

## *Halesowen Medical Practice*

### **GUIDANCE ON COMPLETING YOUR NEW PATIENT REGISTRATION FORMS**

**We have a duty to confirm your identity and current address by seeing at least 2 of the following documents:**

**ADULTS**- Medical card, passport, birth certificate or full driving licence

**AND** a recent utility bill as proof of address.

**You will need an appointment with our Practice Nurse or Health Care Assistant to fully register, during which they will complete a brief health check. Please bring a list of your current medication.**

**Please arrive 10 minutes before your appointment time to enable us to register you ready for the nurse to see you.**

**Children under 5**- Children under 5 don't need an appointment with a nurse to register but we do need the red book with their NHS number.

#### **Patient's details:**

Please ensure you complete the section on the forms fully, **including NHS Number**, correct address, telephone numbers and date of birth. If you have a mobile number we offer a text message reminder service.

If you are from abroad, you must provide us with the information requested including the date you first came to live in the UK. We will need to take a copy of your passport. The practice will only register patients who are eligible for NHS treatment. Those who are not eligible for NHS treatment may be asked to pay for any services received from the practice unless it is deemed to be immediate and necessary treatment.

**Please ensure you sign and date the bottom of the GMS1 form.**

#### **Summary Care Records**

Unless patient's choose to opt out, basic elements of patient records are uploaded to the national spine each time the records are updated. This enables a clinician, with your consent, to access your records from another part of the country should you need to receive emergency medical care whilst away from home.

This Information will only be accessible following receipt of consent from the patient at the point of care. This will include your current medication and any known allergies along with your basic demographic details.

If you wish to opt out of this then please inform the receptionist so that a note can be added to your record.

General information regarding the Practice, including information about booking appointments or requesting repeat prescriptions can be found at

**[www.halesowenmedicalpractice.com](http://www.halesowenmedicalpractice.com)**

If you have any queries, or need any help, please do not hesitate to contact us.

Thank you.