

# **New Patients**

**Important information to ensure a smooth transition.**

**We understand that this can be a stressful time. This document has been produced to ensure that Rowner Surgery can manage your expectations for the registration process.**

**What we ask from new patients:**

* Please ensure that you have enough medication from your previous surgery to last 4 weeks. This will enable us to fully complete your registration
* Bring a list of medication you are currently on if possible - for example a repeat prescription slip from previous surgery/pharmacy.
* Provide as much information as possible on the registration forms.
* Please ask at Reception if you require patient access for ease of booking your appointments and reordering your medication at your convenience.

**If you are aged over 16 :**

As a new patient to the surgery we will need you to **book and attend a new patient health check** withour Healthcare Support Worker. This appointment should be booked immediately upon registering.

**Why??**

* Ensuring safe practice – our Healthcare Support Worker checks all information on the system is correct.
* A new patient health check is completed to record your blood pressure, weight, height and lifestyle information to assist with future consultations.

**Thank you for your cooperation with this and look forward to assisting you with your future health care needs.**

**Kind Regards**

*Rowner Surgery*

 **REGISTRATION FORM**

**Please complete all pages using BLOCK capitals**

Surname (inc Title)

First Name(s) (in full)

Previous Surname/s

Date of Birth (DD/MM/YY)

Address & Post Code

Home Telephone number: Mobile number:

Email address:

What do we use your mobile phone & Email address for?

We may send you texts or emails for:

Appointment reminders

Information regarding health campaigns such as Flu vaccinations

Message you regarding test results

If you do not wish to be contacted in this way please let reception know.

Do you consent to be contacted by:

Text Yes / No

Email Yes / No

**Next of Kin**

Name: Title Forename Surname

Relationship: Tel contact number:

**Please note that this consent will remain in place until your inform us otherwise**

**Military Veteran**

**vej**

Are you a Military Veteran ? 🞏 Yes 🞏 No

Are you a Member of a Military Family (Spouse or Dependant Child)? 🞏 Yes 🞏 No

**Medication: If you**

**Communication Requirements**

**vej**

Do you have any special communication requirments? Yes / No

If yes please state\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate your ethnic origin:

**Ethnicity/Language**

**vej**

🞏 British or mixed British 🞏 Irish 🞏 African 🞏 Caribbean 🞏 Indian 🞏 Pakistani

🞏 Bangladeshi 🞏 Chinese 🞏 Other (please state):

🞏 Decline to state

Please advise if a translator is required: 🞏 Yes 🞏 No

**Personal Medical History**

**vej**

**Do you have an ongoing medical condition? If so please list below**

|  |  |
| --- | --- |
| **Condition** | **Year Diagnosed** |
|  |  |
|  |  |
|  |  |

**Please list any the names and dosage of any medication which you take regularly:**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

**Prescriptions will be sent direct to your chosen Pharmacies, please indicate below the name and address of the Pharmacy you use:**

**Please list any allergies you have:**

|  |  |
| --- | --- |
|  |  |
|  |  |

**Carer**

**vej**

Are you a carer? 🞏 Yes 🞏 No Do you have a carer? 🞏 Yes 🞏 No

If yes, please tell us the name & address of your Carer:

Are you happy for us to contact your carer about you? 🞏 Yes 🞏 No

**This carer’s information will remain in place until you inform us otherwise**

**Smoking**

Do you smoke: 🞏 Yes 🞏 No

If yes, do you smoke: 🞏 Cigarette 🞏 Cigars 🞏 Pipe 🞏 Roll

🞏 1-9 per day 🞏 10-19 per day 🞏 20-39 per day 🞏 40+ per day

IF YOU ARE A SMOKER AND WANT TO STOP, CALL 0845 602 4663 FOR FREE ADVICE

Are you an ex-smoker? 🞏 Yes 🞏 No If yes, what date did you stop?
How many did you use to smoke on average per day?

**Family Medical History**

**vej**

Has either of your parents or any of your siblings had Angina or a Heart Attack before the age of 60?

🞏 Yes 🞏 No

If yes, please give details:

**Female patients only**

**vej**

Are you currently, or think you may be pregnant? 🞏 Yes 🞏 No

Have you had a cervical smear test? 🞏 Yes 🞏 No Date (if known)

Have you had a Total Abdominal Hysterectomy? 🞏 Yes 🞏 No Date (if known)

**Lifestyle alcohol**

 **This is one unit of alcohol…**

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**…and each of these is more than one unit**

****

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **0** | **1** | **2** | **3** | **4** |
| How often do you have a drink that contains alcohol? | Never | Less than monthly | Monthly | Weekly | Daily or almost daily |
| How many units do you have on a typical day when you are drinking? | 0 – 2 | 3 – 4 | 5 – 6 | 7 – 9 | 10 or more |
| How often have you had 6 or more units if female, or 8 or more if male, on a single occasion in the last year? | Never | Less than monthly | Monthly | Weekly | Daily or almost daily |
| How often in the last year have you found you were not able to stop drinking once you have started? | Never | Less than monthly | Monthly | Weekly | Daily or almost daily |
| How often during the last year have you failed to do what was normally expected from you because of your drinking? | Never | Less than monthly | Monthly | Weekly | Daily or almost daily |
| How often in the last year have you needed an alcoholic drink in the morning to get you going after a heavy drinking session? | Never | Less than monthly | Monthly | Weekly | Daily or almost daily |
| How often in the last year have you had a feeling of guilt or regret after drinking? | Never | Less than monthly | Monthly | Weekly | Daily or almost daily |
| How often during the last year have you been unable to remember what happened the night before because you had been drinking? | Never | Less than monthly | Monthly | Weekly | Daily or almost daily |
| Have you or someone else been injured as result of your drinking? | Never | Less than monthly | Monthly | Weekly | Daily or almost daily |
| Has a relative or friend, doctor or other health worker been concerned about your drinking or suggested that you cut down? | Never | Less than monthly | Monthly | Weekly | Daily or almost daily |

Scoring

● 0 to 7 indicates low risk

● 8 to 15 indicates increasing risk

● 16 to 19 indicates higher risk,

● 20 or more indicates possible dependence

**Patient Participation Group**

**vej**

Would you like to join our Patient Participation Group

and be able to give your views on how the Practice is doing? 🞏 Yes 🞏 No

**We do not tolerate aggressive, threatening or abusive behaviour towards any staff and Patients will be removed from our practice list if there are occurrences of unacceptable behaviour**

**Data Sharing and You**

Medical Records & Data Sharing explained:

As part of the NHS, our surgery aims to provide you with the highest quality of health care. To do this we must keep records about you, your health and the care we have provided or plan to provide to you. These records may include:

* Basic details about you such as address, telephone number, date of birth, next of kin
* Contact we have had with you such as clinical visits
* Notes and reports about your health
* Details and records about your treatment and care, including test results
* Relevant information from people who care for you and know you well such as health professionals and relatives

Everyone working for the NHS has a legal duty to keep information about you confidential. We have a duty to maintain full and accurate records of the care we provide to you.

Some information will be held centrally to be used for statistical purposes. In these instances we take strict measures to ensure that individual patients cannot be identified. We use anonymous information, wherever possible, but on occasions we may use personal identifiable information for essential NHS purposes such as research and auditing.

**We will not share information that identifies you for any reason unless:**

* You ask us to do so
* We ask and you give us specific permission
* We have to do this by law
* We have special permission for health and research purposes, or
* We have special permission because the interest of the public are thought to be of greater importance than your confidentiality, for example, if you had a serious medical condition that may put others you may have come into contact with at risk
* When we use this information we make sure that, wherever possible, we do not use personal details such as your name and address, in order to protect your confidentially. When releasing information to researchers, we give them only the minimum data necessary and all their research is carefully vetted.

**At the surgery there are three main organisations with which we share your data:**

**Summary Care Record**

There is a national NHS Computer System called the Summary Care Record (SCR). This is an electronic record, which contains information about the medicines you take, allergies you have and any bad reactions to medicines you may have had.

Having this information stored in one place makes it easier for healthcare professionals to treat you in an emergency, or if your GP practice is closed. This information could make a difference to how a doctor decides to care for you, for example which medicines they choose to prescribe you.

If you DO NOT WISH to have your data uploaded as a Summary Care Record please tick here

You can add more information such as your health problems, carer details or communication needs to your SCR. This is called an enhanced SCR so if you ever needs treatment away from your GP surgery, health care staff will have a better understanding of your needs and preferences.

If you **WISH** to have your data uploaded as an enhanced Summary Care Record please tick here

If you **DO NOT** **WISH** to have your data uploaded as an enhanced Summary Care Record please tick here

For further information visit the NHS Digital website

**Care and Health Information Exchange (CHIE)**

The Care and Health Information Exchange (CHIE) is a secure system which shares key parts of your electronic record from GP surgeries, hospitals, community, mental health and social services. It allows health professionals across Hampshire and the Isle of Wight to provide safer and faster treatment for you and your family.

If you **WISH** to have a CHIE record please tick here

If you **DO NOT** **WISH** to have a CHIE record please tick here

**Care and Health Information Analytics (CHIA)**

Your information is also used to improve future care for you, your family and for other patients. This helps plan NHS services and supports medical research. To keep your information safe it is moved to a separate database called ‘Care and Health Information Analytics’ (CHIA) and changed so that it **cannot be used to identify you.**  Your data is never shared for the benefit of commercial companies like drug manufactures. People who analyse data on CHIA **do not have** access to CHIE, so cannot identify you.

If you **WISH** to have a CHIA record please tick here

If you **DO NOT WISH** to have a CHIA record please tick here

**Signature**

I confirm that the information I have provided in this form is true to the best of my knowledge.

Signed: Date:

Signature of Patient Signature on behalf of patient

**Patient Online Access**

**What you need to know about your GP online records**

You can book and cancel appointments with the GP and order repeat prescriptions online and you can also have access to detailed information that is on your GP record which is arranged with agreement from your GP.

**What’s in it for you?**

Online records are up to date and more secure than a printed paper record which could get lost or seen by others.

People who have long term conditions, for example diabetes, hypertension or coronary heart disease, have found that looking at their test results online helps them make positive changes to improve their health. They can see if their condition is improving or getting worse by looking at past test results.

You can look at your medical records before your appointment to see if there is anything you need to discuss with the doctor or nurse. This could be your test results, illnesses you have had in the past or any new information added to your records. This would help you discuss any concerns you may have and help you benefit more from your appointment.

Sometimes when you see your doctor, you are given a lot of information which you may not be able to remember it later. You may also want further information once you have had time to think about what was said. You can look at your online records after your appointment to make sure you understood what your doctor or nurse said.

**Understanding your records**

Your records are written to help medical people look after you and so in some cases, you may not understand everything you see. If you find anything difficult to understand, as well as talking to your doctor or nurse, you can go to the NHS Choices website [www.nhs.uk](http://www.nhs.uk).

**A few things to think about**

Your GP may not think it in your best interest for you to look at your GP records online. If this happens, your GP will discuss their reasons with you. It is up to your GP to decide if you should be allowed access to your online records.

You may see your test results before your doctor has discussed them with you. This may be when you cannot contact your surgery, or when your surgery is closed. This means you will need to wait until an appointment is available to talk to your doctor.

Information in your medical records might need correcting. If you find something you think is not correct, you should contact your surgery. The staff will be able to answer your questions and set things right when needed. Please bear in mind that you cannot change the record yourself.

There may be information in your medical records that you did not know was there or that you had forgotten about, such as an illness or an upsetting incident. If you see anything you did not know about that worries you, please speak to your surgery and they will discuss this with you.

If you have questions about any of the above points, please talk to your surgery and they will be able to advise you further.