

## Patient's details

Please complete in BLOCK CAPITALS and tick  as appropriate

<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms				Surname	
Date of birth				First names	
NHS No.				Previous surname/s	
<input type="checkbox"/> Male <input type="checkbox"/> Female				Town and country of birth	
Home address					
Postcode			Telephone number		

## Please help us trace your previous medical records by providing the following information

Your previous address in UK	Name of previous GP practice while at that address
	Address of previous GP practice

## If you are from abroad

Your first UK address where registered with a GP

If previously resident in UK, date of leaving	Date you first came to live in UK
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## Were you ever registered with an Armed Forces GP

Please indicate if you have served in the UK Armed Forces and/or been registered with a Ministry of Defence GP in the UK or overseas:    Regular    Reservist    Veteran    Family Member (Spouse, Civil Partner, Service Child)

Address before enlisting: \_\_\_\_\_

Postcode: \_\_\_\_\_

Service or Personnel number: \_\_\_\_\_ Enlistment date: DD MM YY   Discharge date: DD MM YY (if applicable)

*Footnote: These questions are optional and your answers will not affect your entitlement to register or receive services from the NHS but may improve access to some NHS priority and service charities services.*

## If you need your doctor to dispense medicines and appliances\*

*\*Not all doctors are authorised to dispense medicines*

I live more than 1.6km in a straight line from the nearest chemist

I would have serious difficulty in getting them from a chemist

Signature of Patient                       Signature on behalf of patient

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## What is your ethnic group?

Please tick one box that best describes your ethnic group or background from the options below:

**White:**    British    Irish    Irish Traveller    Traveller    Gypsy/Romany    Polish

Any other white background (please write in): \_\_\_\_\_

**Mixed:**    White and Black Caribbean    White and Black African    White and Asian

Any other Mixed background (please write in): \_\_\_\_\_

**Asian or Asian British:**    Indian    Pakistani    Bangladeshi

Any other Asian background (please write in): \_\_\_\_\_

**Black or Black British:**    Caribbean    African    Somali    Nigerian

Any other Black background (please write in): \_\_\_\_\_

**Other ethnic group:**    Chinese    Filipino

Any other ethnic group (please write in): \_\_\_\_\_

**Not stated:**  

Not Stated should be used where the PERSON has been given the opportunity to state their ETHNIC CATEGORY but chose not to.

**NHS England use only**   Patient registered for    GMS    Dispensing

## To be completed by the GP Practice

Practice Name

Practice Code

 I have accepted this patient for general medical services on behalf of the practice

 I will dispense medicines/appliances to this patient subject to NHS England approval.

*I declare to the best of my belief this information is correct*

Practice Stamp

Authorised Signature

Name

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**SUPPLEMENTARY QUESTIONS** – These questions and the patient declaration are optional and your answers will not affect your entitlement to register or receive services from your GP.

### PATIENT DECLARATION for all patients who are not ordinarily resident in the UK

Anybody in England can register with a GP practice and receive free medical care from that practice.

However, if you are not 'ordinarily resident' in the UK you may have to pay for NHS treatment outside of the GP practice. Being ordinarily resident broadly means living lawfully in the UK on a properly settled basis for the time being. In most cases, nationals of countries outside the European Economic Area must also have the status of 'indefinite leave to remain' in the UK.

Some services, such as diagnostic tests of suspected infectious diseases and any treatment of those diseases are free of charge to all people, while some groups who are not ordinarily resident here are exempt from all treatment charges.

More information on ordinary residence, exemptions and paying for NHS services can be found in the Visitor and Migrant patient leaflet, available from your GP practice.

You may be asked to provide proof of entitlement in order to receive free NHS treatment outside of the GP practice, otherwise you may be charged for your treatment. Even if you have to pay for a service, you will always be provided with any immediately necessary or urgent treatment, regardless of advance payment.

The information you give on this form will be used to assist in identifying your chargeable status, and may be shared, including with NHS secondary care organisations (e.g. hospitals) and NHS Digital, for the purposes of validation, invoicing and cost recovery. You may be contacted on behalf of the NHS to confirm any details you have provided.

Please tick one of the following boxes:

- a)  I understand that I may need to pay for NHS treatment outside of the GP practice
- b)  I understand I have a valid exemption from paying for NHS treatment outside of the GP practice. This includes for example, an EHIC, or payment of the Immigration Health Charge ("the Surcharge"), when accompanied by a valid visa. I can provide documents to support this when requested
- c)  I do not know my chargeable status

I declare that the information I give on this form is correct and complete. I understand that if it is not correct, appropriate action may be taken against me.

**A parent/guardian should complete the form on behalf of a child under 16.**

<b>Signed:</b>		<b>Date:</b>	DD MM YY
<b>Print name:</b>		<b>Relationship to patient:</b>	
<b>On behalf of:</b>			

**Complete this section if you live in an EU country, or have moved to the UK to study or retire, or if you live in the UK but work in another EEA member state. Do not complete this section if you have an EHIC issued by the UK.**

### NON-UK EUROPEAN HEALTH INSURANCE CARD (EHIC), PROVISIONAL REPLACEMENT CERTIFICATE (PRC) DETAILS and S1 FORMS

Do you have a non-UK EHIC or PRC?	YES: <input type="checkbox"/> NO: <input type="checkbox"/>	If yes, please enter details from your EHIC or PRC below:
 <p><i>If you are visiting from another EEA country and do not hold a current EHIC (or Provisional Replacement Certificate (PRC))/S1, you may be billed for the cost of any treatment received outside of the GP practice, including at a hospital.</i></p>	Country Code:	
	3: Name	
	4: Given Names	
	5: Date of Birth	DD MM YYYY
	6: Personal Identification Number	
	7: Identification number of the institution	
	8: Identification number of the card	
	9: Expiry Date	DD MM YYYY
	PRC validity period	(a) From: DD MM YYYY

Please tick  if you have an S1 (e.g. you are retiring to the UK or you have been posted here by your employer for work or you live in the UK but work in another EEA member state). **Please give your S1 form to the practice staff.**

**How will your EHIC/PRC/S1 data be used?** By using your EHIC or PRC for NHS treatment costs your EHIC or PRC data and GP appointment data will be shared with NHS secondary care (hospitals) and NHS Digital solely for the purposes of cost recovery. Your clinical data will not be shared in the cost recovery process.

Your EHIC, PRC or S1 information will be shared with Business Service Authority for the purpose of recovering your NHS costs from your home country.

**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			
NHS Number	If you have had a previous GP then you will find this on letters/prescriptions or at <a href="http://www.nhs.uk/find-nhs-number">www.nhs.uk/find-nhs-number</a>		
	I do not know my NHS number		
Child Name		Gender	
Which of the following best describes how you think of yourself?	Non-binary	Female	Male
		Prefer not to say	Unable to answer
Is your gender the same as the sex you were assigned at birth?	Yes	No	Prefer not to say
			Unable to answer
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"/> Catholic <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> No religion <input type="checkbox"/> Other Christian <input type="checkbox"/> Muslim <input type="checkbox"/> Jehovah's <input type="checkbox"/> Other: 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



## 2. Medical History

### Vaccinations

Has the patient had all their routine vaccinations?                      Yes                      No

Did the patient get all their routine vaccinations in the UK?                      Yes                      No

### 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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asthma.....	Heart Disease.....	Diabetes.....	Depression.....
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COPD.....	Stroke.....	Kidney Disease.....	Thyroid.....
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Epilepsy.....	Blood Pressure.....	Liver Disease.....	Cancer.....
Other:			

### Allergies

Please record any allergies or sensitivities below

### Current Medication

Please attach if possible a copy of your repeat prescription request and include any other medication you may be taking which does not appear on your list. PLEASE NOTE AN APPOINTMENT WITH THE GP MAY BE NECESSARY FOR A MEDICATION REVIEW.

### 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.*

#### Education

Does <Patient name> go to any of the following for their education?

Nursery School	Secondary School	Junior School
Primary School	Boarding School	Home Tuition
School		

#### 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

#### Sharing Out

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

- Yes (*recommended option*)  
 No

#### Sharing In

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*

- Book appointments  
 Request medication  
 View my medical record (subject to policy)  
 View 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 SystmOne		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)