



**Princes Road, Maldon,
 Essex, CM9 5DF.**

**The Partnership of:
 Drs Deasy, Patel, Archibong, Lotlikar, Al-Juboori & Brazier**

Our catchment areas are:
 Broad Street Green, Cock Clarks,
 Cold Norton, Goldhanger, Great Totham,
 Heybridge, Langford, Latchingdon, Little
 Totham, Maldon, Mundon, North
 Fambridge, Northey Island, Osea Island,
 Purleigh, Stow Maries, Tolleshunt Major,
 Ulting, Wickham Bishops, Woodham
 Mortimer and Woodham Walter.

Type of Photo ID seen for Parent or Guardian	
Type of ID for Patient: Birth Certificate, Passport or Red Book	
Confirmation of same address as the registered parent or guardian.	
Staff Name or Initials:	
Date:	

NEW PATIENT REGISTRATION FORM (Under 16's)

Please be advised all information given will be held in the strictest of confidence as in line with our Confidentiality and GDPR policy.



There are Number Plate Recognition cameras in operation at LMC, to avoid a fine being issued from the Parking Company, you will need to put the vehicle number plate into the system every time you visit. It is your responsibility to input your vehicle number plate to the system (or the vehicle you have travelled in). You will find the Parking Station within the reception area.

PATIENT DETAILS Please complete in BLOCK CAPITALS and circle where appropriate

		Surname:		
Date of Birth	/ /	First names:		
NHS No:		Previous name/s:		
Male/Female/Transgender		Town and Country of birth:		
Home Address:				
Postcode:				
Mobile Telephone Number:		Home Telephone Number:		
Ethnicity:		Main Spoken Language:		
Email address:				



CONSENT TO SMS & Email (This allows us to send you appointment notifications and general practice information)	YES / NO
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ALLOCATED GP: Please be aware that you will be allocated a named GP within the Practice who will be responsible for your overall care; however you can still choose to see any GP at the Practice.

PARENT/GUARDIAN DETAILS

Name: Address if different to child's:	
Relationship:	
Contact number:	

PARENT/GUARDIAN DETAILS

Name: Address if different to child's:	
Relationship:	
Contact number:	

NEXT OF KIN DETAILS

Name and address:	
Relationship:	
Contact number:	

CHILDREN UNDER 5: Parents registering Children under the age of 5
Where possible, please provide the surgery with a copy of your Child's immunisation record.



YOUR OWN HEALTH

Health Problems: Please tick if you have a history of any of the following 12 health problems.....

Cancer		Coronary Heart Disease, Heart Failure, or Atrial Fibrillation (please state which)	
Dementia or Alzheimer's		Depression or Mental Health problems	
Hypertension (High Blood Pressure)		Kidney Disease	
Respiratory Difficulties (Asthma or COPD) Please state which		Stroke or Transient Ischemic Attacks	
Diabetes		Learning Difficulties	
Epilepsy		Thyroid Disease	

If you have any other history, important illnesses or disabilities not mentioned above please give details here (include special diet requirements):

<p>ALLERGIES: Please list any allergies you have:</p>	
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MEDICATION: If you are currently taking any repeat medication, please attach a copy of your repeat prescription to the form when you hand it in.

REPEAT PRESCRIPTIONS: *If you live 3 or more miles from the surgery, you will be able to collect your prescription from the surgery Dispensary.*

Please indicate below where you would like to collect your prescriptions from:



FAMILY HISTORY: Has anyone in your immediate family (aged under 65) suffered from any of the following conditions?
 (Please circle any that apply and note the relationship)

Asthma	Yes / No	Relationship:	
Cancer(please specify)	Yes / No	Relationship:	
Diabetes	Yes / No	Relationship:	
Heart Disease	Yes / No	Relationship:	
High Blood Pressure	Yes / No	Relationship:	
Stroke	Yes / No	Relationship:	

FOR FEMALES AGED up to 16 – If you use any form of contraception please advise below:

ADDITIONAL COMMUNICATION REQUIREMENTS (Tick all that apply)

Do you have any specific communication needs? By leaving this section blank we <u>will not</u> record the need for alternative communication methods in your record	
Braille Grade 1	
Braille Grade 2	
British Sign Language	
Contact via Carer/Third party	
Easy read	
Electronic - Email	
Electronic – Text message	
Large print font	
Interpreter (please state Language)	
Verbally over the telephone (no written communication)	
Other	



Longfield Medical Centre

01621 876433 longfieldmedicalcentre.nhs.uk

APPOINTMENTS:

There are many appointments that are pre-bookable with Practice Nurses, HCA's and Pharmacists who complete our medication reviews. Clinical appointments with a GP, Advanced Nurse Practitioner, Physician Associate or Prescribing Pharmacists are bookable the same day. You can book these appointments by calling Reception at 8am on 01621 876433, via the Systonline Services (once you are registered) or by using Patches (once you are registered). More information can be found on our practice website.

SIGNATURE OF PATIENT:	
OR SIGNATURE on behalf of a patient:	
RELATIONSHIP TO PATIENT:	
DATE:	



REQUEST TO ACCESS SYSTMONLINE

It is Practice Policy that children between the ages of 11 to 16 are not permitted to have access to Systmonline.

Date of Birth:	
Name:	
Address:	
Email:	
Mobile Phone Number:	

I confirm I am the patient named above/OR I have parental responsibility for patient named above (*please delete where appropriate*). I would like to request a password and login to enable me to access SystmOnline.

Please note that if you are requesting a password and login for a young person under the age of 11 years (this will make you a "Proxy" user). Once this young person reaches 11 years of age, for the purpose of patient confidentiality your access to their SystmOnline account will automatically be disabled.

You will be given 'proxy' access to the following online services: <ul style="list-style-type: none"> - Booking appointments - Requesting repeat medications
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Signature	
By signing this form, I consent to my username and password for accessing my online services be sent to me by text/email. Both requires verification which will be sent to you once the registration process is complete	
Patient Signature/Signature on behalf of patient:	
If you are not the patient please state your relationship to the patient:	
Date:	



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patches

Contact us online

We have an online consultation service called PATCHS. You can access PATCHS by visiting our practice website.

Contacting us via PATCHS instead of the telephone has a number of advantages for you, this includes:

- ✚ A more efficient way of requesting an appointment with a clinician (telephone or F2F). You will be able to submit requests from 7am Monday to Friday using the 'New or Ongoing Health Problem' tab until all available appointments for that day have been allocated. The tabs will be blue when appointments are available and shadowed out when they have all been allocated. Patchs will advise when next open for clinical appointments. Once you have completed a request through these tabs – you will have an appointment for the same day – please do not send a Patchs request and call for an appointment as this results in a double booking and takes an appointment away from another patient.
- ✚ No queuing on the telephone.
- ✚ Ability to submit requests throughout the day or night. (please note, we can only respond during our opening hours).
- ✚ Submit requests for prescriptions, consultations, Med3 certificates, checking results etc.
- ✚ Submitting requests on behalf of someone you care for (consent from the patient you care for will be required if the patient is over the age of 11 years old. You will find a consent form on our website or ask at reception).
- ✚ If the clinician telephones you and decides you need to be seen, they will see you ASAP (usually on the same day). Face-to-face appointments are arranged at the discretion of the clinician.

Using PATCHS also has advantages for us, this includes:

- ✚ Seeing your request details in writing helps us signpost you to the most appropriate staff member.
- ✚ Reducing the telephone queue for people that cannot use PATCHS.
- ✚ Allows us to increase our direct communication with patients.

PLEASE NOTE: Patchs requests should not be used for emergencies



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SHARING YOUR NHS PATIENT DATA

Information sharing in the NHS is subject to rigorous regulation and governance to ensure your full identifiable and personal medical data is kept confidential and only ever seen by carefully vetted doctors, nurses and administrative staff responsible for overseeing your care.

With the development of information technology the NHS will increasingly be sharing key information from your GP medical notes with Out of Hours GP Services, Hospital A&E Units, Community Hospitals, and Community Nurses all of whom may at various times in your life be looking after you. Sharing information can improve both the quality and safety of care you receive and in some cases can be vital in making life-saving decisions about your treatment.

There are currently three different elements of “sharing NHS patient information”

- SCR = The NHS Summary Care Record
- EDSM = The Enhanced Data Sharing Model “SystemOne”
- CARE.DATA = The Extraction of Data for Research

The first two elements are about ensuring continuity and safety in your personal care and the third is about extracting anonymous data for research to improve the future commissioning of health and social care services and the health of the nation.

We ask you please to read the information on this document carefully and complete the relevant fields on the attached form and return it to your GP surgery.

SCR = NHS SUMMARY CARE RECORD

The NHS Summary Care Record was introduced many years ago to help deliver better and safer care; it contains basic information about:

- Any allergies you may have,
- Unexpected reactions to medications, and
- Any prescriptions you have recently received.

The intention of the SCR is to help clinicians in Hospital A&E Departments and GP ‘Out of Hours’ health services to give you safe, timely and effective treatment. Clinicians are only allowed to access your SCR record if they are authorised to do so and, even then, only if you give your express permission. You will be asked if healthcare staff can look at your Summary Care Record every time they need to, unless it is an emergency, for instance if you are unconscious. You can refuse if you think access is unnecessary.



Over time, health professionals treating you may add details about any health problems and summaries of your care. Every time further information is added to your record, you will be asked if you agree (explicit consent).

Patients under 16 years have an NHS Summary Care Record created for them so if you are the parent or guardian of a child then please either make this information available to them or decide and act on their behalf.

EDSM = ENHANCED DATA SHARING MODEL “SYSTEMONE”

SystemOne is a clinical computer system produced by a company called TPP. It lets NHS staff record patient information securely onto a computer. This information can then be shared with other clinicians so that everyone caring for you is fully informed about your medical history, including medication and allergies.

SystemOne is currently used in GP practices, Child Health Services, Community Services, Prisons, Hospitals, Urgent Care and Out of Hours services, Palliative care services and many more.

Allowing your GP to share your record in the “SystemOne” database helps to deliver better and safer care for you.

It is the policy of this GP practice to automatically opt registered patients into “SystemOne” sharing unless they expressly decline. Those patients who choose to decline are able to determine if their data is “shared out” and/or “shared in”

Sharing OUT controls whether information recorded at our GP practice can be shared with other NHS health care providers.

Sharing IN determines whether or not our GP practice can view information in your record that has been entered by other NHS services who are providing care for you or who may provide care for you in the future (*that you have consented to share out*).



To The GP Admin Support Team
NHS PATIENT INFORMATION SHARING – MY CHOICES

Please complete and/or tick the grey boxes below to detail your personal decisions regarding the 3 aspects of NHS patient data sharing:

It is very important you sign this form to say that you understand and accept the risks to your personal health care if you do decide to opt out of SCR or EDSM. Hand the completed form in to your GP Surgery; they will scan this form into your NHS GP Medical Records and enter the appropriate computer codes.

Patients full NAME	
Patients DATE OF BIRTH	

SCR Details

1. SCR - NHS SUMMARY CARE RECORD

Please tick only one box.

<input type="checkbox"/>	Express consent for medication, allergies and adverse reactions only (XaXbY)
<input type="checkbox"/>	Express dissent – Patient does not want a summary care record and fully understands the risks involved with this decision (XaXj6)

2. EDSM – ENHANCED DATA SHARING MODEL “SystemOne” Record Sharing

Sharing Out – Do you consent to the sharing of data recorded by your GP practice with other NHS organisations that may care for you?

<input type="checkbox"/>	YES share data with other NHS organisations
<input type="checkbox"/>	NO do NOT share any data recorded by my GP Practice; I fully accept the risks associated with this decision

Sharing In – Do you consent to your GP Practice viewing data that is recorded at other NHS organisations and care services that may care for you?

<input type="checkbox"/>	Consent Given
<input type="checkbox"/>	Consent Refused; I fully accept the risks associated with this decision.

Patient’s Signature	
Date	
Signature on behalf of patient	
Relationship to Patient	



Information for Patients who Do Not Attend (DNA) their Appointments

Introduction:

Due to the increasing number of appointments wasted through non-attendance, the Practice have introduced the following policy.

STAGE ONE.

Patient has failed to attend an appointment (1st in a 12 month period).
Patient will receive DNA1 contact.

STAGE TWO

Patient has failed to attend an appointment (2nd in a 12 month period).
Patient will receive DNA2 contact.

STAGE THREE

Patient has failed to attend further appointments within the 12 month period.

What will happen if a patient reaches Stage 3?

At this stage the Partners will request the removal of the patient from their Practice List and will write to the patient advising them that this is the course of action they have taken.

CANCELLING YOUR APPOINTMENT:

Should you wish to cancel your appointment please give us as much notice as possible but certainly no less than thirty minutes allowing us adequate time to offer the appointment to another. There are five ways you can cancel your appointment:

- Call the surgery and press option 1 for the cancellation line, you will not have to wait in a queue, and you can leave a message.
- You can also reply CANCEL back to any confirmation or reminder text message.
- If you have booked via Systmonline, you can cancel your appointment in the same way.
- You can send an email to reception.lmc@nhs.net
- You can use your PATCHs account to send an 'Admin' or 'Other' request and advise of your cancellation.

TEXT MESSAGES:

We send a text message confirmation of your appointment and reminders to your mobile number (if you have consented). Please ensure that the reception team have your current mobile phone number for this purpose.

For children under 16 we will be texting the parent whose number is on that child's record.

Please note that it is your responsibility to remember your appointment and to ensure you let us know in good time if you cannot attend.