

Mr Hisham Shalaby, MD, FRCS Ed (Tr&Orth)

Edinburgh Orthopaedic Specialists
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Practice Manager: Mrs D Christie
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TERMS AND CONDITIONS

1. All correspondence should be sent to the Mr Shalaby at Edinburgh Orthopaedic Specialists (EOS) offices (address below) or via email to sh@edinburghorthopaedics.com or enquiries@edinburghorthopaedics.com.
2. Upon receipt of a Letter of Instruction Mr Shalaby will confirm acceptance of instruction and the relevant medical records and documentation should then be sent to EOS, upon receipt of which an appointment will be issued. All appointments are made through EOS.
3. Documents:
 - All relevant documentation – GP records, Hospital records, reports, imaging – should be sent to Mr Shalaby at EOS offices.
 - The Instructing Party is responsible for acquiring these notes.
 - Mr Shalaby is not responsible for the accuracy or verification of any provided notes.
 - The Instructing Party shall ensure that copies of notes are legible and collated in date order. Please do not send duplicates.
 - Whenever possible all records will be returned with the report, unless otherwise instructed. EOS is able to confidentially destroy records if they do not require to be returned.
4. Charges:
 - Fees for reports vary and are dependent on the volume of medical records to be reviewed. A report involving extensive or complex medical records will have a higher fee.
 - All fees are subject to VAT.
 - There will be a fee for non-attendance and the appointment will not be re-booked until this is paid.
 - There will be a fee for meetings with Counsel and court attendance.
 - There will be a fee for cancellation of court attendance at short notice.
 - An invoice for the fee will accompany the report.
 - Payment should be made within 12 months of receipt of the report, even if the case is ongoing, or upon settlement of the case, whichever occurs first, unless by prior agreement. This applies to Legal Aid cases.
 - Review of notes provided after the appointment will incur an additional fee unless Mr Shalaby has been specifically instructed to await these. Supplemental reports or letters clarifying points of completed reports will also incur a fee.
 - Late payment of more than 12 months, in any case, will incur an additional charge of 10% of the initial fee per month.
 - The fee should be paid by cheque payable to Edinburgh Orthopaedic Specialists and should reference the invoice number. If BACS payment is preferable please contact EOS offices for details. Remittance advice referencing the invoice number should accompany all payments.
 - The contract for medicolegal reports is between Mr Shalaby (the Consultant) and the Instructing Party and the Instructing Party is liable for all fees.
 - Please see fee schedule below.
5. All information supplied to Mr Shalaby will be treated confidentially and will not be disclosed indirectly or otherwise used except for the purpose of the specific litigation without prior consent from the Consultant.

6. The instructing agent is responsible for giving adequate Instruction and shall check that all index matters are covered in the report. Instructing agents shall be responsible for any claim made against the Consultant resulting from their failure to do so.
7. The instructing agent must confirm that their client has consented to examination and disclosure of medical records, or disclose if the client does not consent. The instructing agent must advise their client to bring photographic identification to the appointment.
8. Citations should be sent to Mr Shalaby at EOS offices in duplicate and cancellation should be informed by the earliest possible date to avoid a fee.
9. Mr Shalaby's primary duty as an expert witness is to provide independent and unbiased evidence to the court.
10. We confirm our commitment to confidentiality, prompt response and provision of reports in a timely manner.
11. We confirm that Mr Shalaby holds Professional Indemnity Insurance.
12. Due to strict requirements of the Scottish Legal Aid Board (SLAB) all SLAB funded cases must be identified by the Instructing Party at Instruction.

FEE SCHEDULE

Personal Injury cases:	£235 per hour	
Medical Negligence cases:	£300 per hour	
Full day in court:	£1880 (8 hours at £235)	<i>For appearance and travel</i>
Half day in court:	£940 (4 hours at £235)	<i>For appearance and travel</i>
Cancellation w/in 14 days:	£470 (2 hours at £235)	
Cancellation w/in 7 days:	£940 (4 hours at £235)	
Meeting with Council:	£235 per hour	<i>For appearance and travel</i>
Formal Letter to Council:	£150	

please fill and return this signed form with your letter of instructions

Clients name: Your Reference: The above Terms and Conditions are agreed and accepted: Signed: Date: Instructing Party Name and Address:
