

**REGISTRATION FORM AND LIST OF DOCUMENTS TO BE BROUGHT BACK TO SURGERY**

- Fill in the Registration form with your details including your previous/existing GP. Please make sure you **sign** and date this form. You **MUST** include your NHS number; you can ask for this from your previous surgery. We cannot accept registration forms that are not fully completed.

- **2 Forms of ID :**

- Passport or photograph driving licence

(If you do not have photographic ID please provide birth certificate/marriage certificate)

**AND:**

- Utility bill/bank statement with your current address details (Please note any utility bills/bank statements to be dated within the last 3 months). NHS medical card will also be accepted

**WE ALSO REQUIRE:**

- **Summary of Medications** – Please contact your existing/previous GP and request a Summary of Medications.

**CHILDREN UNDER 16 YEARS WILL ONLY NEED TO PROVIDE A BIRTH CERTIFICATE**

\*Please note without all of the above evidence we **will not** be able to process your application for registration with the Practice.

I currently take medication and a copy of this has been attached to my ID

I **do not** take any medication

We operate a strict non-attendance policy. If you do not attend 3 times in a year **without informing** the practice, the Partners may decide to ask you to register at another surgery.

If you are on regular medication you must make sure you have **at least 1 month** supply from your current GP surgery at the time we receive your registration forms as it may take up to 4 weeks to fully process your registration.

The information I have provided above is correct

(If you tick the box '**I do not take any medication**' the surgery will not be responsible to provide any medication you later claim you have previously taken regularly.)

Patient/Parent signature .....

# New Patient Registration Form - Child

Please complete all pages in full using block capitals

## 1. Background Details

### Your Child Details

Child Name		Gender	
Address		Date of Birth	
		Home Telephone	

### Parent or Guardian Details

Your Name		Relationship	
Address		Home Telephone	
		Work Telephone	
Mobile Telephone	I consent to be contacted* by SMS on this number:		
Email	I consent to be contacted* by email at this address:		
Family Registered With Us			

\* It is your responsibility to keep us updated with any changes to your telephone number, email & postal address.

We may contact you with appointment details, test results or health campaigns or Patient Participation Group details  
If you do not consent to being contacted by SMS or Email, please tick here:  SMS  Email

### Other Details

Previous GP	Name:	Address:		
Country of Birth				
School				
Ethnicity	<input type="checkbox"/> White (UK)	<input type="checkbox"/> Black Caribbean	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Arabic
	<input type="checkbox"/> White (Irish)	<input type="checkbox"/> Black African	<input type="checkbox"/> Indian	<input type="checkbox"/> Chinese
	<input type="checkbox"/> White (Other)	<input type="checkbox"/> Black Other	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Other
Religion	<input type="checkbox"/> C of E	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Sikh	<input type="checkbox"/> No religion
	<input type="checkbox"/> Catholic	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish	<input type="checkbox"/> Other:
	<input type="checkbox"/> Other Christian	<input type="checkbox"/> Muslim	<input type="checkbox"/> Jehovah's Witness	
Housing	<input type="checkbox"/> Own Home	<input type="checkbox"/> Shared House	<input type="checkbox"/> Asylum Seeker	
	<input type="checkbox"/> Rented Home	<input type="checkbox"/> Sheltered House	<input type="checkbox"/> Refugee	
Overseas Visitor	<input type="checkbox"/> Yes	<input type="checkbox"/> European Health Insurance Card Held (please bring details with you)		
Armed Forces	<input type="checkbox"/> Family Member			

### Communication Needs

Language	What is your main spoken language? Do you need an interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No
Communication	Do you have any communication difficulties? <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>Yes</b> please identify below <input type="checkbox"/> Hearing aid <input type="checkbox"/> Large print <input type="checkbox"/> British Sign Language <input type="checkbox"/> Lip reading <input type="checkbox"/> Braille <input type="checkbox"/> Makaton Sign Language <input type="checkbox"/> Guide dog

## 2. Medical History

### Medical History

Has your child suffered from any of the following conditions?

Asthma                       Depression                       Diabetes                       Epilepsy

Any other conditions, operations or hospital admission details:

If your child is currently under the care of a Hospital or Consultant outside our area, please tell us here:

### Family History

Please record any significant family history of close relatives with medical problems and confirm which relative e.g. mother, father, brother, sister, grandparent

Asthma.....                       Heart Disease.....                       Diabetes.....                       Depression.....  
 COPD.....                       Stroke.....                       Kidney Disease.....                       Thyroid.....  
 Epilepsy.....                       Blood Pressure.....                       Liver Disease.....                       Cancer.....

Other:

### Allergies

Please record any allergies or sensitivities below

### Current Medication

Please check and include as much information about your child's current medication below

If they have a previous repeat medication list please give this to us & they may need a medication review appointment

### 3. Further Details

#### Named Accountable GP

The GP who has overall responsibility for your child's care is

*You are however entitled to make an appointment to see any GP of your choice, subject to availability.*

#### Electronic Prescribing

If you would like your child's prescriptions to go electronically, please provide details of the pharmacy you would like to use:

Pharmacy:

#### Parent or Guardian Signature

Signature

I confirm that the information I have provided is true to the best of my knowledge

Name

Date

#### Checklist

Please ensure the following are done and provided so that your registration can be completed successfully

- Completed & Signed Above Form
- Completed & Signed GMS1 Form
- Birth Certificate
- Photo Proof of ID e.g. Passport, Photo Driving License or Photo ID card
- Proof of Address e.g. Bank statement, Utility Bill or Council Tax from within the last 3 months

#### Practice Use Only

Appointment	<input type="checkbox"/> Required	<input type="checkbox"/> Not Required		
Photo ID	<input type="checkbox"/> Passport	<input type="checkbox"/> Driving licence	<input type="checkbox"/> Identity card	<input type="checkbox"/> Other
Proof of Address	<input type="checkbox"/> Utility Bill	<input type="checkbox"/> Council Tax	<input type="checkbox"/> Bank Statement	<input type="checkbox"/> Other

## 4. Sharing Your Health Record

### Your Health Record

Do you consent to your GP Practice sharing your Child's health record with other organisations who care for them?

- Yes (*recommended option*)  
 No

Do you consent to your GP Practice viewing your Child's health record from other organisations that care for them?

- Yes (*recommended option*)  
 No

### Your Summary Care Record (SCR)

Do you consent to your child having an Enhanced Summary Care Record with Additional Information?

- Yes (*recommended option*)  
 No

### Parent or Guardian Signature

Signature	
Name	
Date	

# Sharing Your Health Record

## What is your health record?

Your health record contains all the clinical information about the care you receive. When you need medical assistance it is essential that clinicians can securely access your health record. This allows them to have the necessary information about your medical background to help them identify the best way to help you. This information may include your medical history, medications and allergies.

## Why is sharing important?

Health records about you can be held in various places, including your GP practice and any hospital where you have had treatment. Sharing your health record will ensure you receive the best possible care and treatment wherever you are and whenever you need it. Choosing not to share your health record could have an impact on the future care and treatment you receive. Below are some examples of how sharing your health record can benefit you:

- Sharing your contact details This will ensure you receive any medical appointments without delay
- Sharing your medical history This will ensure emergency services accurately assess you if needed
- Sharing your medication list This will ensure that you receive the most appropriate medication
- Sharing your allergies This will prevent you being given something to which you are allergic
- Sharing your test results This will prevent further unnecessary tests being required

## Is my health record secure?

Yes. There are safeguards in place to make sure only organisations you have authorised to view your records can do so. You can also request information regarding who has accessed your information from both within and outside of your surgery.

## Can I decide who I share my health record with?

Yes. You decide who has access to your health record. For your health record to be shared between organisations that provide care to you, your consent must be gained.

## Can I change my mind?

Yes. You can change your mind at any time about sharing your health record, please just let us know.

## Can someone else consent on my behalf?

If you do not have capacity to consent and have a Lasting Power of Attorney, they may consent on your behalf. If you do not have a Lasting Power of Attorney, then a decision in best interests can be made by those caring for you.

## What about parental responsibility?

If you have parental responsibility and your child is not able to make an informed decision for themselves, then you can make a decision about information sharing on behalf of your child. If your child is competent then this must be their decision.

## What is your Summary Care Record?

Your Summary Care Record contains basic information including your contact details, NHS number, medications and allergies. This can be viewed by GP practices, Hospitals and the Emergency Services. If you do not want a Summary Care Record, please ask your GP practice for the appropriate opt out form. With your consent, additional information can be added to create an Enhanced Summary Care Record. This could include your care plans which will help ensure that you receive the appropriate care in the future.

## How is my personal information protected?

<Organisation Details> will always protect your personal information. For further information about this, please see our Privacy Notice on our website or please speak to a member of our team

For further information about your health records, please see: [www.nhs.uk/NHSEngland/thenhs/records](http://www.nhs.uk/NHSEngland/thenhs/records)

For further information about how the NHS uses your data for research & planning and to opt-out, please see: [www.nhs.uk/your-nhs-data-matters](http://www.nhs.uk/your-nhs-data-matters)

## 5. Online Access To Your Health Record

Name <Patient Name>  
 NHS Number <NHS number>  
 Date of Birth <Date of birth>  
 Address <Patient Address>  
 Telephone <Patient Contact Details>  
 Email Address <Patient Contact Details>

### I wish to have online access for my child to: *Please tick all that apply*

- View & book appointments  
 View & request medication  
 Access my coded medical record (*contains any medical codes that have been recorded*)  
 Access my full medical record (*contains medical codes **and** any free text that has been recorded*)  
 Access my Summary Care Record  
 Complete online questionnaires

### I wish to access my child's medical record & understand & agree with each statement: *Please tick all that apply*

- I have read and understood the 'Important Information' section below  
 I will be responsible for the security of the information that I see or download  
 If I choose to share my information with anyone else, this is at my own risk  
 I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement  
 If I see information in my record that it not about me, or is inaccurate I will log out immediately and contact the practice as soon as possible

Please bring photographic proof of your identification in order for the process to be completed

### Parent or Guardian Signature

Signature			
Name			
Date			

### For Practice Use Only:

Identity verified through (tick all that apply)	<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Self vouching <input type="checkbox"/> Vouching with information in record <input type="checkbox"/> Photo ID <input type="checkbox"/> Proof of residence <input type="checkbox"/> Professional vouching		
Name of Verifier		Date	
Name of person who authorised and added to SystemOne		Date	
Photocopied this page	<input type="checkbox"/> Yes – Name:		
Passed for scanning	<input type="checkbox"/> Yes – Name:		

# Access to GP Online Services

## Important Information – Please read before completing form below

If you wish to, you can now use the internet (via computer or mobile app) to book appointments with a GP, request repeat prescriptions for any medications you take regularly and look at your medical record online. You can also still use the telephone or call in to the surgery for any of these services as well. It's your choice.

It will be your responsibility to keep your login details and password safe and secure. If you know or suspect that your record has been accessed by someone that you have not agreed should see it, then you should change your password immediately. If you are unable to do this for some reason, we recommend that you contact the practice so that they can remove online access until you are able to reset your password.

If you print out any information from your record, it is also your responsibility to keep this secure. If you are at all worried about keeping printed copies safe, we recommend that you do not make copies at all.

During the working day it is sometimes necessary for practice staff to input into your record, for example, to attach a document that has been received, or update your information. Therefore you will notice admin/reception staff names alongside some of your medical information – this is quite normal.

The definition of a full medical record is all the information that is held in a patient's record; this includes letters, documents, and any free text which has been added by practice staff, usually the GP. The coded record is all the information that is in the record in coded form, such as diagnoses, signs and symptoms (such as coughing, headache etc.) but excludes letters, documents and free text.

Before you apply for online access to your record, there are some other things to consider. Although the chances of any of these things happening are very small, you will be asked that you have read and understood the following before you are given login details.

### **Forgotten history**

There may be something you have forgotten about in your record that you might find upsetting.

### **Abnormal results or bad news**

If your GP has given you access to test results or letters, you may see something that you find upsetting to you. This may occur before you have spoken to your doctor or while the surgery is closed and you cannot contact them.

### **Choosing to share your information with someone**

It's up to you whether or not you share your information with others – perhaps family members or carers. It's your choice, but also your responsibility to keep the information safe and secure.

### **Coercion**

If you think you may be pressured into revealing details from your patient record to someone else against your will, it is best that you do not register for access at this time.

### **Misunderstood information**

Your medical record is designed to be used by clinical professionals to ensure that you receive the best possible care. Some of the information within your medical record may be highly technical, written by specialists and not easily understood. If you require further clarification, please contact the surgery for a clearer explanation.

### **Information about someone else**

If you spot something in the record that is not about you or notice any other errors, please log out of the system immediately and contact the practice as soon as possible.

For further information, please see:

[www.nhs.uk/NHSEngland/AboutNHSServices/doctors/Pages/gp-online-services.aspx](http://www.nhs.uk/NHSEngland/AboutNHSServices/doctors/Pages/gp-online-services.aspx)