

**Patient's details**

Please complete in **BLOCK CAPITALS** and tick  as appropriate

Mr    Mrs    Miss    Ms   Surname  
 Date of birth 

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 First names  
 NHS No. 

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 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](http://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.

Bourne Galletly Practice Registration Information

Please complete in **BLOCK CAPITALS** and tick as appropriate

**\*HAVE YOU EVER BEEN REGISTERED WITH THIS PRACTICE PREVIOUSLY? YES  NO  \*IMPORTANT**

If so, under what address?

What is your calling name (if different to your actual name)?

Home Telephone:	Mobile Telephone:
Work Telephone:	E-mail Address:

State your Next of Kin: Mr/Mrs/Miss/Ms (delete as appropriate)

What relationship do they have to you?

Their contact Number:

**\*Please note this does NOT allow them permission to discuss your medical record**

Caring for someone: Do you look after someone who is ill, frail, disabled or mentally ill?  If so, who?

**\*You can ask for one of our carers forms from reception**

Cared for: Does someone look after you?  If so who?:

Please select your Ethnic origin			British or Mixed British	
Other Asian		Irish	Chinese	
Other White		White & Black Caribbean	African	
White & Black African		White & Asian	Other Black	
Other Mixed		Indian/British Indian	Caribbean	
Pakistan/British Pakistani		Bangladeshi/British Bangladeshi	I don't wish to say	

Bourne Galletly Practice Registration Information

**Are you a UK military veteran?** Yes  No  (If yes - Code: 13Ji.)

If yes: state which service: \_\_\_\_\_ Years served: \_\_\_\_\_

Service Number: \_\_\_\_\_ Date left: \_\_\_\_\_

\*\*If you have not been registered at another GP practice since leaving the service, please ask for a Patient Record Access Request form for service personnel.

**Please state Your Main Spoken Language (13I):**

**Do you need an interpreter?**

Prefer not to say (Language not given (13ZG):

**Smoking status:**

Smoker (137R)  Number smoked..... Ex-Smoker (137S)  Never Smoked (1371)

**Cardiac Pacemaker:**

Cardiac Pacemaker in situ  Add Concept ID...441509002

Date of Insertion (if known).....

**Prescriptions and Electronic Prescription Service**

**If you live more than a mile (as the crow flies) from the practice you can be a dispensing patient. We will register you for this service unless you prefer to collect from a pharmacy (please nominate a pharmacy below). Note that if you nominate a pharmacy we can never dispense to you again from here.**

**If not a dispensing patient** do you have a preference of pharmacy where you would like to collect your prescriptions?

Please nominate pharmacy \_\_\_\_\_

**GDPR Permissions**

Bourne Galletly Practice would like to contact you by text message and/or e-mail. Text messages and e-mails are an efficient way to communicate with patients. If you agree to receive text message and e-mails from the practice, this will include:

- Appointment booking confirmation (text message)
- Appointment booking reminders the day before your appointment (text message)
- Notification of missed appointments (text message)
- Requests for you to contact the surgery
- Notification when test results are back, and if we need to speak to you
- Reminders to book an appointment (e.g. For a immunisations, annual check-ups, blood tests)
- Invitation to appointments you are eligible for (e.g. NHS health checks, cervical screening)
- Health campaign information
- Surgery information / updates (e.g. Change in opening hours, new service starting etc)
- Information about the status of a referral to hospital or specialist service
- Information about your medication and prescriptions
- Information about other services (e.g. contact details)

<b>Can we communicate with you via Text messages and email? (As above)</b>	
<input type="checkbox"/>	I AGREE to receive communication via text message from the practice <b>(9NdP)</b>
<input type="checkbox"/>	I AGREE to receive communication via e-mail from the practice <b>(9NdS)</b>
Or	
<input type="checkbox"/>	I DO NOT AGREE to receive communication via text message from the practice <b>(9NdQ)</b>
<input type="checkbox"/>	I DO NOT AGREE to receive communication via e-mail from the practice <b>(9Ndy)</b>
By consenting to receive text messages and e-mails, you agree to let us know if you change your mobile number or e-mail address.	
Please note that you can opt-out of text messaging or e-mail at any time by informing the practice.	

Name: \_\_\_\_\_ NHS Number (if known): \_\_\_\_\_

Signed: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**It can take several months for your medical records to be received from your previous doctor. We therefore ask all new patients to book an appointment for a New Patient Health Check with our Practice Nurse. Once you are registered, you will be contacted and invited to make an appointment.**

## Information for new patients: about your Summary Care Record

Dear patient,

**\*\*\*Please read the following information then fill in the next page accordingly\*\*\***

If you are registered with a GP practice in England, you will already have a Summary Care Record (SCR), unless you have previously chosen not to have one. It will contain key information about the **medicines you are taking**, **allergies you suffer from** and any **adverse reactions** to medicines you have had in the past.

Information about your healthcare may not be routinely shared across different healthcare organisations and systems. You may need to be treated by health and care professionals who do not know your medical history. Essential details about your healthcare can be difficult to remember, particularly when you are unwell or have complex care needs.

Having a Summary Care Record can help by providing healthcare staff treating you with vital information from your health record. This will help the staff involved in your care make better and safer decisions about how best to treat you.

### You have a choice

You have the choice of what information you would like to share and with whom. Authorised healthcare staff can only view your SCR with your permission. The information shared will solely be used for the benefit of your care.

Your options are outlined below; please indicate your choice on the form overleaf.

- **Express consent for medication, allergies and adverse reactions only.** You wish to share information about medication, allergies for adverse reactions only.
- **Express consent for medication, allergies, adverse reactions and additional information.** You wish to share information about medication, allergies for adverse reactions and further medical information that includes: your illnesses and health problems, operations and vaccinations you have had in the past, how you would like to be treated (such as where you would prefer to receive care), what support you might need and who should be contacted for more information about you.
- **Express dissent for Summary Care Record (opt out).** Select this option, if you **DO NOT** want any information shared with other healthcare professionals involved in your care.

**IF YOU CHOSE NOT TO COMPLETE THIS CONSENT FORM, A CORE SUMMARY CARE RECORD (SCR) WILL BE CREATED FOR YOU, WHICH WILL CONTAIN ONLY MEDICATIONS, ALLERGIES AND ADVERSE REACTIONS.**

You are free to change your decision at any time by informing your GP practice.

**Summary Care Record patient consent form**



Please read the information on the previous page regarding your choices, then choose one of the options below and return the completed form to your GP practice:

**Yes – I would like a Summary Care Record (only choose one option)**

- Express consent to share medication, allergies and adverse reactions *only* or
- Express consent for medication, allergies, adverse reactions and additional information (Enhanced Summary care record)

**No – I would not like a Summary Care Record**

- Express dissent for Summary Care Record (opt out)

Name of patient: .....

Date of birth: ..... Patient’s postcode: .....

Surgery name: ..... Surgery location (Town): .....

NHS number (if known): .....

Signature: ..... Date: .....

If you are filling out this form on behalf of another person, please ensure that you fill out their details above; you sign the form above and provide your details below:

Name: .....

**Please circle one:**

Parent	Legal Guardian	Lasting power of attorney for health and welfare**
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**\*\*We will need to view and save a copy of any documentation for proof of Power Of Attorney**

For more information, please visit <https://www.digital.nhs.uk/summary-care-records/patients>, call NHS Digital on 0300 303 5678 or speak to your GP Practice.

**For GP practice use only**

To update the patient’s consent status, use the SCR consent preference dialogue box and select the relevant option or add the appropriate read code from the options below.

Summary Care Record consent preference	Read 2	CTV3
The patient wants a core Summary Care Record (express consent for medication, allergies and adverse reactions only)	9Ndm.	XaXbY
The patient wants a Summary Care Record with core and additional information (express consent for medication, allergies, adverse reactions and additional information)	9Ndn.	XaXbZ
The patient does not want to have a Summary Care Record (express dissent for Summary Care Record – opt out)	9Ndo.	XaXj6

**Audit – C**

**Patient Name:**

**D.O.B:**

**Address:**

Questions	Scoring System					Your Score
	0	1	2	3	4	
How often do you have a drink containing alcohol?	Never	Monthly or less	2 – 4 times per months	2 – 3 times per week	4+ times per week	
How many units of alcohol do you drink on a typical day?	1-2	3-4	5-6	7-9	10+	
How often have you had 6 or more units if a female, or 8 or more units if male, on a single occasion in the last year?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	

**Part 1 Score.....(code 38D4)**

**Scoring** – A total of 5+ indicates increasing or higher risk of drinking. An overall total score of 5 or above is AUDIT-C positive.

Questions	Scoring System					Your Score
	0	1	2	3	4	
How often during the last year have you found that you were not able to stop drinking once you 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 during the last year have you needed an alcoholic drink in the morning to get yourself going after a heavy drinking session?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
How often during the last year have you had a feeling of guilt or remorse 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 somebody else been injured as a result of your drinking?	No		Yes, but in the last year		Yes, during the last year	
Has a relative or friend, doctor or other health worker been concerned about your drinking or suggested that you cut down?	No		Yes, but in the last year		Yes, during the last year	

**Part 2 Score .....(code 38D3)**

**Total Score.....**