

# **TERMS OF BUSINESS FOR MEDICO-LEGAL WORK UNDERTAKEN BY**

Jane Ashworth for JLA Medical and Legal

## **Fees**

My professional fees are based on an hourly rate of £350.00 plus VAT. Meetings, conferences, court room appearances (including time taken in preparation) are charged at the same rate. I prefer to attend conferences by telephone or video link if available. If attended in person, travel time is charged at £250 plus VAT per hour, plus reasonable travelling and subsistence expenses. Cancellation fees will be charged (one hourly rate and room charges, plus travel time and expenses if required) unless at least two weeks notice has been given.

## **Enquiries**

When approached as to whether I will accept instructions on a case I endeavour to reply within two weeks. When I confirm that I will, any undertakings made with regard to time, fees, etc will apply for a period of two months. If definite instructions along with all medical records and any imaging are not received within this period, any undertakings made will lapse.

## **Reports**

The layout of my reports adhere to the requirements based on practice direction supplements. Reports are usually ready within 8-10 weeks of receipt of all necessary documentation or from the date of examination of the client (if necessary) whichever is the later. However, if required, it may be possible to complete the report within a shorter period of time. I will use my experience, care and skill in fulfilling your instructions to the best of my ability. Please note that I am an independent witness. Please let me have your full instructions together with any further relevant information you may have and confirm your agreement in writing to the above terms.

## **Medical Examinations**

When necessary these are usually arranged to take place at Manchester Royal Eye Hospital and likely to be at least one hour. A charge of £75.00 will be levied for room hire in addition. An orthoptic examination may be required in addition to the ophthalmology examination, and this will occur an additional fee of £175. Investigations such as OCT scans, imaging or visual field tests each cost an additional £150. Cancellation fees of at least £350 plus room charge will be charged unless at least two weeks notice has been given.

## **Meetings/Conferences/Court Appearances, etc**

Please keep me informed on the progress of the case and if matters proceed to the above, my availability should be checked with myself or my secretary. However, please note that I have fixed commitments on Tuesday, Wednesday, Thursday and Friday. I can only be available during these times in exceptional circumstances and with sufficient prior notice

(at least 6 weeks). Monday is my day committed to medico-legal work and as such is my preferred day for undertaking examinations and attending conferences.

### **Retention of Documents**

Please send copies of medical records only. DO NOT send any original documents, including imaging to me. As storage space is limited it is my policy to retain documents that are relevant to my report only. It is not my policy to return copies of medical records provided to prepare my report; and please make sure you hold a copy of all the records including imaging you send to me.

### **Settlement of Accounts**

Accounts should be settled within one month. I am not prepared to have my accounts subjected to assessment and look to you to fund any assessment deducted at any time. Should accounts not be settled within the agreed period, at my discretion, I have the right to charge interest on unpaid accounts at the rate of 2% per month until a full settlement is received.

If payment is not received for a report sent, I reserve the right to refuse to undertake any further follow up work or to answer any questions regarding the report sent.

### **Contact**

My preferred means of contact is through email.

My email address is [jane@childrenseyes.uk](mailto:jane@childrenseyes.uk) and janeashworth1968@gmail.com