

**DR KAREN H SIMPSON EXPERT REPORTS LTD**  
**Consultant in Anaesthesia and Pain Medicine**  
**TERMS AND CONDITIONS**

For your information below are Dr Simpson's current terms and conditions with respect to medico legal work. Please note these are reviewed annually. That the responsibility for obtaining all medical records and any necessary documents/investigations is yours. It is essential that passwords are provided for any records on CD that are protected or secure links as inability to access these will lead to delays in completing reports. Dr Simpson will read all documents well before the examination appointment, so all records must be supplied at least ten days before the appointment, or it will have to be postponed.

Any documents forwarded in paper form will be scanned and saved as PDFs; all paper records will then be confidentially destroyed. A flat charge of £110 will be made for this service. In cases where there are many lever arch files of documents then a flat charge of £110 will be made for this service for the first file; there will be a further charge of £25 for each additional lever arch sized file scanned. If further documents are sent later, then there will be a charge of £30 for each additional file scanned. If you require the documents/radiology returning this can be arranged but a charge will be made to cover P&P, we can however supply a copy of the records on disc free of charge. Documents will be scanned on receipt and charged even if the appointment is cancelled. All records need to be provided at least ten working days prior to the appointment to allow time for scanning.

Regarding Data Protection, we confirm that we will only share personal data supplied with those who need to be justifiably informed as part of the legal case or in relation to accounts, billing and debt recovery. We will store the information on paper and electronically in accordance with GDPR. We will securely destroy information within a reasonable time after being informed that the case has been concluded, and no appeal is possible. Acceptance of an appointment confirms that the legal team and the client consent to the sharing, storage and destruction of personal data in accordance with GDPR. A more detailed explanation of our compliance with GDPR is available on request.

Your client will be sent an appointment if required. The current waiting time is about six months. If the report is from the records alone, then Dr Simpson will try to provide this usually within 2-3 months of receiving the records. More urgent appointments can often be negotiated; Dr Simpson will always attempt to expedite urgent cases and we do hold a cancellation list.

You and your client will be notified of the appointment date, time and venue. They will be sent directions and given full assistance to facilitate their attendance. All assistance will be given, but it is your client's responsibility to get to the appointment venue on time and on the correct day. If an interpreter is needed, then Dr Simpson should be informed and will allow extra time, but the responsibility for arranging and paying the interpreter will be yours. Relatives and/or friends cannot act as interpreters. It is essential that the time of arrival is adhered to; otherwise, a late arrival may mean that Dr Simpson would be unable to see the client as there is little flexibility with room rentals. Cancellation of this appointment without ten working days' notice will entail a fee of £300, and failure to attend on the actual day will attract a fee of £1400 (£300 cancellation and 2 hours reading time). This is because medical records are read, and the chronology dictated before the appointment to ensure the most appropriate questions are asked. This fee must be settled before any further appointment can be scheduled. After the client has attended the rearranged appointment, the fee for 2 hours reading will be deducted from the fee note for the completed report.

Following submission of the report, Dr Simpson would usually be prepared to discuss simple matters by telephone or will enter correspondence regarding simple discrepancies and amendments. Other supplementary or detailed responses may attract additional fees.

**1) Preparation of Medical Reports**

This would include interviewing/examining the Client and perusing documents, literature search and report preparation. Depending on the complexity of the case this usually takes 6-15 hours. Responses to written questions, conferences with other experts and counsel will require extra time if needed.

Fees £550 per hour.

Please note, VAT is added to all accounts and all fees are subject to annual review on 1<sup>st</sup> January.

All invoices are payable within 30 days.

Late payment will mean that the fees specified herein shall be increased by 8% plus the Bank of England Base Rate per annum. In the case of fees that are more than 6

months overdue, Dr Simpson's accountant will recover the fees and his charges of up to 20% will be added as allowed under the Late Payment of Commercial Debts (Interest) Act 1998. If a dispute about fees occurs that cannot be resolved by discussion between both parties, then both parties agree that this will be resolved in the Courts of England and Wales.

## **2) Conferences/Joint Experts' Meetings**

Please note, at least six weeks is required for arranging and preparing joint statements after formal instruction to both parties' experts. Conferences with solicitors/counsel will usually be by telephone and arranged at a time convenient to all parties; however, clinical commitments mean that conferences etc. are often arranged in the evenings; Dr Simpson is available to work at weekends by arrangement. If conferences are cancelled with less than two working days' notice, all reasonable preparation time will be invoiced.

## **3) Court Appearance (if required)**

A minimum of six weeks' notice is required when notifying dates for court.

Each day or part thereof reserved for appearance in Court as a specialist expert witness incurs a fee of £5250.

Court appearances outside the UK will be negotiated on an individual basis.

Dr Simpson keeps an up-to-date on-line calendar that shows her commitments including leave and existing Court dates for at least 2 years in advance. This allows instructing solicitors to plan Court timetables as effectively as possible. It is updated very regularly, and it is vital that solicitors can access this when arranging Court and other important dates to minimize double booking.

## **4) Cancellation of Court Appearances/Conferences**

Notification within 48 hours or less of planned participation in conference/attendance at Court: full fee for conference/all days booked to attend court.

Notification given with less than 7 working days' notice: the whole of the fees for the first two days and 50% of subsequent days are payable up to a total of 3 whole days.

Notification given with less than 4 calendar weeks' notice: 50% full fee per day for first two days cancelled.

Court appearances outside the UK would attract a cancellation fee to cover the whole period booked to be outside the UK.

## **5) Other Expenses**

This includes reimbursement for all reasonable travelling expenses to consultation (outside Leeds), Court or Conference (including business class flights and first-class public transport).

Reimbursement for use of car will be at 75p per mile.

Reimbursement for reasonable accommodation/subsistence expenses.

A fee of £380 per hour travelling time applies.

Fee notes are fully itemized to allow the Court to assess the work involved in each case. Therefore, instructions are only accepted on the understanding fees will not be subject to taxation by the Court.

## **6) Pro bono advice**

Dr Simpson is happy to provide brief pro bono advice about cases, but she is aware that such work carries with it all the usual responsibilities, duties and risks of expert witness work even though there is no payment. Therefore, she is willing to provide pro bono advice on the understanding that: - the instructing lawyer will indemnify her for this work, any information given to her loses legal privilege and her provision of pro bono advice to a legal team would not prevent her from taking subsequent instruction from a different legal team without the need to refer to the original legal team.

**Acceptance of an appointment will be assumed to be an acceptance by the instructing solicitors of all terms specified herein including any annual increase in fees.**