TRAMWAYS & MIDDLEWOOD

REGISTRATION PACK

How to register with a GP surgery

To register yourself or someone else with a GP surgery, fill in this form and give it to the surgery you want to register with.

You should:

- use a 'tick' or 'x' for boxes where necessary
- complete all sections that apply to you or the person you are registering
- provide as much information as possible
- use BLOCK CAPITALS
- if you cannot answer a question or it does not apply write 'Not applicable' or 'N/A'
- only use black or blue ink
- ask at the reception desk of the surgery you want to register with if you need help completing this form

Which sections should be completed?

- Part A - all sections that apply.
- Part B - this section is optional, but will help the GP provide the best care.
- Part C - only complete these sections if you do not normally live in the UK.

You may be contacted by the GP surgery if you do not complete all the relevant sections.

Register online
It is quick and secure to register with a new GP surgery online. Check the website of the surgery you want to register with for a link for the 'Register to a GP surgery' service.

PART A

Try to provide as much information as possible. If a question does not apply to you or the person you are registering write 'Not applicable' or 'N/A'.

Section 1 - Who is registering?

1 **Are you registering**

☐ Yourself (Go to Section 2 - Patient details) ☐ Someone else

Only provide your details if you are registering someone else.

2 **Your name**

3 **Your relationship to the person you are registering**

4 **Your contact phone number**

You can help save lives as a blood or organ donor. Become someone's lifeline.
Visit www.nhsbt.nhs.uk/lifeline or call us on 0300 123 23 23.

Section 2 - Details of patient registering

1 Title

2 First name

3 Last name

4 Middle name (if you have one)

5 Previous last name

6 Date of birth DD MM YYYY

7 What is your sex as recorded on your NHS record?

☐ Female ☐ Male ☐ Intersex

☐ Not specified or known

8 NHS number (if you have it)

9 Village, town or city of birth

10 Country of birth

11 Current address

Postcode

☐ No fixed address

12 What postcode did you give to the last GP surgery you registered with?

13 Name and address of UK GP surgery you registered with

Postcode

14 Have you ever lived somewhere else in the UK?

☐ Yes ☐ No

15 Last address in the UK

Postcode

The NHS and your GP surgery can use these details to call, text or email you about health care services.
All phone numbers must be registered in the UK.

16 Home phone number

17 Mobile phone number

18 Email address

19 Name of emergency contact

20 Phone number of emergency contact

21 Their relationship to you

22 Name of next of kin

23 Phone number of next of kin

24 Their relationship to you

Section 3 - Patients under 18 years

For children under 12 months only

1 Where were they born?

☐ England ☐ Northern Ireland ☐ Wales

☐ Isle of Man ☐ Scotland ☐ Outside the UK

2 Where was the mother living when the baby was born?

Postcode

For patients under 18 years

1 Do you attend any of the following?

☐ School ☐ Nursery ☐ Home school

☐ None of these

2 Address

Postcode

3 Are any of these involved in your care?

☐ Hospital specialist ☐ Health worker

☐ Social worker ☐ None of these

4 Have you had all your routine vaccinations?

☐ Yes ☐ No ☐ Don't know

5 Did you get your routine vaccinations in the UK?

☐ Yes ☐ No ☐ Don't know

Section 4 - Additional information

1 What is your ethnic group?

Choose one section from A to E, then tick one box to best describe your ethnic group or background.

(A) White

☐ English, Welsh, Scottish, Northern Irish or British

☐ Irish ☐ Gypsy or Irish Traveller

Any other White background

(B) Mixed or multiple ethnic groups

☐ White and Black Caribbean

☐ White and Black African

☐ White and Asian

Any other Mixed or Multiple ethnic background

(C) Asian or Asian British

☐ Indian ☐ Pakistani ☐ Bangladeshi

☐ Chinese

Any other Asian background

(D) Black/African/Caribbean/British

☐ African ☐ Caribbean

Any other Black, African or Caribbean background

(E) Other ethnic group

☐ Arab

Any other ethnic group

☐ Prefer not to say

Section 4 - Additional information

2 Have you registered with a UK GP before?

☐ Yes ☐ No

3 If you have moved to the UK, what date did you arrive?

☐☐ ☐☐ ☐☐☐☐

4 Have you ever served in the UK Armed Forces or were you ever registered with a Ministry of Defence GP in the UK or overseas?

☐ Yes ☐ No ☐ Prefer not to say

If you were given a FMED133A form (sometimes called an FMED1 form) when you left the UK Armed forces, you should give this to your GP surgery.

5 Do you need an interpreter for your appointments?

☐ Yes ☐ No

6 What language?

☐ British Sign Language (BSL)

7 Are you a carer?

☐ Yes ☐ No

8 What is your relationship to the person you are caring for?

9 What type of carer are you?

☐ Young carer, under 18 ☐ Paid as a job

☐ Unpaid, but may get benefits ☐ Foster carer

10 Do you have a carer?

☐ Yes ☐ No

11 What is your relationship to your carer?

12 What type of carer are they?

☐ Young carer, under 18 ☐ Paid as a job

☐ Unpaid, but may get benefits ☐ Foster carer

13 Carer's contact telephone number

14 What pharmacy do you want your prescriptions sent to?

Pharmacy address

Postcode

You can sometimes collect your prescription items from your GP surgery instead of having to go to a pharmacy. Your surgery may discuss this with you

15 Do you live more than 1 mile from your nearest pharmacy?

☐ Yes ☐ No

16 Would you have serious difficulty getting medicines or appliances from your nearest pharmacy?

☐ Yes ☐ No

Do you want important information from your GP record to be available to other health and care professionals?

Your GP surgery needs permission to share important information from your GP record. This is called a Summary Care Record (SCR). Your SCR can only be shared with health and care staff across England who are providing you with direct care. It gives them access to vital information from your GP record.

☐ **Yes, share a Summary Care Record with additional information**
Includes details of your medicines, allergies, adverse reactions and additional information, which includes details of any significant illnesses and health problems, operations and vaccinations

☐ **Yes, share a Summary Care Record without additional information**
Includes details of your medicines, allergies and adverse reactions only

☐ **No, do not share a Summary Care Record**
Details of your medicines, allergies, adverse reactions and any additional information will not be shared with anyone involved in your direct care

PART B

You do not have to complete this section. But any information you do give will help the GP give you the best care.

Section 5 - Patient health

1 **Have you ever had any of these conditions?**

- ☐ Alzheimer's disease or dementia
- ☐ Asthma ☐ Cancer ☐ Diabetes
- ☐ Epilepsy ☐ Heart disease
- ☐ High blood pressure (hypertension)
- ☐ Stroke ☐ Thyroid disease

2 **What best describes you?**

- ☐ I smoke ☐ I used to smoke
- ☐ I have never smoked ☐ Prefer not to say

3 **On average, how many cigarettes do you smoke a day?**

4 **What date did you stop smoking?** DD MM YYYY

5 **How often do you drink alcohol?**

- ☐ Never ☐ Monthly or less
- ☐ 2 to 4 times a month ☐ 2 to 3 times a week
- ☐ 4 or more times a week ☐ Prefer not to say

6 **How many units of alcohol do you drink on a typical day when you are drinking?**

1 pint of 4% beer is 2.5 units. a small 125ml glass of wine is 1.5 units and a 25ml shot of spirits is 1 unit.

Units

7 **How often have you had six or more units of alcohol on a single occasion in the last year?**

- ☐ Never ☐ Less than monthly
- ☐ Monthly ☐ Weekly ☐ Daily or almost daily
- ☐ Prefer not to say

8 **What is your weight?**

Kilograms Or Stone Pounds

9 **What is your height?**

Centimetres Or Foot Inches

10 **Allergies**

11 **Mental health conditions**

Section 5 - Patient health (continued)

12 Disabilities

13 Other medical conditions

14 Give details of any medication you are taking

Are any of these repeat prescriptions?

☐ Yes ☐ No

15 Do you or your carer need to be communicated in an accessible format?
For example, braille, audio, large format or EasyRead.

Tell us what you need

16 Do you or your carer need any reasonable adjustments to make your visit to the GP surgery accessible?
For example, an audible or visual alert in the waiting room, access to a hearing loop or the support of a note taker.

Tell us what you need

PART C

Section 6 - Patients from abroad

Complete this section if you are:

- visiting the UK and do not normally live here.
- currently living in the UK, but do not think of it as your permanent country of residence. For example, you are studying here or have come to the UK as part of your job.
- a permanent resident in the UK and receive a pension or benefit from a European country.

Information on eligibility to free care outside the GP practice

Anyone can register with a GP practice and receive free medical care from that practice. However, should you be referred for treatment outside the practice or need unplanned care, for example at a hospital, charges may apply if you are a visitor or temporary resident.

Some groups of visitors or temporary residents are eligible to receive this care free of charge. Documentation may be required to demonstrate eligibility.

Examples of those eligible include:

- refugees, asylum seekers, those receiving certain forms of state support
- suspected or confirmed victims of modern slavery and human trafficking
- temporary residents with a valid visa of over 6 months. You may have paid the immigration health surcharge with your visa application. Note that assisted conception services remain chargeable to this group
- visitors from the EEA will need to provide their EHIC (European Health Insurance Card), which covers immediately necessary unplanned treatment, or a S2 form which covers planned treatment.

Additionally, some services are free of charge to all visitors, including diagnosis and treatment for infectious diseases and sexually transmitted infections.

Immediate necessary care, maternity care and other urgent care that cannot wait until a chargeable visitor's departure from the UK will not be withheld or delayed due to charges. But non-urgent treatment will not be given until full payment is received.

More information can be found in the patient leaflet available from the GP practice.

Select the statement that applies to you

☐ I understand I may have to pay for NHS treatment outside of the GP practice.

☐ I do not have to pay for NHS treatment outside of the GP practice and have documents to prove this.

☐ I do not know if I have to pay for treatment.

PART C

Section 6 - Patients from abroad (continued)

Giving us this information means that if you need NHS care outside the GP practice and you are entitled to that care without charge, it will be easier for you to demonstrate this entitlement.

We'll use the information to establish your chargeable status in order to recover NHS costs from countries responsible for your healthcare where applicable. This will not impact your entitlement to register with the GP practice or to receive free GP services.

1 **Tick one of the following**

- ☐ I have an S1 form issued by an EU or EEA member state
- ☐ I am entitled to an EHIC card, but I do not have one
- ☐ I have an EHIC card issued by an EU or EEA member state
- ☐ I am in receipt of a European pension or benefit
- ☐ I am in the UK as part of my employment
- ☐ None of these

Enter details from your EHIC

1 **Country code**

2 **Name**

3 **Given name**

4 **Date of birth** DD MM YYYY

5 **Personal identification number**

6 **Identification number of the institution**

7 **Identification number of the card**

8 **Expiry date** DD MM YYYY

How will your EHIC and S1 data be used?

By using your EHIC for NHS treatment costs your EHIC 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 or S1 information will be shared with Business Service Authority for the purpose of recovering your NHS costs from your home country.

Your Electronic Patient Record

Please read this page carefully. It will give you information about the sharing of your electronic patient record and the choices you need to make.

Today, electronic records are kept in all the places where you receive healthcare. Our GP Practice uses a computer system called SystmOne that allows the sharing of full electronic records across different NHS Care Services, as and when they are needed. This helps speed up communication between services and the care they can provide for you.

As a patient at the Practice, you have the right to make a choice about how the Practice shares information about your care from your electronic record. You can choose to share or not to share your electronic GP record with other NHS Care Services. (This form is not about your Summary Care Record (SCR), it is asking your sharing preferences regarding your full electronic GP record.)

How is my decision recorded?

Your GP's computer system has two settings that allow you to control how your medical information is shared:

Sharing Out – This controls whether your full electronic patient record can be shared and seen by other NHS Care Services where you are treated. For example, this may include district nurses, health visitors, out-of-hours services.

Please record your preference:

☐ Yes (shared)	☐ No (not shared)

Sharing In – This controls whether you agree for this Practice to view information recorded at other NHS Care Services that you have agreed to share.

Please record your preference:

☐ Yes (viewable)	☐ No (not viewable)

You have the right change your mind and amend your choices at any time by informing the Practice. There may be times when you are asked if you would like to review your decisions where a clinician believes it would aid in your care.

Your Named Accountable GP

As of the 1st April 2015 all GP practices were required to designate every one of their patients to a named doctor. This doctor will make sure that their patients receive appropriate care and support from the Practice. At our Practice, **all patients are assigned to Dr Martin Hakes** as the Senior Partner.

Whilst Dr Hakes is responsible for the overall care and support that you receive from the Practice, this does not affect the way you access our services on a day-to-day basis. You are still able to book appointments with **any** doctor or nurse at the surgery.

Online Services

Applying for Online Access

If you wish to apply for our online services, please ensure that you bring a piece of photo identification with you when returning this form to our Reception team.

SystmOnline can be used for:

- Booking both same-day and advance GP appointments
- Cancelling appointments without the need to call the surgery
- Ordering your repeat medications any time, any where
- Checking a summary of your medical record

All links to access the services can be found at our website at hillsborough-middlewood-doctors-gp.co.uk

Patient Name:		
Date of Birth:		
I would like to access the following online services:		
☐ Appointment booking	☐ Repeat medication ordering	☐ Coded record access

For patients under 13, access can be granted via another patient account who holds parental responsibility for the child. This is called 'proxy access'. Please indicate whom proxy access should be granted to below.

Proxy access is also available for patients aged 13-16 but consent must be provided by patient prior to access being granted. Please ask the patient to sign the designated space below before returning the forms.

I can confirm that the patient applying is:		
☐ Myself	☐ Aged between 13-16 (see below)	☐ Under 13
Under-16 nominated person:	Name:	DOB:
I confirm that I wish to allow the above nominated person to be able to access		
Signature of patient between 13-16y		

All proxy access rights automatically revoked on the patient's 16th birthday and a patient will then be required to apply for their own unique log-in details.

Receiving Your Log-in Details

In order for us to send you your own unique username and login details once you are registered, please provide the following details and indicate your preference:

Mobile number:	
E-mail address:	
I would prefer to receive my login details by:	
☐ E-mail	☐ Text Message