your appointment. Cheques /Postal Orders to be made payable to: The Stapleford Centre. We also accept VISA, MasterCard, Switch, Delta, Electron & Solo.	
5. CHEMIST The name, address, telephone number and opening hours of a Chemist convenient for you who is willing to dispense for you and stocks the medication you require. There is a space for this on the Personal History Form.	
6. FOUR COLOUR PASSPORT PHOTOGRAPHS OF YOURSELF* Please post these items to us and allow sufficient time for them to arrive. Then telephone us to arrange an appointment. To protect your confidentiality, we do not telephone new patients to arrange appointments.	
7. DATE AND TIME OF YOUR APPOINTMENT DATE..... TIME Please make every effort to be on time by leaving plenty of time to travel (especially through the centre of London) as you will have to rebook if you are late and bear in mind that the next available appointment might be a further two to three weeks away.	

* NB The "Ability to Pay" Documents & Passport Photographs are only required for Maintenance Patients.