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**TERMS AND CONDITIONS**

For your information below are Dr Simpson's current terms and conditions with respect to medico legal work. Please note that the responsibility for obtaining all medical records and any necessary documents/investigations. It is essential that passwords are provided for any records on CD that are protected as inability to access these will lead to delays in completing reports.

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 £75 will be made for this service. In cases where there are many lever arch files of documents then a flat charge of £75 will be made for this service for the first file; there will be a further charge of £15 for each additional lever arch sized file scanned. If further documents are sent later, then there will be a charge of £20 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. Please note, documents will be scanned on receipt and charged for even if the appointment is cancelled. All records need to be provided at least seven working days prior to the appointment to allow time for scanning as Dr Simpson needs time to consider all records prior to her assessment.

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 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 six months. If the report is from the notes alone, then Dr Simpson will try to provide this usually within 3 months of receiving the records. More urgent appointments can often be negotiated; Dr Simpson will always attempt to expedite urgent cases and we 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. If an interpreter is needed, then Dr Simpson should be informed and will allow extra time, but the responsibility for the interpreter will be yours. 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. Cancellation of this appointment without two working days' notice will attract a fee of £200, and failure to attend on the actual day will attract a fee of £500 this is because medical records are read and the chronology dictated shortly before the appointment to ensure the most appropriate questions are asked. This fee must be settled before any further appointment can be scheduled.

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 3-10 hours. Responses to written questions, conferences with other experts and counsel will require extra time if needed.

Fees £485 per hour. Please note, VAT is added to all accounts.

All invoices are payable within 30 days. All fees are subject to yearly review and 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 by 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 only and arranged at a time convenient to all parties; however, clinical commitments mean that conferences etc are often arranged in the evenings; however, Dr Simpson is also available to work at weekends. If conferences are cancelled with less than two working days' notice, all reasonable preparation time will be invoiced.

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

When notified with dates each day or part thereof reserved for appearance in Court as a specialist expert witness incurs a fee of £4650.

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

**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 days' notice: the whole of the fees for the first two days and 50% of subsequent days are payable up to a total of three whole days.

Notification given with less than 4 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 70p per mile.

Reimbursement for reasonable accommodation/subsistence expenses.

A fee of £350 per hour travelling time applies.

Fee notes are fully itemised 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 back to the original legal team.

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

Yours sincerely

Secretary to

**Dr Karen H. Simpson FRCA FFPMRCA**

**Consultant in Anaesthesia & Pain Medicine GMC No. 2502425**