

GROVE MEDICAL PRACTICE

Patient Registration - Annex M

Registration Process

New patient are categorised as follows:

- Adult patients, 16 or over, who are to complete the following documents:
 - o GMS1
 - o Appendix 1 to Annex M; this contains the Audit C Questionnaire.
- Children, aged 12 – 15, whose parent / guardian are to complete the following documents:
 - o GMS 1
 - o Appendix 2 to Annex M
- Children under 12, whose parent / guardian are to complete the following documents:
 - o GMS1
- Patients requesting On-Line access are to complete Appendix 3 to Annex M.
- All patients are to be notified of offered the data 'Opt-Out' option; this prevents their data being used for planning and research by NHS England and associated stakeholders. Details are at Appendix 4 to Annex M.

Ensuring that the data held is accurate and a patient's identity is verified.

- When registering at the practice a patient provides proof of personal identity and their current address; the address must be within the declared Practice boundary.
- In accordance with NHS and BMA guidelines exceptions will be made for patients who are homeless, vulnerably housed or 'of no fixed abode', asylum seekers, refugees and overseas visitors, whether lawfully in the UK or not; such patients are eligible to register with a GP practice even if they have to pay for NHS services outside of the GP practice.
- In order to access patient online services a patient must provide two forms of identification; one with a photograph (for example a driving licence or passport) and the other with their current address.
- The patient must ensure that the practice is notified of any change in their contact details; including: address, home telephone number, mobile telephone number and e-mail address.
- In the event that a patients name changes due to marriage, divorce or via deed poll the patient must notify the practice and provide supporting documentation.
- In the event that a patient authorises a carer or relative to speak to the practice on their behalf written authorisation must be provided by the patient.

Appendices:

1. Adult patient questionnaire.
2. New patient Questionnaire (12 – 15 years)
3. Application for online access to my medical record
4. Medical Record data Sharing – Opt Out
5. Patient Registration Staff Guidance

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Creator – Practice Manager

Deputy – Lead GP

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