

Patient's details

Please complete in BLOCK CAPITALS and tick as appropriate

Mr Mrs Miss Ms Surname _____
 Date of birth _____ First names _____
 NHS No. _____ Previous surname/s _____
 Male 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 doctor while at that address _____
 _____ Address of previous doctor _____

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 _____

If you are returning from the Armed Forces

Address before enlisting _____

 Service or Personnel number _____ Enlistment date _____

If you are registering a child under 5

I wish the child above to be registered with the doctor named overleaf for Child Health Surveillance

If you need your doctor to dispense medicines and appliances*

**Not all doctors are authorised to dispense medicines*

I live more than 1 mile 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 _____ / _____ / _____

NHS Organ Donor registration

I want to register my details on the NHS Organ Donor Register as someone whose organs/tissue may be used for transplantation after my death. Please tick the boxes that apply.

Any of my organs and tissue or
 Kidneys Heart Liver Corneas Lungs Pancreas Any part of my body

Signature confirming my agreement to organ/tissue donation _____ Date _____ / _____ / _____

For more information, please ask at reception for an information leaflet or visit the website www.uktransplant.org.uk, or call 0300 123 23 23.

NHS Blood Donor registration

I would like to join the NHS Blood Donor Register as someone who may be contacted and would be prepared to donate blood. Tick here if you have given blood in the last 3 years

Signature confirming consent to inclusion on the NHS Blood Donor Register _____ Date _____ / _____ / _____

For more information, please ask for the leaflet on joining the NHS Blood Donor Register
My preferred address for donation is: (only if different from above, e.g. your place of work)

Postcode: _____

HA use only Patient registered for GMS CHS Dispensing Rural Practice

To be completed by the doctor

Doctors Name HA Code

- I have accepted this patient for general medical services For the provision of contraceptive services
 I have accepted this patient for general medical services on behalf of the doctor named below who is a member of this practice

Doctors Name, if different from above HA Code

- I am on the HA CHS list and will provide Child Health Surveillance to this patient or
 I have accepted this patient on behalf of the doctor named below, who is a member of this practice and is on the HA CHS list and will provide Child Health Surveillance to this patient.

Doctors Name, if different from above HA Code

- I will dispense medicines/appliances to this patient subject to Health Authority's Approval
 I am claiming rural practice payment for this patient.
 Distance in miles between my patient's home address and my main surgery is

I declare to the best of my belief this information is correct and I claim the appropriate payment as set out in the Statement of Fees and Allowances. An audit trail is available at the practice for inspection by the HA's authorised officers and auditors appointed by the Audit Commission.

Practice Stamp

Authorised Signature

Name Date ____/____/____

SUPPLEMENTARY QUESTIONS

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.

Signed:		Date:	DD MM YY
Print name:		Relationship to patient:	
On behalf of:			

Complete this section if you live in another EEA 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 The Department for Work and Pensions for the purpose of recovering your NHS costs from your home country.

Ethnicity (please circle below):

WHITE	MIXED	Asian/Asian British	Black/Black British	Other
British	White & Black Caribbean	Indian	Caribbean	Chinese
Irish	White & Black African	Pakistani	African	Other
European	White & Asian	Bangladeshi	Other	
Other	Other	Other		

DOCUMENTATION REQUIRED FOR PATIENTS NEWLY REGISTERING;

1. Photo ID for Adults e.g. Passport, Drivers Licence with patient present
2. Children under age of 16 we require full birth certificate only
3. Current proof of address in practice area e.g. recent Utility Bill, wage slip, Drivers Licence, Bank Statement, Tenancy Agreement, mortgage document, Council Tax Bill or benefits information.
4. Registration form completed inc **DOB, Place of Birth, previous Address and previous GP**
5. **Registration Form Signed**

Patients from **ABROAD** (who have not been registered with a UK GP before)

1. Same as above **PLUS:**
2. Proof of entitlement to be in UK for more than 6 months. **This paperwork is photocopied.**
 - a. (for students a visa or letter from education establishment)
 - b. For workers, a visa, residence permit or work permit

If patient does not fit these criteria they will be treated as a **PRIVATE PAYING PATIENT**

IF PAPERWORK IS NOT PROVIDED WE CAN ONLY REGISTER YOU AS A TEMPORARY PATIENT FOR A MAXIMUM OF 3 MONTHS, UNTIL I.D. ETC IS PRESENTED

WHEN REGISTERING AT PMG IT WOULD BE BEST, IF POSSIBLE, IF YOU COME TO THE SURGERY BETWEEN 12.30 AND 2.OOPM OR AFTER 4.30 PM, OUR QUIETER TIMES.

THANK YOU.

Receptionists name: _____ **Photocopies** _____

NEW PATIENT REGISTRATION INFORMATION FORM

Thank you for taking the time to complete this form in as much detail as possible. However, please note that some of the information is being requested by the Department of Health so that we can provide you with a better Primary Care Service.

If you are a new patient to PMG please make an appointment for a **New Patient Check** when you have received our registration confirmation letter as this enables us to introduce ourselves and also to carry out basic checks on your present state of health.

SURNAME:.....

FORENAMES:.....

TITLE:..... DATE OF BIRTH:..... MARITAL STATUS:.....

ADDRESS:.....

.....

..... POSTCODE:.....

TEL NO:..... MOBILE NO:.....

EMAIL:.....

Next of Kin's Full Name and address. Please state relationship to you and their Tel No:

.....

.....Postcode:.....

Relationship:..... Tel No:.....

First Language: English (Yes/No).....If Not English:.....

COMMUNICATION – DO YOU NEED US TO COMMUNICATE WITH YOU IN A DIFFERENT WAY, FOR EXAMPLE LARGE PRINT, BRAILLE, SIGN LANGUAGE, INTERPRETER SERVICES REQUIRED ETC?

IF YES PLEASE ADVISE.....

.....

ALCOHOL (AGE 16+ TO COMPLETE)

How many **units** do you usually drink per week?:.....

What is a UNIT?



A pint of Regular Beer/Larger/Cider is = **2 UNITS**



One bottle of alcopop or can of larger is = **1.5 UNITS**



One small glass of wine (175ml) is = **2 UNITS**



One single small measure of spirits is = **1 UNIT**



One bottle of wine is = **9 UNITS**



SMOKING

Please tick as appropriate:

Current Smoker: How many do you smoke per day?.....

Ex Smoker Quit Date:..... How many did you smoke per day?.....

Never Smoked Tobacco: E-Cigarette Smoker:

ABOUT YOU:

What is your occupation?.....

MEDICATION? If you require regular medication – please **ATTACH A CURRENT PRESCRIPTION SLIP** showing your current medication requirements so that these may be added to your records.

Do you have any **drug allergies** or other **sensitivities** (i.e. to plasters)?

.....
.....
.....

Your **Past Medical History** (operations, illnesses etc)

.....
.....
.....

Family History (only mother, father, brother or sister who died under the age of 65 and reason)

.....
.....

Are you a carer? (A **carer** is anyone who cares, unpaid, for a friend or family member who due to illness, disability or a mental health problem) If your answer is yes, please give the name and relationship to you of the person you are caring for and we will send out a carers registration pack to you:

Yes..... Name and relationship;.....

Contraception method (for women only):.....



SystemOne Online – Patient Application Form

You just need to bring along some photographic proof of ID (i.e. Passport or Driving Licence) to get registration details. To ensure confidentiality we are only able to accept registrations in person – i.e. you cannot give your details to anyone else to register for you.

Please take this to reception to be given a log in (Tuesday/Wednesday/Friday after 2pm only)

We are unable to give access to SystemOne Online for patients under the age of 16.

Name of person for the online access	
Date of Birth	Age

Patient Disclaimer 1 (application in person over 16 yrs)

I have understood and will adhere to the Pulborough Medical Group Practice Guidance notes which I have been given for the use of SystemOne Online. It is my responsibility to keep my account secure by keeping my log in details confidential. I understand that I can terminate my account at any time by contacting the surgery, or change my log in details by re-registering, and that this form will be kept on my electronic records.

Signed Date

Please tick if you would like access to your detailed coded medical record.

The following information is optional but very useful for us to keep our records up to date, please tick appropriate box:

I have never smoked I am an ex-smoker I am a current smoker

If you are a **current smoker** we are required to offer BOTH support and treatment to stop smoking.

Please tick below-

I am **not interested** in either support/treatment

I **am interested** in either support/treatment

Please make an appointment with a Pharmacist to discuss

Email Address

Mobile telephone number
.....

If you have supplied a mobile telephone number you will receive text message appointment reminders and occasional messages/test results. Please tick if you **DO NOT** want to received text messages by the surgery

Document now to be scanned onto patient record and then shredded please.



Patient Guidance notes for SystmOne Online

We are pleased to offer you the facility to use “SystmOne Online” which provides internet services for patients. For patients under the age of 16 years parental / guardian and patient access is not permissible

Online you can:

- View, book or cancel doctor appointments
- View a list of your current repeat medication and send repeat prescription requests.
- View your detailed coded medical record

Please note that other medical records are not accessible.

Appointments

At the moment, only GP appointments are available to book online - for nurses appointments please continue to contact the surgery. If you are unsure as to whether you need a GP or a nurse appointment, please contact the surgery.

Appointment times are currently set at 10 minutes, if you feel that you need longer with your doctor, please contact the surgery to make an appropriate appointment.

If you subsequently decide that you no longer require the appointment, please ensure that it is cancelled to enable the time to be offered to someone else – please cancel by either the online system or by telephoning the surgery.

(Failure to cancel on line appointments could result in your online account being removed)

Repeat prescriptions

Please note that when requesting a repeat prescription, you need to state in the comments box which pharmacy you would like it sent to.

We still require 3 working days to process requests.

Registering

To register please complete the ‘SystmOne Online – Patient Application Form’ (available on the surgery website or from reception)

Please note the following disclaimer if applying for online registration:

You agree to adhere to the Pulborough Medical Group Practice Guidance notes for the use of SystmOne Online. It is your responsibility to keep the account secure by keeping the log in details confidential. You understand that you can terminate the account at any time by contacting the surgery, or change the log in details by re-registering, and that this form will be kept on the clinical electronic records. Access to communications by the patient is the responsibility of the patient and the surgery accepts no responsibility for communications used but not processed by the surgery.

You will need photographic proof of identification eg. passport or driving licence & to ensure confidentiality we are only able to accept registrations in person so you cannot give your details to anyone else to register for you.

Our reception staff will quickly register you and provide you with unique log in details and instructions for the website.

PULBOROUGH PATIENT LINK

CONSENT TO USE A SECURE EMAIL ADDRESS

Pulborough Patient Link (PPL) is an association of patients of Pulborough Medical Group (PMG) which aims to promote a better understanding of patient concerns and of PMG services. They hold regular committee meetings, produce a Newsletter 3 times a year and organise health events. If you would like to receive copies of the PPL's Newsletters and details of their health events by email, please complete and return this form to the Surgery.

I consent to the staff of Pulborough Medical Group being able to use the Email address given below to send me copies of the Pulborough Patient Link (PPL) Newsletter and information on any PPL Events. I have informed them that this is a secure Email address

Email address

(please print clearly)

I understand that this email address will not be stored on my patient record, or be passed to any other person(s) and will not be used for any other purpose than the circulation of information from the patient link group – PPL.

Change of Email address

I understand that it will be my responsibility to advise the Practice in the event of any changes and I will need to complete another form with my new email address and signed consent.

Signed Date

ELECTRONIC PRESCRIPTIONS

Most prescriptions are now signed, sent and processed electronically.

You have 2 choices for how this works.

- You can choose a pharmacy or dispenser to dispense all your prescriptions. When you get a prescription, it will be sent electronically to the dispenser you have chosen. You can collect your medicines or appliances without having to hand in a paper prescription.
- You can decide each time you are issued a prescription where you would like it to be dispensed. When you are issued a prescription, you will be given a paper copy that you can take to any pharmacy or other dispenser in England. The paper copy will contain a unique barcode that will be scanned to download your prescription from the secure NHS database.

Paper prescriptions will continue to be available in special circumstances, but almost all prescriptions will be processed electronically.

Choosing a pharmacy or other dispenser

If you get regular prescriptions or are already using a prescription collection service (where a pharmacy collects prescriptions from your GP practice for you) then choosing a pharmacy to dispense all your prescriptions may save you time by avoiding unnecessary trips to your GP.

You will still order your repeat prescriptions in the same way as you do now, but your prescriptions will be sent electronically to the pharmacy or dispenser of your choice.

You will not have to collect a paper repeat prescription from your GP practice.

Cancelling or changing your choice of pharmacist or dispenser

You can change or cancel your choice of dispenser at any time. Simply speak to your GP or pharmacist before you order your next prescription.

You should allow time for the update to take place to avoid your next prescription being sent to the wrong place.

What can I do if I'm unhappy with the process?

You should be provided with information about electronic prescriptions and give your consent before your choice of dispenser is recorded.

If you're unhappy with your experience, you can complain to the dispenser, your GP practice or your local clinical commissioning group (CCG).

Who can see my prescription?

Electronic prescriptions are reliable, secure and confidential.

Your electronic prescription will be seen by the people who provide your medicines in GP practices and pharmacies, and by NHS prescription payment and fraud agencies.

For more information visit

www.hscic.gov.uk/epspatients, your pharmacy or GP practice.



Electronic Prescription Service Patient Nomination Request

Patient name

Address

.....

Telephone Number.....

DOB

NHS Number (if known)

I am the patient named above/carer of the patient named above. Nomination has been explained to me and I have also been offered a leaflet that explains nomination.

**PLEASE WRITE DOWN THE NAME AND ADDRESS OF YOUR
NOMINATED PHARMACY HERE:**

Patient /Carer Signature.....

Date.....

Using your Confidential Patient information – NHS Digital

Your confidential patient information is used in two different ways:

Your individual care

Health and care professionals may use your confidential patient information to help with your treatment and care.

For example, when you visit your GP, they may access your records for important information about your health.

Research and planning

Confidential patient information is also used to:

- plan and improve health and care services
- research and develop cures for serious illnesses

Most of the time, we use anonymised data for research and planning. So your confidential patient information isn't always needed.

Where you have a choice

If you don't want your confidential patient information to be used for research and planning, you can opt out of this. If you do opt out, there are some specific situations where your data may still be used. Data that does not identify you may still also be used.

Your confidential patient information will still be used to support your individual care. Any preference you set using this service will not change this.

If you opt out, your decision will only apply within the health and care system in England. Your opt-out will not apply to your health data where you have accessed health or care services outside of England, such as in Scotland and Wales.

Manage your choice

You may use our online service, or request a print-and-post form, to make or change your choice at any time. You can also request assistance or make your choice using our telephone service. If you do not wish to opt out, you don't have to do anything at all.

You can also manage a choice on behalf of another individual by proxy. For example, if you are a parent or guardian of a child under the age of 13.



Before you start

You must have an email address or phone number registered with an NHS service to continue online. Ask your GP Practice for help if you need to confirm your contact information is up to date.

To continue you will need:

- to be aged 13 or over
- access to your email or mobile phone
- your NHS number

Contact details for NHS Digital

You should then go Online at: www.nhs.uk/your-nhs-data-matters/

Or Telephone on 0300 303 5678

Or Email: enquiries@nhsdigital.nhs.uk

Please note - your GP surgery is no longer able to manage access to your Confidential Patient Information, this is now being managed by NHS Digital.

Please direct any queries you have regarding this to NHS Digital on the details above.

Communicating with our patients

We want to get better at communicating with our patients. We want to make sure you can read and understand the information we send you. If you find it hard to read our letters or if you need someone to support you at appointments, please let us know.

- We want to know if you need information in braille, large print or easy read.
- We want to know if you need a British Sign Language interpreter or advocate.
- We want to know if we can support you to lipread or use a hearing aid or communication tool.

Please tell the receptionist when you arrive for your next appointment, or call us on 01798 872815 between 2.30pm and 5.30pm and ask for the Admin Department

Thank you

CONSENT FORM FOR TELEPHONE AND SMS MESSAGES

Dear New Patient

Please let us know if you **DO NOT** consent to us leaving a telephone message or sending an SMS regarding your healthcare to either your home or mobile telephone numbers. With thanks.

Tick here if you DO NOT consent

1) Your mobile number

2) Your home number

*** Please note – we do not leave detailed medical messages**



PULBOROUGH MEDICAL GROUP

Practice Boundary Area Policy for Patients

Pulborough Medical Group offers full NHS contracted services, including home visits, to a large rural area in West Sussex. This means our clinicians can travel a number of miles in cases of emergency home visits, alongside other more routine home visits for our patients.

With effect from 1st June 2020, we would kindly request that all patients who move outside of our Practice Area ensure that they register with a local GP surgery that provide NHS treatment in the area that they relocate to. There will be a transition period of 30 days to enable patients to find a suitable local GP Practice to register with.

From this date we are unable to accept new, or retain patients on our register, that live or move outside of our practice boundary area and there will be no exceptions to this policy.

This will ensure that our clinical team are able to offer safe, timely and effective NHS care and support to those patients that continue to live in the locality we cover as a practice.