

Bedlingtonshire Medical Group Registration Form

www.bedlington-doctors.com

Dear Patient

If you wish to register as a patient at our surgeries then we need certain information from you and each member of your family - ***Please complete a separate form for each family member to be registered.***

NOTE - We can only accept registrations between the hours of **8:00am and 16:30pm** unless pre-arranged with the surgery (Tel: 01670 822695)

PATIENT CHECKLIST - Please come to the surgery with:

- Completed Bedlingtonshire Medical Group registration form (this form)
- A completed GMS1 registration form
- Your NHS medical card from your previous GP if available
- Proof of ID
- Proof of your current address

We do not need identification for children as long as at least one parent is registering with us.

Usual Doctor

All patients, including children, are allocated a named, accountable GP who is responsible for their overall care at the practice. This is referred to as your 'Usual Doctor'. You should be informed of your Usual Doctor when you register, but you can also check who this is with any member of staff at any time. We encourage you to see your Usual Doctor where possible, particularly for ongoing problems, so we can provide you with better continuity of care.

Temporary Residents

We are happy to see patients who are temporarily staying in one of our practice areas should medical advice be required. Those wishing to be treated need to state that they are a "temporary resident" when reporting to reception where you will need to complete a temporary resident registration form.

Please complete this form in BLOCK CAPITALS and tick ✓ or delete as appropriate.

By giving us your current telephone number(s) and/or email address, you consent to us contacting you for medical or administrative reasons. This is our minimum level of communication we require from you. We require you to keep us informed of any changes to your contact details.

Online Services

We offer online appointments, medication requests, secure messaging and viewing your medical record. When we register you, we will email some security codes for you to enable your online account. Your email address will be used for security verification and confirmation receipts. This service can only be activated once you are fully registered with the practice. The codes will expire 30 days after sending.

Sharing Data

For more information about how we data, please see our Privacy Policy at www.bedlington-doctors.com

Please complete this form in BLOCK CAPITALS and tick ✓ or delete as appropriate.

Full Name:		Home Telephone Number:				
Mr / Mrs / Miss / Ms / Other.....		Work Number:				
Address and Postcode:		Mobile Number:				
		E-mail Address:				
		Preferred Method of contact: Home Telephone Number: <input type="checkbox"/>				
		Work Number: <input type="checkbox"/> Mobile Number: <input type="checkbox"/>				
Date of Birth:		Occupation:				
If you have provided us with a mobile number can we contact you by text message? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		Have you served in the armed forces? If Yes please give details:				
Do you smoke Y/N If Yes how many per day: If ex-smoker when did you stop and how many did you smoke per day:_____ If you would like help or advice to stop smoking please contact Northumberland Stop Smoking Service on 01670 813135		Next of Kin:				
		Relationship:				
		Next of Kin Contact Numbers:				
Your Religion:	C of E	Catholic	Other Christian (state)	Buddhist	Hindu	Muslim
	Sikh	Jewish	Jehovah's Witness	No religion	Other religion (state)	
Your Ethnic Origin: (select one)		White (UK)	White (Irish)	White (Other)		
Caribbean		African	Asian	Other Mixed Background		
Indian / Brit Indian		Pakistani / Brit Pakistani	Bangladeshi / Brit Bangladeshi	Other Asian Background		
Other Black Background		Chinese	Other	Ethnic Category not stated		
Your main or 1 st language Spoken / Understood: (select one)		English	Hindi	Gujurati	Urdu	Bengali /Sytheti
Polish	Ukrainian	French	German	Spanish	Other: (Please Specify)	
Will you need help in translation during contact with us? Y / N						

Alcohol – please tick all of the boxes that apply to you and add up your total score:			
How often do you have a drink that contains alcohol?	<input type="checkbox"/> Never (0 points) <input type="checkbox"/> Monthly or less (1 point) <input type="checkbox"/> 2 – 4 times per month (2 points) <input type="checkbox"/> 2 – 4 times per week (3 points) <input type="checkbox"/> 4 + times per week (4 points)	How many standard alcoholic drinks do you have on a typical day when you are drinking?	<input type="checkbox"/> 1 – 2 (0 points) <input type="checkbox"/> 3 – 4 (1 point) <input type="checkbox"/> 5 – 6 (2 points) <input type="checkbox"/> 7 – 9 (3 points) <input type="checkbox"/> 10 + (4 points)
How often do you have 6 or more standard drinks on one occasion?	<input type="checkbox"/> Never (0 points) <input type="checkbox"/> Monthly or less (1 point) <input type="checkbox"/> 2 – 4 times per month (2 points) <input type="checkbox"/> 2 – 4 times per week (3 points) <input type="checkbox"/> 4 + times per week (4 points)	Total Scorepoints

Prescriptions

Important information about repeat medication.

If you are taking regular prescribed medication, you must provide us with a copy of your latest repeat medication list from your previous GP Surgery. This can be a recent prescription or a medication print-out from your previous GP. It is your responsibility to provide us with precise details of your regular medication as this will allow us to safely update your new patient medication records.

If repeat medication information is not provided along with your new patient application this will delay your first request for medication.

If you wish you can nominate a local pharmacy for your prescriptions to be sent	Name and location of pharmacy:
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Specific Needs:
Please detail below any specific needs you have so the Practice can ensure they are identified and accommodated by taking the appropriate action:

Please state any sensory Impairment you have (i.e. speech, hearing, sight):	
Do you need information in braille, large print or easy read?	
Do you need a British Sign Language interpreter or advocate	
Do you need support to lip read or use a hearing aid or communication tool	
Are you an 'assistance dog' user?	
Please state any physical disabilities you have:	
Please state any mental disabilities you have:	
Please state any requirements you have to be able to access the Practice premises	
Please state any allergies and sensitivities you have:	
Please state any religious or cultural needs:	

Are you a carer?	If yes, who do you care for?
Do you have a carer? If so please state their name / address / phone number and sign here if you wish us to disclose information about your health to your carer.	Carer contact details:

Do you have a "Living Will" (a statement explaining what medical treatment you would not want in the future)?	Yes / No	<i>If "Yes", can you please bring to the surgery</i>
Have you nominated someone to speak on your behalf (e.g. a person who has Power of Attorney)?	Yes / No	If "Yes", please state their name / address / phone number/relationship:

Summary Care Records

The NHS Summary Care Record is an electronic record of important information about your health. It will be available to health care staff providing your NHS Care. All patients in the Practice will have a Summary Care Record unless they opt out. More information can be found <https://digital.nhs.uk/services/summary-care-records-scr>

Text Messaging

The practice uses SMS messaging to send patient appointment reminders and other appropriate clinical information. If you have provided us with a mobile number and agree to the practice sending you this information via SMS please sign below:

Signature: _____ Date: _____

Patient Participation Group

The Practice is committed to improving the services we provide to our patients. To do this, it is vital that we hear from people about their experiences, views, and ideas for making services better. By expressing your interest, you will be helping us to plan ways of involving patients that suit you. It will also mean we can keep you informed of opportunities to give your views and keep you up to date with developments within the Practice. If you are interested in getting involved, please tick the box below and we will pass these details to the group coordinator. For more information on our Patient Participation Group please contact Jill Henderson, Patient Services Manager on 01670 536214 email jill.henderson3@nhs.net

I am interested in joining the Patient Participation Group

PATIENT CHECKLIST – Please ensure you bring the following documents to the surgery:

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- Proof of ID
- Proof of your current address
- Bring all of the above to the surgery **between 8:00am and 16:30pm only** we are unable to accept registrations outside of this time unless pre-arranged with the surgery (Tel: 01670 822695)

Valid identity documents

This page lists those documents which are accepted as confirming your identity. You will normally need to provide three documents, one from Group 1, and two from Groups 1, 2a or 2b, one of which must include your current address.

Group 1: Primary Identity Credentials

- Current valid passport
- Biometric Residence Permit (UK)
- Current driving licence photocard, full or provisional (UK, Isle of Man, Channel Islands and EEA)
- Birth certificate (UK, Isle of Man and Channel Islands), issued within 12 months of birth
- Adoption Certificate (UK and Channel Islands)

Group 2a: Trusted Government Documents

- Current driving licence photocard, full or provisional (All countries outside the EEA)
- Current driving licence, full or provisional - paper version if issued before 1998 (UK, Isle of Man, Channel Islands and EEA)
- Birth certificate - issued more than 12 months after time of birth (UK and Channel Islands)
- Marriage/civil partnership certificate (UK and Channel Islands)
- Immigration document, visa or work permit issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based
- HM Forces ID card (UK)
- Firearms Licence (UK, Isle of Man and Channel Islands)

Group 2b: Financial and Social History Documents

- Mortgage statement issued in last 12 months (UK or EEA)
- Bank/building society statement issued in last 3 months (UK and Channel Islands or EEA)
- Bank/building society statement issued in last 3 months (Countries outside EEA - branch must be in the country where the applicant lives and works)
- Bank/building society account opening confirmation letter issued in last 3 months (UK)
- Credit card statement (UK or EEA) issued in last 3 months
- Financial statement, for example pension or endowment (UK) issued in last 12 months
- P45/P60 statement (UK and Channel Islands) issued in last 12 months
- Council Tax statement (UK and Channel Islands) issued in last 12 months
- Letter of sponsorship from future employment provider (non-UK/non-EEA only – valid only for applicants residing outside of the UK at time of application)
- Utility bill (UK) (mobile telephone bill not acceptable) issued in last 3 months
- Benefit statement, for example Child Benefit, Pension issued in last 3 months
- A document from central/local government, government agency or local council giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HM Revenue and Customs (UK and Channel Islands) issued in last 3 months
- Valid EU National ID Card.
- Valid Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands)
- Letter from head teacher or college principal - UK for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided

What you need to know about your GP Online records Patient Guide

Wouldn't it be great if you could look at your GP records online? Well you can! Once you register with us you will be sent log in details so you can go online and see information in your GP record. This includes your medications, allergies, test results, immunisations and illnesses. You can also book and cancel appointments and order repeat prescriptions.

Just like online banking you can look at your GP records on a computer, a tablet or a smartphone, using a website or an app. If you would like to find out more information to get started see the guide online at www.nhs.uk/GPonlineservices

What's in it for you?

You can look at your records whenever you choose to, without needing to print them. Online records are up to date and are more secure than a printed paper record which could get lost or seen by others.

People that 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 records before your appointment to see if there is anything you need to discuss with your 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 will help you discuss any concerns you may have and help you benefit more from your appointment.

Sometimes when you see a doctor, you are given a lot of information and might 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.

One of the most useful things patients have found is that you can make sure your medical information is accurate. For example, you will be able to let your doctor know if you have an allergy to a medicine and it is not recorded.

Before you go on holiday you can check if your vaccinations are up to date without having to go to your surgery.

Understanding your records

Your records are written to help medical staff 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 website www.nhs.uk where you can look for information on illnesses, improving health and find NHS services in your local area.

Other websites frequently used to search for information on illnesses and test results are Patient – www.patient.info and Lab Test Online UK – www.labtestsonline.org.uk Although these are not owned and checked by the NHS other patients have found them useful.

A few things to think about

There are a few things you need to be aware of when reviewing your online record.

There may be information in your GP 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.

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

Your GP may not think it is 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.

Information in your GP record 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.

If you see someone else's information in your record, please log out immediately and let your surgery know as soon as possible.

More information

For more information on GP Online services : www.nhs.uk/GPonlineservices